START: What type of cost share is being requested?

**VOLUNTARY**

Can the following requirements be met?
- Multi-PI
- Cross school
- Over $5M budget
- Cost-share no more than 10% of the sponsor budget
- If cash included, can it be offset by AY salary
- Fellowships requested do not exceed 4 quarters per $1M at Northwestern

NO

Request includes cash and/or fellowship support.

NO

Create Cost Share Workbook. Route via DocuSign for final facilitations of cost share request.

YES

Could a revised request meet OR guidance?

NO

Contact the AVP of Research following instructions provided by OR.

YES

Revise request and follow new flow on flowchart.

LEGEND

- Starting Point
- Question or statement eliciting more information
- Decision Point