This form must be signed by the Department Chair and Dean before submission to the Office of the Vice Chancellor for Research and Sponsored Programs. Form(s) should be received 30 days prior to the submission deadline.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date Request Submitted: mm/dd/yyyy | | | |  | | | | |
|  | | | | |  | | | | |
| Name(s) of investigator(s) | | | | Office Phone | Email | | | | |
| PI: | | | |  |  | | | | |
| CoPI-1: | | | |  |  | | | | |
| CoPI-2: | | | |  |  | | | | |
|  | | | | | | | | | |
| Unit administering the grant | | | |  | School |  | | | |
|  | | | | | | | | | |
| Project Title | | | |  | | | | | |
|  | | | |  | | | | | |
| Funding Agency | |  | | | Deadline for Submission | |  | | |
|  | |  | | |  | |  | | |
| Project start date | |  | | Project Duration |  | | Expected Approval Date | |  |
|  | |  | |  |  | |  | |  |
| Agency’s institutional support requirements as detailed in the funding announcement documentation. | | | | | | | | | |
|  | | | | | | | | | |
|  | | | | | | | |  | |
| Is a letter of support required? If so, from whom (Chancellor, Provost or VCRSP)? Attach draft letter per Cost Sharing and Institutional Support on Sponsored Projects policy. | | | | | | | |  | |
|  | | | | | | | |  | |
| **B.** | Support to be Provided  **This support must not be explicitly or quantifiably tied to the proposed project.**  **Unit leadership must initial next to support provided.** | | | | | | | | |
| Department (Name) | | |  | Department (Name) |  | | Department (Name) |  | |
| School (Name) | | |  | School (Name) |  | | School (Name) |  | |
| Center (Name) | | |  | Center (Name) |  | | Center (Name) |  | |
| VCRSP | | |  | Provost |  | | Other |  | |

**C.** **Signatures:**

|  |  |
| --- | --- |
| PI Department head/chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| PI Dean of school or College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| Center Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| VC for Research\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |
| Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_ |

**Instructions for completing**

Routing**.** The Request for Institutional Support form must first be approved and signed by the Department Chair(s), then by the Dean(s), along with any head of units from which support is being provided and lastly by the Vice Chancellor for Research and Sponsored Programs (VCRSP). The Vice Chancellor’s office will generate any letters from the Administration (to include the Provost and Chancellor) that need to accompany the proposal.

Timing. Institutional support requests must be submitted to the ORSP Director of Research Development at [ORSPRESDEV@olemiss.edu](mailto:ORSPRESDEV@olemiss.edu) and received in the Office no less than thirty (30) days before the proposal submission date. Only the VCRSP (or their designee) can approve the request. Not adhering to the specified timeline may result in an automatic “Not Approved”.

Completing the form. The Request for Institutional Support Form requires three sections to be completed. All three sections must be completed. If the project has multiple investigators and departments providing support insert additional columns and/or attach an additional form completing only section B and C.

Documentation. The following must accompany the institutional request form.

1. A brief project description.
2. Documentation of the funding agency’s institutional support requirements.

Proposal Submission through TSS Transmittal Form. Once the Request Institutional Support Form has been approved and signed, and required letters have been written and signed, the Director of Research Development will return both documents to the Principal Investigator (PI). In-turn the PI should attach the signed request form and letter(s) to the TSS Transmittal.