

**Institutional Commitment Agreement**

(*Please see attached budget for additional details*)

|  |  |
| --- | --- |
| Applicant(s): |  |
| Department/Division: |  | Agency: |  |
| Proposal Title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Request Category** **(Specify Personnel)** | **Amount** | **Responsible for Funding** | **Notes: Specify whether in-kind, cash, voluntary, or mandatory; internal only or cited to funder:** |
| Effort: | $ |   |       |
| Fringe Benefits Contributed: | $ |   |       |
|   | $ |   |       |
|   | $ |   |       |
| **Total** | $ |  |  |
| Description:  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Primary Applicant  |  |  |
|  |  |  |
| Vice Provost  |  |  |
|  |  |  |
| Executive Director  |  |  |
|  |  |  |
| Associate Provost |  | ORSP Office Use |
| \*Is signature required? |  |  |  |
| [ ]  Yes [ ]  No | Executive Vice President & Provost*Thomas Poon* | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| [ ]  Yes [ ]  No |  | Vice President, Finance & Controller*Aimee Uen* | Date |

\*If cost sharing is being provided by the Office of the Provost, the Provost’s signature is required.

\*\*If fringe benefits or facilities and administrative (F&A) costs are waived, both the Provost and the Vice President of Finance & Controller signature is required.