

**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.