**VCU Request for OVPRI Matching Funds – Equipment**

Instructions: To request OVPRI matching funds, you must:

1. Complete all sections of this form including obtaining approval from the research dean/center director
2. Attach the proposal budget, research equipment list, and vendor’s quote or website/catalog price list

**Principal Investigator(s):**

**School/College/Center:**

**Department:**

**Sponsor:**

**Proposal Title:**

**Proposal Deadline:**

**FP#:**

**Match Required by Sponsor (%):**

**\_\_\_\_\_ of total award**

**\_\_\_\_\_ of Sponsor request**

**Total Project Budget ($):**

**Amount of VCU Match ($):**

**Link to Sponsor Program Announcement:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Matching Recommendation** | **Cost Share %** | **Year 1 $** | **Year 2 $** | **Year 3 $** | **Year 4 $** | **Year 5 $** | **Total $** |
| **OVPRI Match\*** |  |  |  |  |  |  |  |
| **School/College/Center Match Details** |  | **Year 1 $** | **Year 2 $** | **Year 3 $** | **Year 4 $** | **Year 5 $** | **Total $** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Unit Subtotal** |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

\*Maximum 50% OVPRI contribution of the required match – see Guidelines #5 and #6 in OVPRI Compliance Notice 20-006.1

**Request Approval/Disapproval email addresses:**

Research Dean/Center Director:

Principal Investigator(s):

OSP Team:

OVPRI: rescomply@vcu.edu

**Approvals:**

**Research Dean/Center Director:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing, the research dean/center director of the school/college/center making this request is confirming that matching funds of the other colleges/institutes/departments have been approved and that their office will coordinate accounting activity upon award. No delegated or proxy signatures will be accepted. A HEETF application must be submitted if requested by OVPRI.

**Vice President for Research and Innovation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ OVPRI matching funds commitment is approved conditional upon receipt of the award.

OVPRI matching funds commitment expires 18 months from the date of this signature. Requests for cost-share renewals will be considered.

**Final Actions: (check one)**

\_\_\_\_\_ Awarded - forward a copy of the sponsor’s agreement and this approved matching funds form to [rescomply@vcu.edu](mailto:rescomply@vcu.edu).

\_\_\_\_\_ Not Awarded - forward a copy of this form to [rescomply@vcu.edu](mailto:rescomply@vcu.edu)

**Revisions:** If a proposal is awarded with a revised budget, resubmit the original approved form, mark the revisions on the form, write “revised” in the upper right-hand corner, and forward the revised form to [rescomply@vcu.edu](file:///C:\Users\sarobb\Downloads\rescomply@vcu.edu).