



Office of Research Administration
**Organized Research Unit or Significant Project Designation
 Request Form**

This form should be completed when requesting either a department/center/unit be designated as an Organized Research Unit or requesting that a specific project be deemed a Significant Project in accordance with the Guidelines for Establishment of Organized Research Unit (ORU) or Significant Project (SP) Designation ([view guidelines](#)). The form should include signatures by the Department Chairperson/Director and Dean of administering unit. Send the completed and signed copy and all attachments to ORA via mail to your Contract Administrator, 3112 Lee Building, email to oraa@umd.edu, or fax to 301-314-9569.

Contact Name for Request

Contact Phone

Contact Email

Select either Significant Project Designation OR Organized Research Unit and complete the information in the associated section.

Significant Project Designation: (This section to be completed if Significant Project Designation is requested)

Principal Investigator's/Co-PI'(s) Name(s)

Department(s)

Proposal Title

Sponsor Name

1) Attach the Program Announcement/Guidelines/RFP or provide the link

2) Attach a Justification for Significant Project Designation. ([click here to view the guidelines](#))

3) Attach an Explanation for inclusion of administrative costs.

(Significant Project Request Form must either be attached to routed proposal or, if request is in advance of proposal routing, a draft budget and budget justification must be provided with the form)

Organized Research Unit: (This section to be completed if Organized Research Unit is requested)

Name and Unit Code of Department/Center

Explain the purpose of the ORU (limit 1000 characters):

1) Attach a summary of the ORU's finances, including major funding sources

2) Attach a justification for this request including a brief description of the mission, goals and objectives of the ORU, its major area of research or services and how it meets the characteristics described in Part II of the Guidelines for Establishment of Organized Research Unit.

Required Approvals

Department Chair/Director Endorsement

Date

Dean Endorsement

Date

ORA USE ONLY

ORA _____

SPAC _____

ORU Only - VPR _____

Final Determination:

SP/ORU: # _____