**Fact Sheet:** **Requesting College support for GAs and GIAs**

It is important to have time, well in advance of proposal deadlines, to document, consider and process the requests for institutional match on grant proposals.  A business process has been standardized that will allow Department Heads, the Associate Dean and the Office of Grants and Contracts to have a complete picture when evaluating these requests.

Faculty should consult with their Department Head prior to beginning this formal process.  The Grants Officer (GO) in the Office of Grants and Contracts will work with faculty to complete a request form that will facilitate the processing and tracking the status of these requests.

**Priority:**  Funding requests that fulfill a mandatory match requirement by the grant sponsor will receive primary consideration. Matching with cash or graduate student support is typically only considered once “in kind” support, such as faculty or staff time or other institutional support has been considered  There is no guarantee that a request will be approved.

***15 Business Days or more prior to grant deadline***

1. PI consults with Department Head, then meets with the GO to start the process of requesting a match.

2. GO completes the match request form based on information provided by the PI, obtains PI confirmation via signature.

***10 Business Days***

3. GO sends an electronic copy of the completed match request form to the PI and/or Department Head.

4. Department Head approves or modifies the request on behalf of the PI, signs the form, and returns it to the GO.

***8 Business Days before deadline***

5. GO sends the match request form to the Associate Dean for Research and Graduate Education for approval or modification.