

	Office of Research Academic Affairs	SOP # SP-001	
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		Implementation Date	6/5/2017
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SOP Owner	Office of Research	Approval	E. Klonoff

Standard Operating Procedure

1. Purpose: This procedure establishes the process for requesting sponsorship by ORC.

2. Policy:

- 2.1 All requests are made using the ORC sponsorship request form.
 - 2.2 The activity must be research related and focus on important areas of research, have national or international impact, and enrich the academic experience.
 - 2.3 Priority will be given to activities that support UCF's strategic plan and advance our priority metrics.
 - 2.4 Sponsorship will not exceed \$2,000.
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3. Responsibilities:

- 3.1 ORC Project Manager ensures completion of this procedure.
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4. Procedure:

- 4.1 Requestor completes and signs request form.
 - 4.2 Form is submitted via email to the ORC Project Manager.
 - 4.3 Project Manager reviews form for completion and content.
 - 4.4 Vice President for Research approves or denies request.
 - 4.5 Project Manager returns completed request to college/department.
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5. Materials: ORC Request for Sponsorship form
