



## Unit Head Approval Form OVPRI Internal Awards

All proposals submitted in response to OVPRI internal awards require unit head approval prior to submission.

Please review the proposal from the applicant in your unit and complete the following form. As with external submissions, we seek your confirmation that the applicant is in good standing with your unit and with the institution, as well as your approval of the overall submission and budget details.

Please complete this form and return to the applicant, who will attach this PDF to their application package.

Applicant Name:

Unit Head Name:

Unit:

The applicant is in good standing with the department and the institution.

I approve the budget, and the request aligns with department policies.

If a course release is requested, I affirm the commitment to provide a course release should the applicant win the award.

Course release approved

No course release requested

**Unit Head Signature:**

*Signatory should be the unit head for unit administering the award*

Additional Unit Head Signature (as needed):

*Additional Unit Head Signature if required to approve course release in a different unit*

**Office of the Vice President for Research and Innovation**

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