



This form has been updated on September 21, 2026. It supersedes ALL previous

Office of Research Administration
Organized Research Unit or Significant Project Designation Request Form
ora.umd.edu

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 Significant Project (SP) Designation ([view guidelines](#)) or Organized Research Unit (ORU). 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 e-mail to your [Contract Administrator](#), or include in KR when routing the proposal, or send via email to oraa@umd.edu.

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) _____

KR Proposal Number (if known) _____ Sponsor _____

Name Proposal Title _____

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

If a Significant Project Request Form is submitted via email in advance of a proposal routing, a draft budget and budget justification must be provided with the form. ***The budget justification being provided to the sponsor should include detailed information about the administrative costs that are being requested.***

☐ **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

Principal Investigator (only required for SP requests)

Department Chair/Director Endorsement

Date _____

Dean Endorsement

Date _____

Date _____