Instructions to complete OSP’s General Research Funding form

The purpose of the General Research Funding form is to deposit various funds that are not considered gifts or restricted research. One of the major changes with this form was removing industrial affiliates and foundation information. Since industrial affiliates are processed through foundation, that data is now included on the Attachment A form. Departments should submit the general research funding deposits to the Bursar’s office, and forward this form with a copy of the deposit ticket to OSP.

**Fund Information**
- **Fund Type** – Choose if the deposit is intended for a new fund or an already existing fund
- **Begin and End Date** – complete these fields when establishing a new fund. You may also use the end date field to extend an already existing fund

**Sponsor / Payment Information**
- **Sponsor Name** – Please enter the sponsor name and address
- **Check Number and Check Date** – Please enter this information so OSP can track the payments that were deposited to the Bursar’s office

**Compliance Data**
Select any categories that pertain to the OSP research grant and attach and forward approval letters to OSP

If you have any question, please contact Mike Cutlip at mcutlip@vt.edu or call 540-231-9379.