



# Institutional Match Fund Application Guidelines

## **Introduction**

The Institutional Match Fund (IMF) is an account of limited funding managed in the Office of Graduate Education and Research. The IMF's purpose is to assist in the provision of matching funds when required as a condition of eligibility to apply for funding for externally-sponsored projects.

## **Eligibility Guidelines**

The following guidelines apply to the use of Institutional Match Funds:

1. The funding opportunity must specifically require the commitment of matching funds as a condition of eligibility to submit a proposal.
2. When permitted by the funding opportunity, faculty/staff effort should be committed as matching salary funds prior to seeking matching funds from the IMF.
3. The department/college/unit of the project director must be willing to support the project with matching funds at an amount equal to at least 25% of the amount requested from the IMF.
4. Up to \$10,000 may be requested from the IMF. In unusual circumstances, requests for funding at a higher level may be considered, provided that the department/college/unit of the project director also commit to a proportionate share of the total commitment.
5. The IMF may not be accessed for the purpose of providing matching funds when not required by the funding opportunity or for providing funding in excess of the amount required.
6. Awards are based on availability of funds. To assure full consideration, requests for Institutional Matching Funds should be made early in the fiscal year.
7. First priority is given to competitive grant programs with an expectation of leading to the submission of future grant proposals. Lower priority is given to the continuation of grant programs for which the IMF has been accessed in prior years. Continued support from the IMF for a single project over multiple years should not be expected.

## **Application Procedures**

To request funding from the IMF, project directors must complete the [online application form](#). Applicants will be notified of the outcome within five business days. Any commitment made will be provisional until a fully-approved Internal Review and Approval Form is in place.