**Pilot Project Institutional Approval Letter – Instructions**

The Pilot Project Institutional Approval Letter is sent by the Designated Signing Officials for the UM-BILD member universities that employ the Lead PI, the Co-PI, or any Faculty member who is to receive financial support from the Pilot Project.

The title of the Designated Signing Official, by UM-BILD member university:

* UMB: The Chair of the Lead PI’s Department or the Dean of his or her School
* UMBC: The Chair of the Lead PI’s College or UMBC’s Associate Dean for Research
* Morgan State University and other institutions: contact the UM-BILD Admin Core at UM-BILD@umaryland.edu for guidance.

The Letter must contain:

* The Title of the Project
* Name, academic rank, and appointment of the Lead PI.
* Name, academic rank, and appointment of the Co-PI (if applicable), and of any other faculty member who is to receive financial support.
* The projected salary support (including fringe benefits) being requested for each faculty-level team member listed on the application. Note that Pilot Project grants are not designed to be major supports for the salary of faculty-level team members.
* The Signature of the Lead PI.
* The Signature of the Co-PI (if applicable), and of any other faculty member who is to receive financial support.
* The Signature of the Designated Signing Official of each UM-BILD member university that employs the Lead PI, the Co-PI, or any Faculty member who is to receive support from the Pilot Project.

It is the responsibility of the Lead PI to draft the Pilot Project Institutional Approval Letter, gather the required signatures, and convey it to UM-BILD as part of the Pilot Project application process.

The template for the Pilot Project Institutional Approval Letter is on the next page.

**Pilot Project Institutional Approval Letter**

To: The UM-BILD Pilot Project Grant Review Committee

From: [The PI]

Date: [Date]

For the UM-BILD Pilot Project grant [Title of project], the required institutional signatures are presented on this page:

**Lead PI:**

 [Name]

 [Title]

 [Department]

 [UM-BILD Member University]

 [Address]

**Salary Requested**: [$ dollar amount, including fringe benefits]

**Signature of Lead PI:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**          [Date]

**Departmental or School Signing Official:**

 [Name]

 [Position – Chairperson, Dean, or Provost]

 [Department or School]

 [UM-BILD Member University]

 [Address]

The Signing Official acknowledges that the Lead PI’s organizational unit (Department or School) supports the submission of this UM-BILD Pilot Project Grant, with the budgeted salary line as noted above.

**Signature of Signing Official:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**          [Date]