**New Entity Request Form Instructions**

*(Sponsors, Sub-recipients, and Other Entities)*

Filling out Request Form:

1. At the time of creating a proposal in Kuali, check to make sure the sponsor is not already on the sponsor list. Be sure to try multiple variations of the name and include more search criteria in case the sponsor name wasn’t entered verbatim.
2. If the sponsor is still not found, a New Sponsor Request form must be created. The form can be completed by the department Business Managers. The new sponsor must be added to Kuali before submitting the proposal for approval. The request form can be found on the UMBC Research Website at the following location:

[*http://research.umbc.edu/*](http://research.umbc.edu/) *> OVPR Offices > Office of Sponsored Programs > Forms > New Sponsor Request Form Template & Instructions*

1. The Request Form might require a Google search to find the sponsor’s mailing address and other contact information.
2. Fill in Sponsor Information
3. Mark the Appropriate boxes
4. Include dates, your name & department on the form

\*Provide New Sponsor form to OSP at the time of ROUTING. Proposals should not be routed until the sponsor has been created\*