

**The University of Mississippi Research Foundation  
Standard Operating Procedure**

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**Approval of Insight Park® Tenants and Ground Lessees**

This policy details the procedure used to approve Research Park Tenants (collectively “Tenants”) for occupancy in an existing Insight Park® building, and Ground Lessees at for a new building at Insight Park® in accordance with the Development Agreement By and Between the University of Mississippi Research Foundation and University of Mississippi, Section 7.01, as Amended via Exhibit B – Form of Declaration and approved by the Board of Directors on September 21, 2011 (the “Development Agreement”). This policy does not cover approval of University of Mississippi units that wish to be located at Insight Park.

The Executive Director of Insight Park (the “Director”) is responsible for ensuring compliance with this policy. Duties below can be delegated by the Director to other management staff at Insight Park as appropriate.

**A. Admission Criteria**

The admission criteria for Tenants and Ground Lessees wishing to locate at Insight Park® are contained in Exhibit A.

**B. Scientific Review Committee**

In accordance with Section 1.0 and Section 7.01 (as Amended) of the Development Agreement, the Scientific Review Committee (the “Committee”) is responsible for approving in writing the Ground Lessees and Tenants of the park. The Committee consists of the Director, the Assistant Vice Chancellor for Research and Sponsored Programs, the Director of Technology Management, the Director of Research Integrity and Compliance, and the Director of Research Resources or designees. The Committee may seek guidance as needed from members of the Board of Directors of the University of Mississippi Research Foundation and senior administrators of the University of Mississippi.

**C. Approval Process for Tenants**

Prospective Tenants will complete an application form, available at [www.insightparkum.com/applicationpage](http://www.insightparkum.com/applicationpage), and submit the application to the Director for review.

1. The Director will review the application for compliance with the admission criteria and notify the applicant if the application is missing information, or if the applicant does not meet the admission criteria.

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2. If the Director believes the applicant meets the admission criteria and space is available for occupancy, the Director will send an Admission Package to each member of the Committee. An Admission Package will consist of a copy of the Application and a report prepared by the Director that summarizes why the Director supports approval of the applicant. The report prepared by the Director should include, but not be limited to, proposed research activities, potential conflicts and concerns, and any anticipated use of hazardous chemicals or materials.
3. Members of the Committee will review the Admission Package and notify the Director within seven days of any concerns. If a concern is not raised within seven calendar days, the Director will use his/her discretion in approving the prospective Tenant. In the event a concern is raised by one or more Committee members, the Director will call a meeting of the Committee to discuss the Admission Package. Based on the discussions, the Committee may approve the applicant, ask the Director to obtain additional information and resubmit the Admission Package, or disapprove the applicant.
4. The Director will route a Tenant or Ground Lessee Approval Form (Exhibit B) to members of the Committee to obtain written approval of any Tenants approved for admission into Insight Park.
5. The Director will notify the prospective Tenant accordingly. The Director will advise each Tenant and Ground Lessee that if, their business focus changes to the extent that the basis for admission is no longer applicable; the Director must obtain a new approval by the Committee, following the same procedure. Failure to notify the Director of a business focus change is grounds for immediate termination of the lease agreement with the Ground Lessee or Tenant. The Director will notify the Ground Lessee that this same requirement applies to Tenants managed by the Ground Lessee.