

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

Approval of University of Mississippi Tenants in Insight Park® Facilities

This policy details the procedure used to approve the admission of a University of Mississippi unit as a Tenant at Insight Park (“UM Tenant”). This policy does not cover approval of non-UM Tenants.

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. Definitions

1. “UM Tenant” means a department, a school, a center, or an institute of the University of Mississippi. UM Tenant does not include for profit or non-profit corporations that are affiliated with the University of Mississippi.

B. Limitation on Occupancy by UM Tenants

The total allowable space for lease to UM Tenants is limited to twenty-five percent (25%) of the total available leasable space in constructed buildings at Insight Park, including unfinished space.

C. Approval Process for a UM Tenant

1. The Director or designee will send a prospective UM Tenant a “UM Tenant Application Form (Exhibit A) for completion.
2. The Director will review the UM Tenant Application Form for completeness and notify the applicant if the application is missing information.
3. If the Director believes the applicant is complete the Director will send the UM Tenant Application Form to the Provost of the University of Mississippi or designee with a copy to the Vice Chancellor of Research and Sponsored Programs or designee. The Director will include a report containing potential conflicts and concerns, the impact of the requested space on the limitation on occupancy by UM Tenants, and of any anticipated use of hazardous chemicals or materials.
4. The Provost, or designee, will review the application and discuss the need for space with the applicant and other administrators as needed. The Provost, or designee, if they approve the lease, should sign the University Tenant Application and return it to the Director. The Provost, or designee, will let the Director know if the UM Tenant should be admitted into Insight Park along with the conditions of the admission, or if the application should be denied.
5. The Director will notify the prospective UM Tenant accordingly and inform the UM Tenant of the conditions of admission (e.g. a summary of the terms of the lease).