

## Proposal Information Form

1. **Sponsor:** \_\_\_\_\_ **Prime Sponsor (if applicable):** \_\_\_\_\_
- 1a. If this is not being submitted to a Federal agency, select sponsor type below:**
- Federal flow-through?  yes  no     Industrial     Foundation     Gov't Entities    State
- 1b. Solicitation Number and/or link. (Also attach a copy of the RFP)**
- \_\_\_\_\_
- 1c. Deadline** \_\_\_\_\_
- 1d. Period of Performance** \_\_\_\_\_  
INCLUDE: month/day/year\*
- \*Unless the sponsor indicates differently, this should start on the first of the month and end on the last day of the month.*
- 1e. Project Title:** \_\_\_\_\_
- \_\_\_\_\_
2. **List of involved personnel and their roles (units if not in DCP) (please indicate who will be the PI and any Co-PIs. If there are any research associates/assistants or technicians, indicate if they are considered key/senior personnel.)**
3. **Are there any Subcontracts?**  yes  no
- 3a. If yes, list the Organization, Subcontract PI and contact information, Authorized Organization Representative (AOR) contact and information (this is your coordinator's counterpart at the involved institution authorized to submit proposal on behalf of the Subcontract PI).
4. **Are there any external collaborators and/or consultants?**    yes    no
- 4a. If yes, please indicate who will be listed on the budget and who will be unfunded collaborators providing a letter of support. Any funded consultants will need to provide a letter indicating how the budgeted amount was calculated and their role on the project.
5. **Will there be any Cost Share?**  yes  no
- 5a. If yes, what type?
- Mandatory Committed     Voluntary Committed     Voluntary Uncommitted

**(Please use UFIRST to begin budget drafts with your coordinator.)**

**6. Budget line items for the coordinator to prepare a draft (if multi-year, indicate which years for each amount):**

**6a. Category I Personnel Time (PI, Co-PIs, Research Associate/Assistants, Technicians etc.):** List effort months. Is this budgeted over the calendar year? Only in the summer? Only academic year?

_____	_____
_____	_____
_____	_____
_____	_____

**6b. Category II and III Graduate Assistants (if any):** Specify the FTE (Half-time, Qtr-time, or other), and whether they are fully supported for 9 or 12 months or only certain semesters. Tuition will follow the academic year stipend amounts.

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**6c. Category III and V (Wage Payroll and Graduate Assistants, if any):** If wages, specify if 9 or 12 month appointment (or part thereof) and FTE. If budgeting post-docs, indicate base salary and % of effort you would like used for calculations.

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_____
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6d. Materials and Supplies \$ \_\_\_\_\_

6e. Domestic Travel \$ \_\_\_\_\_

6f. Foreign Travel \$ \_\_\_\_\_

6g. Publication Cost \$ \_\_\_\_\_

6h. Software or licenses (if any) – must be specialized and necessary to the project \$ \_\_\_\_\_

6i. Computer(s) (if any) – must be necessary to the project and not general use \$ \_\_\_\_\_

6j. Subcontract \$ \_\_\_\_\_

6k. Consultants \$ \_\_\_\_\_

6l. Equipment – indicate items over \$5K or fabricated items that will become one system over \$5K (capital equipment) Please split out any non-capital equipment items.

\$ \_\_\_\_\_

6m. Other Expenses or Other – any other items not in the categories above.

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