Please complete and submit form to your department’s Grant Administrator **two weeks in advance of due date**. ***Three weeks in advance*** ***if your proposal contains Cost Sharing and/or Subawards.***  Your department’s Grant Administrator will complete a Draft proposal in UFIRST, once this form is complete.

1. **General Information**

|  |
| --- |
| Date: Click or tap to enter a date. |
| Principal Investigator/Program Director/Fellow: Click or tap here to enter text. |
| If Fellow, identify the Mentor/Responsible Faculty Member: Click or tap here to enter text. |
| Submitting Department/Center DeptID: Choose an item. |

|  |
| --- |
| Title: Click or tap here to enter text. |
| Sponsor: Click or tap here to enter text. |
| Is this Federal Funding?  **Yes  No** |
| If this is not being submitted to a Federal agency, select sponsor type below: |
| **Sponsor Type**: Choose an item.  **F&A/Indirect Cost Rate**: Choose an item. If other enter rate: Click or tap here to enter text. |

|  |
| --- |
| **Federal flow-through**  **Yes  No** |
| Facilities & Administrative Rates (F&A)/Indirect Cost will be determined by the sponsor type F&A rate or rates listed in agency’s solicitation. Link provided for current F&A Rates: <http://research.ufl.edu/faculty-and-staff/proposal-development-submission/budgeting-information/fa-rates-idc.html>  **Solicitation Number and/or link. (Also attach a copy of the RFP)**  Click or tap here to enter text. |
| Deadline/Due to Sponsor: Click or tap to enter a date. |
| Period of Performance: Click or tap here to enter text. |
| Type of Application: Choose an item. |
|  |

**2.0 Cost Share**

*The Department Chair must approve all Cost Share.* This also applies to Key Personnel from different Colleges within UF. Link provided for UF Cost Sharing Policy: <http://research.ufl.edu/research/handbook/policies/cost-sharing.html>

|  |
| --- |
| Will there be any Cost Share?  **Yes  No If yes, what type:** Choose an item. |

**3.0 Consultants/Collaborators/ Third Party Organizations**

Are there any external collaborators, consultants and/or any third party organizations (unpaid collaborators, provider of third party cost sharing, or other materials) involved in the project?  **Yes**  **No** *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 of support indicating their role on the project and a detailed budgeted.*

|  |  |  |
| --- | --- | --- |
| **Title** | **Contact Information** | **Funded/ Unfunded** |
| Choose an item. | Click or tap here to enter text. | Choose an item. |
| Choose an item. | Click or tap here to enter text. | Choose an item. |
| Choose an item. | Click or tap here to enter text. | Choose an item. |
| Choose an item. | Click or tap here to enter text. | Choose an item. |

**4.0 Subawards/Subcontracts**

Are there any Subawards/Subcontracts?  **Yes  No**

If yes, list the Organization and Subcontract PI. For all proposal subawards that will be included in a UF grant or contract application, please obtain the following: Endorsement from the Subrecipient’s Authorized Official, Scope of Work, Budget and Budget Justification. Link for “Subaward at the Time of Proposal Preparation” instructions below:[**http://research.ufl.edu/research/handbook/processing/subcontracting-at-the-time-of-proposal-processing.html**](http://research.ufl.edu/research/handbook/processing/subcontracting-at-the-time-of-proposal-processing.html)

|  |  |
| --- | --- |
| Organization: Click or tap here to enter text. | Subaward/Subcontract PI: Click or tap here to enter text. |
| Organization: Click or tap here to enter text. | Subaward/Subcontract PI: Click or tap here to enter text. |
| Organization: Click or tap here to enter text. | Subaward/Subcontract PI: Click or tap here to enter text. |

**5.0 Key/Senior Personnel**

List of involved key personnel and their roles (units if not in DCP). Examples PI, Co-PIs, Research Associates/Assistants Technicians etc. List when effort months will be utilized calendar year, academic year or summer months.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key/Senior Personnel** | **Period 1** | **Period 2** | **Period 3** | **Period 4** | **Period 5** |
| Person: Click or tap here to enter text.  Effort Months used for: Choose an item.  Role: Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Person: Click or tap here to enter text.  Effort Months used for: Choose an item.  Role: Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Person: Click or tap here to enter text.  Effort Months used for: Choose an item.  Role: Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Person: Click or tap here to enter text.  Effort Months used for: Choose an item.  Role: Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Person/Unit: Click or tap here to enter text.  Effort Months used for: Choose an item.  Role: Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**6.0 Graduate Assistants**

Specify the FTE and whether the Graduate Assistant will be supported as a 9 month or 12 month GA on funded project. Please review link for proper stipend amounts. <http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/#salaries>. IMPORTANT – When a department appoints a GA that department is responsible for funding the tuition waiver. Please review the link for more details and examples of tasks that might be performed by Graduate Assistants and Student Assistants [**Principles for the Employment of Graduate Students at the University of Florida**](http://graduateschool.ufl.edu/media/graduate-school/pdf-files/Principles-for-the-Employment-of-Graduate-Students-at-the-University-of-Florida.pdf)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Graduate Assistants** | **Period 1** | **Period 2** | **Period 3** | **Period 4** | **Period 5** |
| Name: Click or tap here to enter text.  Appointment: Choose an item.  Annual Salary: Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Name: Click or tap here to enter text.  Appointment: Choose an item.  Annual Salary: Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Name: Click or tap here to enter text.  Appointment: Choose an item.  Annual Salary: Choose an item. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Design Construction & Planning Tuition amount:** *$9711 for a 9 month appointment and $12,497 for a 12 month appointment*

**7.0 Other Directs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Other Direct** | **Period 1** | **Period 2** | **Period 3** | **Period 4** | **Period 5** |
| MATERIALS & SUPPLIES | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| DOMESTIC TRAVEL | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| FOREIGN TRAVEL | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| PUBLICATION COST | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| COMPUTER SERVICES | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| CONSULTANT SERVICES | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| SUBAWARD/SUBCONTRACT | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 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* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| OTHER EXPENSES | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |