

**INSTITUTIONAL APPROVAL FOR PRE-PROPOSAL SUBMISSION**

Complete as much of the form as relevant for the pre-proposal submission. **Attach a Project Description to your email with this form.** This form must be signed and returned before the pre-proposal can be submitted by the university to the funding agency.

**PROJECT**

Project Title: \_\_\_\_\_

Project Director(s): \_\_\_\_\_

College(s)/Unit(s): \_\_\_\_\_ Department(s): \_\_\_\_\_

**EXTERNAL FUNDING OPPORTUNITY**

Funding Agency: \_\_\_\_\_ Pre-Proposal Due: \_\_\_\_\_

Full Proposal Due: \_\_\_\_\_ Is the Full Proposal by invitation only?  No  YesIs a budget required for the Pre-Proposal?  No  Yes: Attach budget file to your email with this formAre indirect costs allowed?  No  Yes: \_\_\_\_\_ % of salaries and wages (Federally negotiated rate is 61.4%)  
\_\_\_\_\_ % of modified total direct costsIs Cost Sharing or a Match required?  No  Yes: \_\_\_\_\_ % to be fulfilled with:**COMMITMENTS AND IMPACTS**

Describe the anticipated time commitment for PI(s) and any team members (ex: number of credits, course release, overload, summer):

Use this space to describe other unique characteristics of the project that may impact the university:

**SIGNATURES**

The information contained on this form accurately represents the information contained in the proposal. I understand that a full *Institutional Approval for Proposal Submission* form will be required before full proposal submission.

Project Director(s): \_\_\_\_\_ Date: \_\_\_\_\_

I am aware of this pre-proposal and the known terms and conditions of the project.

Department Chair/Program Head: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

I am/we are approving and committing my/our unit to the known terms and conditions of this pre-proposal.

Dean/Provost/Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_