

THE UNIVERSITY OF TEXAS AT TYLER PROPOSAL APPROVAL FORM

Sponsored Research Use Only

Proposal #:
Date Received:

Project Title: _____

Key Personnel	% Effort Requested	Position (PI, Co-PI, staff, etc.)	Department	College	% of IDC Return*

*% of IDC return must equal 100% if indirect cost (IDC) are allowed at any level **Total = 100%**

Proposed Sponsor: _____

Contact Name: _____

Phone: _____

Sponsor Deadline: _____ Check One: Postmark ☐ Receipt ☐ Electronic Submission ☐

Brief Description of Proposed Project (Abstract):

Project Period Begin Date: _____

End Date: _____

ATTACH a copy of Proposed Budget. If applicable, identify cost-share budget below:

Line Item Description	UT Tyler Contribution	Contribution Account Number(s)	Budget Authority Approval
Professional Salaries			
Part-Time/Student Wages			
Fringe Benefits (Full-time Employees = 35%, Part-time Employees/Students = 10%)			
Supplies/Materials			
Contracted Services			
Travel (Domestic)			
Travel (Foreign)			
Equipment			
Stipends/Tuition & Fees			
*Indirect Costs (42% of MTDC on campus, 19% of MTDC off campus)			
Other			
TOTALS			

*If indirect costs are budgeted at less than the approved rate of 42% of modified total direct costs, attach justification (Ex: indirect costs not allowed by sponsor or allowed only at a specified rate). Please note that waiver of indirect costs requires administrative (OSR, Provost) approval.

Please provide the following information. If you respond "yes" to any question, please explain in the space provided.

Does the proposal require additional personnel at institutional expense?

Is additional space or renovation required?

Will any portion of the project be subcontracted?

Does the project require equipment that is not currently available and is not being requested from the sponsor?

Does the project obligate the University to funding beyond the project period (salaries, equipment, etc)?

Will non-UT Tyler personnel work on the project?

Does the project involve foreign nationals as employees? yes ☐ no ☐

Does the project involve foreign travel? Yes ☐ No ☐ Please explain.

Does the project require the use of consultants?

Does the sponsor limit indirect cost recovery? % Allowed by Sponsor %

Does the agency require cost-sharing commitments for this proposal?

% required or \$ amount required

Are faculty/administrative salaries proposed as released time or compensation in addition to regular compensation?

Does any part of the project have the potential for future commercialization?

Please check the appropriate box if the project involves the use of any of the following:

☐ animal subjects

☐ human subjects

☐ hazardous chemicals

☐ radiation

☐ infectious agents

☐ select agents

Approvals:

Key Personnel*	PI, Co-PI, or Other (define)	Signature	Department Chair Signature	Dean Signature	Date
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*All UT Tyler personnel must be identified herein and approved by respective Chair/Dean as applicable.

University Approval:

Signature

Associate V. P. for Research
Title

Date

INSTRUCTIONS

Proposals Require Approval. Every proposal must be approved before it is submitted to any funding agency. Funding agencies include all federal, state, county and local government agencies; foundations; nonprofit organizations; private corporations; and private groups or individuals who award grants to universities, contract with universities or otherwise enter into agreements with universities to provide funds to support specific projects, for the performance of a specific scope of work. Proposals being submitted to a funding agency that are renewal applications or continuation applications must also be approved before they can be submitted, as well as proposals that are being revised and re-submitted.

This is an internal document and should NOT be sent to the funding agency. The form and instructions are available in the Office of Sponsored Research ("OSR"), ADM 370 (565-5670), or can be accessed from the website at: <http://www2.uttler.edu/research/forms.php>

Proposals Not Approved or Conditionally Approved. Proposals not receiving internal approval at any level of review will be returned, with appropriate explanations, to the principal investigator or person in charge of the project for revision and if applicable, subsequent resubmission to the OSR. Proposals that have not been fully approved at each level may not be submitted to a funding agency. Any proposal submitted to a funding agency that has not been fully approved internally by the University will be withdrawn from consideration by the University.

Approval Deadline. A proposal must be reviewed and approved by the appropriate University administrators, including the Department Chairperson, the Dean, and the Associate Vice President for Research. It is important to allow enough time for the review process and for the PI to make any requested changes. All proposals must be submitted to the OSR at least 5 working days prior to the submission deadline.

Review Process. Department Chairs and Deans should check for commitments such as reassigned time requested and any funds promised to the project from the department, center, or college accounts.

They should also check the appropriateness of the project to the mission of the University. A signature on the approval form indicates that the terms of the proposal, including any **cost-share** amounts, are acceptable. Any disagreement about the terms of the proposal must be resolved before proceeding with the approval process.

Proposal Routing. The PI/Project Director signs the approval form after all of the information is provided. The PI also secures the approval signatures of the Department Chair and the Dean. Once the required departmental and college approval signatures have been obtained, the PI submits ONE copy of the FINAL proposal along with this approval form to the Office of Sponsored Research for final approval. OSR staff will route the proposal for final signature.