

UNIVERSITY OF HOUSTON-DOWNTOWN NOTICE OF INTENT TO DEVELOP A SPONSORED PROJECT PROPOSAL

Principal Investigator : _____ Ext. _____ College/Dept. _____

Other UHD Investigators: _____

Outside UHD Investigators: _____

Title of Project: _____

Brief Description of Project: **Please attach a brief abstract, which fully describes the project**

Funding Agency/Funding Program/Potential Sponsor: _____

Proposal due date to Funding Agency/Sponsor: _____

Budget: **Please attach a preliminary budget**

Is this a: ___ New Project ___ Revised Proposal ___ Noncompeting Continuation

Is this project: ___ Research ___ Instruction ___ Public Service

Will this project be a: ___ Grant ___ Subrecipient Agreement ___ Not known at this time

Please respond to all of the following questions:

___ Yes ___ No **Will this project, if funded, result in the development of any new courses or academic programs at UHD?** *If so, please identify and discuss with your Dean and Dept. Chair.*

_____ *Provide name of course and attach rationale*

___ Yes ___ No **Will this project, if funded, involve the participation of faculty from other departments at UHD?** *If so, please provide a list and obtain approval of the applicable Dean and Dept. Chair.*

___ Yes ___ No **Does the proposal contain cost sharing commitments?** *If yes, indicate amounts and sources of the cost sharing.*

Amount: _____ Source: _____

In-Kind: _____

___ Yes ___ No **Is release time being sought?** *(No more than 2 course releases per Fall semester and/or Spring semester may be requested and must be approved by the PI's Department Chair and Dean before the Notice of Intent form is submitted to OSP for the Provost's final approval) Please attach an additional sheet with list of current and pending releases.*

___ Yes ___ No **Is space other than the current lab/office space needed for the completion of this project?** *If yes, please identify:*

_____ *Does the sponsor limit or forbid recovery of indirect costs? If yes provide documentation from sponsor.*

___ Yes ___ No **Does the project require a subcontract with an outside organization(s)?** *If yes, be prepared to attach a copy of the subcontractor's Signed offer (including a SOW, budget and statement of commitment to perform the work.)*

___ Yes ___ No **Does this project involve proprietary data or the potential for new ideas, inventions or discoveries?** *If yes, please describe on separate page.*

___ Yes ___ No **Does this project require equipment either not currently on-site or included in the proposal?** *If yes, provide a list, including costs and sources of funds.*

___ Yes ___ No **Is there a potential for a real or apparent conflict of interest as defined in University's Policies and Procedures?** *If yes, describe on separate page.*

___ Yes ___ No **Is there any personal financial interest in the project by the PI or the Co-PI?** *If yes, be prepared to disclose this interest.*

APPROVALS: Please initial

___ PI

___ DEPT CHAIR

___ DEAN

___ Co-PI

___ DEPT CHAIR

___ DEAN

___ Co-PI

___ DEPT CHAIR

___ DEAN

___ Co-PI

___ DEPT CHAIR

___ DEAN

PROVOST _____

IDC Return: ___ % Administration

OSP _____

___ % Center

Date Received by OSP _____

___ % Department

___ % Principal Investigator (PI)

Comments: _____