

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 one course release per academic year 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:**

Yes No **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: <i>Please Sign</i>	_____	PI	_____	DEPT CHAIR	_____	DEAN
	_____	Co-PI	_____	DEPT CHAIR	_____	DEAN
	_____	Co-PI	_____	DEPT CHAIR	_____	DEAN
	_____	Co-PI	_____	DEPT CHAIR	_____	DEAN

PROVOST _____

IDC Return: 25 % VPAF
 25 % VPAA
 % College
 % Center
 % Department
 % Principal Investigator (PI)

OSP _____
Date Received by OSP _____

Comments: _____