

**THE UNIVERSITY OF TEXAS AT TYLER
PROPOSAL APPROVAL FORM**

Project Title: _____

Principal Investigator/Project Director: _____

Phone Number: _____

Academic/Staff Position: _____

Department/College: _____

Co-Investigator: _____

Phone Number: _____

Academic/Staff Position: _____

Department/College: _____

Proposed Sponsor: _____

Contact Name: _____ Phone: _____

Sponsor Deadline: _____ Check One: Postmark Receipt Electronic Submission

Brief Description of Proposed Project:

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Project Period Begin Date: _____ End Date: _____

Summary of Proposal Budget:

Line Item Description	Sponsor Costs	UT Tyler Contribution	Account Number	Approval of Budget Authority
Salaries & Wages				
Fringe Benefits (35% for full-time employees, 10% for part-time employees of UT Tyler)				
Supplies/Materials				
Consultants/Contracted Services				
Travel				
Equipment				
Stipends/Tuition & Fees				
*Indirect Costs (56% of Salaries & Fringe Benefits)				
Other				
TOTALS				

*If indirect costs are budgeted at less than the approved rate of 56% of salaries and fringe benefits, you are required to attach justification (EX: indirect costs not allowed by sponsor or allowed only at a specified rate). Please note that waiver of indirect cost requires administrative approval.

INSTRUCTIONS

Proposals Requiring Approval. Any formal proposal requesting project support from an external funding organization must be approved before it is submitted. Funding organizations include all federal, state, county and local government agencies; foundations; nonprofit organizations; private corporations; and private groups and 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 organization which are renewal applications or continuation applications must be approved before they can be submitted, as well as proposals which are being revised and re-submitted to a funding organization.

This is an internal document and should NOT be sent to the funding agency. Copies of the form and instruction sheet are available in the Office of Sponsored Research (OSR), ADM 342 (565-5670), or can be accessed from the web at www.utt Tyler.edu/resgrant/.

Proposals Not Approved or

Conditionally Approved. Proposals not receiving 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. Under no circumstances should a proposal be approved at a higher review level without having been approved at all preceding levels. Proposals, which have not been fully approved, may not be delivered to a funding organization. Any proposals delivered to a funding organization, which have not been fully approved by the University may be withdrawn by the University.

Approval Deadline. A proposal must be reviewed and approved by the appropriate University administrators, including the Department Chairperson, Dean, Office of Sponsored Research, Vice President for Academic Affairs and/or Vice President for Business Affairs. It is important to allow enough time for the review process and for the PI to make any changes requested. It is suggested a minimum of 10 working days.

Review Process. Department chairs and Deans should check for commitments such as release time, 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 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 once all the information requested is complete. The PI also secures the approval signatures of the Department Chair and Dean. Once the required departmental signatures have been obtained, the PI submits TWO copies of the proposal along with this approval form to the Office of Sponsored Research for approval. Sponsored Research will route the proposal for the other required signatures.