Proposal Writing Guide

The right tools, for the right grant…

Sponsored Programs

http://spo.uca.edu

University of Central Arkansas

Introduction

You are thinking about writing a grant or contract proposal and that's a very positive step. We hope that nothing you read in the next few pages will change your mind; in fact, we would like to think that this small guide will encourage you to seek external funding for your project and that the information contained in the next few pages will make proposal writing and the submission process easier, more efficient, and more productive. If you have any questions along the way, as you read this, or as you prepare your proposal, call or stop by the Sponsored Programs Office or look at the Sponsored Programs website at http://spo.uca.edu.

SPONSORED PROGRAMS STAFF:

Dr. Charlotte Cone	Assistant Provost	Torreyson West, 324	450-3451
Kelly Hunt Lyon	Assistant Director	Torreyson West, 324	450-3451
Betty Hamilton	Grants & Compliance Coordinator	Torreyson West, 324	450-3451
Sonia Hazelwood	Grants & Post Award Coordinator	Torreyson West, 324	450-3451
Beryline Temples	Electronic Research Specialist	Torreyson West, 324	450-3451

GRANTS STAFF IN OTHER OFFICES:

Sandy Mattox	Grants Accountant	Wingo, 306	450-3409

(01/29/2007)

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BRIEF OVERVIEW OF THE GRANT PROPOSAL PROCESS

Early Planning

- Start early and build in time for the unexpected to happen.
- Brainstorm with colleagues or Sponsored Programs Office (SPO) staff.
- Locate appropriate funding sources (e.g., federal/state agencies, foundations, etc.).
- From the SPO website, use SPIN to conduct a funding search.
- From the SPO website, register for SMARTS to receive funding opportunity e-mails.
- Research the funding source to learn if your interests correspond with theirs.

Development

- Obtain the funding source's guidelines and/or application for proposal submission.
- Carefully follow and address each section of the sponsor's guidelines/application.
- Notice if a hard copy of the proposal or electronic submission is required. If electronic, contact SPO for additional information/support.

Budget Development

- In developing the budget, request adequate resources to complete the project (SPO staff can assist in this area).
- Discuss the budget and needed resources with your chair, dean, or supervisor, especially if you are requesting release time.

Research Compliance

- If your research involves human or animal subjects, talk with the compliance coordinator. Some agencies require approval before proposal submission.

Proofing and Constructive Criticism

- Ask colleagues and/or SPO staff to read the proposal for a thorough, understandable narrative, grammatical/typographical errors and to provide constructive criticism.

UCA Approvals and Signatures

- Complete the UCA Transmittal Form (http://spo.uca.edu), sign, and obtain the signatures of your chair and dean, then bring to SPO. (Note: some chairs and deans will want time to read the proposal before signing.)
- Allow SPO a minimum of three days to obtain the additional approvals/signatures.
- Note: UCA's authorized representative or signatory official is our president.

Award Negotiations

- If the funder calls to negotiate the budget, tell the negotiator that you need to consult with your Sponsored Programs Office before agreeing to any budget revisions.
- Budget revisions will have to be approved by UCA officials.

Post-Award Activities

- When you receive notice that your proposal has been awarded or disapproved, contact SPO and send a copy of the notice.
- If awarded, paperwork will be completed by SPO so that a budget account can be established by the grants accountant.
- Supply requested information for a news release.
- Complete the funding agency status reports as required in the award notification.

SECTIONS OF SUCCESSFUL PROPOSALS

Most proposals will contain the sections described below. If the prospective grantor provides a format, follow it. If a format is not given, the following sections can be used as a guide. You will find helpful information on the SPO website such as, University and College Descriptions.

Cover Sheet	If the grantor does not provide a cover form or format, create a simple cover. Include grantor's name (any program name or number), applicant organization, submittal date, project title, proposed project period, amount requested, project director's name and signature, and name and signature of organization's authorized representative.
Table of Contents	Guidelines often do not mention a table of contents, but it is helpful to include one unless the proposal is very short (under five pages). Include major proposal sections, but do not make the table of contents so complex that it is not useful.
Project Summary or Abstract	This can be the most important section of the proposal. You are providing the reviewer with a snapshot of your project, so it should summarize all the key information. It should be interesting enough to cause the reviewer to want to learn more. Concisely and clearly state the problem, significance, objectives, methods, and the anticipated outcome(s). The typical length is 150-250 words and should be in a layman's terms. It is best to write the summary last so all key points will be included. This may be the first or only thing a reviewer reads!
Project Description (*also called Narrative or Research Plan*)	***Introduction***: Introduce the applicant institution and yourself. Establish credibility (yours and the institution's) particularly in the area funding is being sought. ***Problem Description (also called Significance)***: Succinctly and clearly discuss the problem you wish to change; give evidence of the problem; explain why solving the problem is important to the funding agency, the applicant, and others. ***Literature Review (sometimes incorporated into Problem Description)***: Describe work already done by the applicant and others. ***Objectives (also called Specific Aims)***: Objectives should be tangible, specific, concrete, measurable, and achievable in a specified time period. State in measurable, concrete terms the project's specific objectives that will be accomplished within a specified time frame. Relate the objectives directly to the stated problem(s).

	Methods (also called Plan of Action): Describe the specific activities to be performed to meet the stated objectives. Defend your choice of activities, discuss the personnel who will perform the activities, and include a timetable for the completion of each activity. ***Personnel and Facilities***: Describe in detail the qualifications of key project personnel and describe the facilities already available or promised for performance of project. ***Evaluation***: An evaluation plan should be built into the project from the beginning. Describe who will be responsible for the evaluation, how the data will be collected and analyzed, and how it will be reported or disseminated. ***Long-term Plans (sometimes called Sustainability)***: Describe the plans for the project after the requested funding period is over: will it continue, what has been done and/or will be done to ensure support?
Bibliography	If the grantor wants just the literature cited, do not include a full bibliography. Be consistent in the style among references and check to see that the sources cited in the narrative are all included!
Budget	This should be presented in a spreadsheet format (for templates see spo.uca.edu). Items commonly included are salaries and wages, fringe benefits, equipment, travel, supplies, other costs (e.g., publication charges, postage, telephone, consultants, etc.), and facilities and administrative fees.
Budget Narrative (also called Justification)	Arrange by budget categories as on the spreadsheet. Briefly explain how the budgeted items were estimated and why each item is necessary to the project.
Resume (also called Vita or Biographical Sketch)	Include a resume for the project director and key personnel. Some grantors have a specified format and page limitation and request that only recent publications be included. If guidelines are not mentioned, keep the resume short—two to five pages is adequate.
Appendices (also called Attachments)	Depending on the format for the main part of the proposal, some of the sections described above may be included as appendices. Possible appendices are: vitae, facilities description, letter of support, illustrations, or anything which is not included in the body of the proposal but should be accessible to reviewers. Some grantors do not allow appendices.

WRITING THE PROJECT DESCRIPTION OR NARRATIVE

Just because you are very familiar with your work, don't assume that others will be. You must provide a very clear, logical plan of the project in your proposal. Avoid leaps in logic as you develop your proposal, or you may lose your reviewer. Proposals to a foundation usually are read and evaluated by non-academic individuals. According to research by the Foundation Center, if they can't understand your proposal, they screen it out. While most federal agencies utilize academic reviewers in the proposal evaluation process (peer reviewers), it is still a good idea to provide them with a clear, logical, well-developed plan of action in your proposal. Remember, you are proposing something new and different, and you need to be very clear and thorough in developing and presenting your ideas.

Defining the Problem and Stating the Objectives

How you define the problem and state the objectives of your proposed project will often determine a reviewer's reaction to your entire proposal. If your proposal is going to a foundation, keep professional jargon to a minimum because much of the early screening of proposals to foundations is done by staff reviewers who will probably have very little knowledge of your discipline. Even if you are submitting a proposal to an agency with impeccable academic credentials in your discipline, try to write so a reviewer who may not be in the specific subdiscipline for which you are proposing a project will be able to understand and appreciate your idea. You must never assume that a reader will "know what you mean!"

The Problem

The problem should be defined as concisely and concretely as possible and in a way that makes it clear that you and the project can actually address the problem. Prove the problem exists by providing statistics, case studies, survey results and/or other measurable data.

Good Objectives:

- Are specific, concrete, measurable, and achievable in the project time frame.
- Specify a measurable result or outcome, not an activity.
- Describe one result or outcome at a time that you plan to accomplish.
- Tell when the result will be accomplished (time frame).
- Show that it is feasible using your projected resources.
- State which personnel will be responsible for implementation.
- Are verifiable and recorded in writing.
- Are based on input from those who will be affected by it.
- Allow for "flexibility" on the part of those implementing the project.

Writing the Methods Section (also called the Plan of Action)

In this section you will describe in detail the project design — the methods and activities which will be implemented to achieve the project objectives and goals.

The Methods Section should:

- Describe project activities in detail and tell how they will fulfill objectives.
- Describe the sequence, flow, and interrelationship of the activities.
- Describe the planned staffing of the project and who will be responsible for what.
- Describe clearly the target population and the methods for selecting the population.
- Present a reasonable scope of activities which can be accomplished within the stated time frame and with the combined resources of the institution and funding agency.

It should also:

- Use tables to illustrate the plan of action.
- State specific time frames.
- Include a discussion of why the success of the project is probable.
- Describe the uniqueness of your methods and overall project design.
- Assign responsibility to specific individuals for each part of the project.

Designing a table that explains the time, activity, personnel, and resources it takes to complete each objective is helpful. Here is an example of how a table may look.

Example Methods and Project Design Table

Objective	Time	Personnel Responsible	Activity	Resources
To identify and enroll 300 eligible disadvantaged students during a given semester.	June-July	Project Directors; Academic Counselors	Review ACT computer printouts for list of potential participants.	ACT list generated by Undergraduate Studies
	June-August	Academic Counselors	Mail information describing program and follow-up with phone call.	Brochures, stamps, phone calls
	June-August	Academic Counselors	Determine eligibility of students indicating an interest.	Referral sources; ACT list; Registrar's list

Designing the Evaluation Plan

Evaluation is a key component of any project. It is extremely important to funders since they want to measure the progress your project has made and to determine whether their money was well spent.

Yet, many proposal writers neglect to construct an adequate evaluation section, feeling sure that the project will be a success merely because it is addressing a worthy problem. Reviewers have stated that the evaluation plan seems to be the section that can make or break the proposal, and yet it receives the least attention from proposal writers. Funds for an adequate evaluation plan should be included in the project budget.

The Evaluation Section should make clear how you will measure:

- the extent to which your project has achieved its stated objectives,
- the extent to which the attainment of these objectives can be directly attributable to your project (this relationship of cause and effect is a difficult one to establish), and
- whether the project has been conducted in a manner consistent with your plan.

For some links to evaluation guides, go to the SPO website and click on the Proposal Preparation button, then on Evaluation Guides.

Once you have written the body of the proposal, it may be beneficial to create an Evaluation Plan table. The table makes the objectives, criteria for success, documentation, timeline and personnel responsible very obvious and understandable. See the example table below.

Example Evaluation Plan Table

Objective	Criteria for Success	Documentation	Timeline	Responsible Personnel
Forty participants will increase their proficiency in math, science and English by one level each year, as evidenced by the Arkansas Bench-mark Exams.	Increased scores	High school transcripts and Arkansas Bench-mark Exams	June	Project Director, Project Coordinator, Tutors and Summer Instructors
Forty participants will increase their GPA by .10 points each Spring semester for which they are enrolled in the project.	Increased grade point averages	High school transcripts	June	Project Coordinator and Tutors

BUDGET AND BUDGET EXPLANTION

The budget is often one of the first sections read by a reviewer, so make it understandable and realistic. It should restate the goals, objectives, and activities of the project in fiscal terms. Before starting to draft your budget, read the funding agency guidelines, noting if there is a minimum/maximum budget, allowable/non-allowable costs, and if matching funds (cash or inkind) are required. If the funding agency provides a budget form (e.g., NSF FastLane), use it. If not, use the SPO *Excel* Budget Spreadsheet (found on the SPO website at Forms).

If you are new at developing a proposal budget, print the Budget Worksheet and the Information for the Budget Worksheet and Spreadsheet (both are in the appendices and on the SPO website at Forms), to help you develop a draft budget. The budget should reflect the proposed project and the resources required to complete the project. You may want to make an appointment with Sponsored Programs for guidance in completing the Budget Worksheet and/or discuss the budget with your chair.

The budget explanation justifies the expenses and explains how the budgeted items were estimated and why each item is necessary to the project. It should be arranged in the same order as on the budget spreadsheet.

IF YOUR PROPOSAL WASN'T FUNDED

So your proposal was rejected. Everybody who writes proposals has one rejection sooner or later (usually sooner, and usually more than once). A rejected proposal does not always mean that the idea has been rejected. Often, the mechanism for describing the idea (the proposal) simply needs to be refined. The following are some common reasons proposals are not funded.

Why Proposals Fail

Deadline was not met.
Guidelines were not followed exactly.
Nothing unusual, innovative, or clever.
Proposal did not meet this year's priority.
Proposal was not absolutely clear.
Proposal was not absolutely complete.
Poor literature review.
Proposal appeared beyond the capacity of the PI.
Unsuitable method of study.
Cost was greater than anticipated benefit.
Proposal was highly partisan.
Poor writing.
Mechanical defects.

From *Proposals that Work*
(Locke, Spiriduso and Silverman)

Ideas for Recycling Your Proposal

- Try to obtain comments from those who reviewed your proposal. Some agencies send comments; others will send them upon request.

- If reviewer comments are contradictory, or not particularly substantive (remember reviewers may read a lot of proposals and they don't always provide a detailed analysis of your particular project), call the program officer.

- Critically review your own proposal. Did you submit your proposal to the most appropriate funding source? Was the proposal complete? Was it clear? Was it easy to read? Was it written with the right audience in mind (e.g., peer reviewers, educated lay reviewers, nonspecialists)? The Sponsored Programs office may be able to guide you to alternate funding sources, or offer advice on how to improve the presentation of your proposal.

- Revise your proposal, (be sure you have the most current guidelines) and send it to the same funding source, to a different one, or both. It may take submitting the same idea to the same place two or three times before you are successful. If you are still not successful after about three attempts, it is a safe assumption that the funder is not currently interested in supporting that particular idea. Instead of giving up, try to identify another potential funding source, or try to rework the idea itself.

FREQUENTLY NEEDED INFORMATION

OFFICIAL NAME OF THE INSTITUTION:	The University of Central Arkansas
OFFICIAL ADDRESS OF UCA:	201 Donaghey Avenue Conway, AR 72035-0001
AUTHORIZING (SIGNATORY) OFFICIAL:	Lu Hardin, President e-mail: peggys@uca.edu phone: (501) 450-3170 fax: (501) 450-5003
FEDERAL EMPLOYER NUMBER also known as TAXPAYER IDENTIFICATION NUMBER (TIN):	71-6001828
DUNS NUMBER:	006562250
ENTITY IDENTIFICATION NUMBER (EIN):	171-6001828A2
FEDERAL ASSURANCE NUMBER:	00000042
PHS ANIMAL WELFARE ASSURANCE NUMBER:	A4179-01
STATE AGENCY CODE:	16501
IPF (INSTITUTION PROFILE) NUMBER:	0496701
OPE ID NUMBER:	00109200
US. CONGRESSIONAL DISTRICT NUMBER:	AR-002
STATE LEGISLATIVE DISTRICT NUMBER:	45
STATE SENATORIAL DISTRICT NUMBER:	20
UCA NEGOTIATED INDIRECT COST RATE:	43% of salaries and wages 10% off-campus rate
FRINGE BENEFITS:	30% for faculty/staff
ARKANSAS SALES TAX:	8.25% (equipment, supplies, etc.)
ASSISTANT PROVOST:	Dr. Charlotte A. Cone e-mail: ccone@uca.edu phone: (501) 450-3451 fax: (501) 450-5339
SPONSORED PROGRAMS HOMEPAGE:	http://spo.uca.edu

Information for the Budget Worksheet and Spreadsheet

<u>Budget Categories</u>
1a. Personnel – Salaries/Wages:
<u>Project Director, CoPIs, staff/technician:</u> Calculate salary for the summer and/or release time for the academic year (see Calculating Salaries, page 14, or at <u>spo.uca.edu</u>, click on Proposal Preparation). Discuss the request for release time with your department chair. Add a yearly cost-of-living increase/raise for each year.

1b. Fringe Benefits: Calculate as a percentage of salaries/wages for full time faculty/staff for each year. Students do not receive fringe benefits even if full-time.

1c. Wages for students: Calculate hourly wages for undergraduate and graduate students. They may work full-time during the summer. Wages vary depending on the department and level of skill and may be increased over the life of the project.

2. Travel: Estimate costs for car and/or airfare; lodging and meals (registration fees sometimes go under Other – see agency budget guidelines). Check the UCA Travel procedures.

3. Equipment: Check the agency budget guidelines for their definition of equipment (some agencies define it as a single item costing $5000 or more). Add Arkansas state sales tax and shipping fees.

4. Materials & Supplies: Computers, printers, lab and scientific supplies, chemicals, glassware, field supplies, software, animals, etc. Add Arkansas state sales tax and shipping fees.

5. Services: Consultant fees, honoraria, external evaluator, photocopying directly associated with scope of work, and repairs/maintenance related to necessary technical equipment. (If the consultant fee or honorarium will be paid to a UCA or AR state employee, fringe benefits must included.)

6. Other: Conference registration fees, postage/federal express, human subject incentives, project evaluation, reprints/page charges, etc.

7. Total Direct Costs (TDC): Total of categories 1-6 (the costs to conduct the research/complete the project).

8. Facilities & Administrative Costs (F&A) or indirect costs: These are real costs incurred by the university that cannot be identified easily and specifically. Most funding agencies recognize this and allow F&A costs to be recovered by institutions. Check agency guidelines or contact SPO for allowed amount.

9. Student Tuition/Stipend: These are not wages and are not included in F&A costs.

10. Total Project Cost: Total cost of the project including any matching funds and F&A costs.

<u>Calculating Salaries</u>

- Check the agency guidelines to see if there are any requirements and/or limitations for salaries. (NSF only allows 10 weeks of summer salary, figured at two-ninths of the academic year salary.) Otherwise, summer salary for teaching is figured at 6% of your academic year salary per 3-hour class.
- For multiyear projects, increase faculty/staff salary by 3% (to allow for a possible salary increase) for each academic year. If a promotion is expected during the project period, increase your salary by the figure obtained from the Provost's Office.
- Summer salary is based on the current academic year. (Call Human Services if necessary.)
- Fringe benefits (30%) will also need to be calculated and added to the budget.
- Release time must be approved by your chair and dean.

<u>Example:</u> Dr. Jones, the PI, will need 25% release time for the spring and fall semesters of 2006 and 50% release time for the summer of 2006.

The calculations will begin with Dr. Jones' salary for the 2005-2006 academic year ($42,500.00). The project will span two academic years (spring and summer 2005/06 and fall 2006/07), so the salary will need to be increased for the fall 2006/07 semester.

<u>Process for calculating the salary for the above example:</u>

1. Release Time (25%) for Spring 2005/06:
$42,500.00 ÷ 2 semesters = $21,250.00 x 25% release time = **$5,312.50**.

2. Release Time (50%) for Summer 2005/06:
Summer salary is based on the number of credit hours taught, up to 12 hours. One 3-hour course is worth 6% of the academic year salary, so teaching two 3-hour courses in Summer I and two 3-hour courses in Summer II (12 hours) would be 24%.

$42,500.00 x 24% = $10,200.00 x 50% release time = **$5,100.00**.

3. Release Time for Fall 2006/07:
$42,500.00 x 3% cost of living/raise = $1,275.00 + $42,500.00 = $43,775.00 (the estimated new academic year salary).

$43,775.00 ÷ 2 semesters = $21,887.50 x 25% release time = **$5,471.88**.

4. The amount of salary to request in the proposal budget is:
$5,312.50 + $5,100.00 + $5,471.88 = $15,884.38 rounded = **$15,884.00**.

5. The amount of fringe benefits at 29% to request is:
$15,884.00 x 30% = $4,765.20 rounded = **$4,765.00**

SPONSORED PROJECT BUDGET WORKSHEET

Project Investigator(s):		**Project Title:**	
Department/College:		**Funding Agency:**	
		Project Period:	

NOTES: (1) Round off to nearest dollar amount; (2) if matching is required by the agency, write in the category column "ik" [in-kind] or "cm" [cash match]; (3) be sure to add 3% increase on salary [higher if a promotion year], and recalculate fringes for each year of the grant after the first year [to allow for raises]; and (4) include Arkansas State Sales Tax and shipping costs on equipment, materials, supplies, etc.

Category	12 month 9 month Summer	% of time	Funds Requested from Agency	Matching Funds (leave blank unless required by agency)	Total Cost of Project
1a. PERSONNEL (Salaries):					
		TOTAL PERSONNEL:			
1b. *FRINGE BENEFITS (30% of salaries for faculty and staff)					
1c. STUDENT PERSONNEL (Salaries/Wages):					
Graduate Assistants					
Student Workers					
		TOTAL STUDENT PERSONNEL:			
		TOTAL SALARIES/WAGES & FRINGE:			
2. TRAVEL					
		TOTAL TRAVEL:			
3. EQUIPMENT					
		TOTAL EQUIPMENT:			
4. MATERIALS & SUPPLIES					
		TOTAL MATERIALS & SUPPLIES:			

5. SERVICES			
TOTAL SERVICES:			

6. OTHER			
TOTAL OTHER:			

7. TOTAL DIRECT COSTS (TDC)			
8. FACILITIES & ADMINISTRATIVE COSTS (check with SPO for Agency rate)			

9. STUDENT TUITION/STIPEND (not wages):			
TOTAL STUDENT TUITION/STIPEND:			

10. TOTAL PROJECT COSTS			

*Estimated Fringe Benefits breakdown includes: FICA/Medicare Tax 7.65%; Long-term Disability Insurance .22%; Worker's Compensation/Unemployment .31%; Misc/Fee Waivers/Athletic/Event Admission .40%; Sick Leave/Vacation .32%; Health Insurance 8.70%; Dental Insurance .60%; Life Insurance .50%; and Retirement 11.30%.

UCA TRANSMITTAL FORM

☐ Proposal ☐ Contract ☐ Cooperative Agreement

New ☐ Renewal ☐ Continuation ☐

I. TITLE OF PROPOSAL

II. FUNDING AGENCY*

*If Federal "pass-through" grant to a state agency, give name of Federal agency:

If Federal, give CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)#:

III. DEADLINE DATE

☐ **Mailing Date** ☐ **Receipt Date**

IV. PROJECT PERIOD

TO

(mm/dd/yy) (mm/dd/yy)

V. COMPLIANCE SIGNATURES

Does Your Research. . . .

▪▪▪ involve human subjects? ☐Yes ☐No

If yes, please obtain the following signature.

Institutional Review Board, Chair or Compliance Coordinator — Date

▪▪▪ involve animals? ☐Yes ☐No

If yes, please obtain the following signature.

Animal Care & Use Committee, Chair or Compliance Coordinator — Date

▪▪▪ involve radioactive materials? ☐Yes ☐No

If yes, please obtain the following signature.

Radiation Safety Committee, Chair — Date

VI. REQUESTED FUNDS

From Agency: $

Matching Funds:

Source	Amount
Cash	$
Cash	$
Cash	$
Cash	$
Total Matching Funds	**$**

In-Kind Funds:

Source	Amount
Salaries	$
Supplies	$
Equipment	$
Other	$
Total In-Kind Funds	**$**

TOTAL PROJECT COST ***$**

*NOTE: Total Project Costs should equal totals of the columns on Project budget Summary Page.

VII. DOES THE PROJECT INVOLVE:

- release time? ☐Yes ☐No
- additional compensation for you or others (an overload)? ☐Yes ☐No
- concurrent employment (two or more different roles at UCA and/or with another State employer)? ☐Yes ☐No
- student employment? ☐Yes ☐No
- campus housing? ☐Yes ☐No
- sub-contracts? ☐Yes ☐No
- International Programs? ☐Yes ☐No
- Academic Outreach? ☐Yes ☐No

VIII. PROJECT INVESTIGATORS

List names of all UCA investigators involved in this project:

Principal Investigator	Investigator
Investigator	Investigator
Investigator	Investigator
Investigator	Investigator

(rev.1/2006)

As Principal Investigator, I accept responsibility for the conduct of the project, following all procedures and policies of the University of Central Arkansas and the funding agency. I certify that I am not debarred or suspended from doing business with the federal government. I also certify that all information is accurate and complete as of this date.

Signature: ______________________________

Date: ______________________________

Department Chair/Director: Salaries, space, and other commitments to this project are acceptable.

Signature: ______________________________

Date: ______________________________

Dean: Commitments to this project are acceptable.

Signature: ______________________________

Date: ______________________________

Academic Outreach Dean: Items in this proposal pertaining to academic outreach are acceptable.

Signature: ______________________________

Date: ______________________________

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Grants Accountant: The proposal budget has been checked and found acceptable.

______________________________ Signature ________ Date

Provost: Items in this proposal pertaining to the Provost's area of responsibility are acceptable.

______________________________ Signature ________ Date

Vice President for Financial Services: The institution's financial commitments are acceptable.

______________________________ Signature ________ Date

As needed, signatures will be obtained for acceptance of items in the proposal pertaining to the official's area of responsibility.

Human Resources Official: Salaries and personnel issues in this proposal are acceptable.

______________________________ Signature ________ Date

General Counsel: Legal issues in this proposal are acceptable.

______________________________ Signature ________ Date

Housing Official: The proposal's housing needs will be provided if an award is made.

______________________________ Signature ________ Date

By signing below, you are approving items in the proposal that pertain to your areas of responsibility.

______________________________ Official's Title ______________________________ Signature ________ Date

______________________________ Official's Title ______________________________ Signature ________ Date

Sponsored Programs Representative: All areas of the proposal have been approved and it is now acceptable for mailing.

Signature: ______________________________

Date: ______________________________

UCA PRE-PROPOSAL/LETTER OF INTENTION TRANSMITTAL FORM

New ☐ **Renewal** ☐ **Continuation** ☐

I. TITLE OF PRE-PROPOSAL/LETTER OF INTENTION

II. FUNDING AGENCY*

*If Federal "pass-through" grant to a state agency, give name of Federal agency:

If Federal, give CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA)#:

III. DEADLINE DATE
☐ **Mailing Date** ☐ **Receipt Date**

IV. PROJECT PERIOD
TO
(mm/dd/yy) (mm/dd/yy)

V. DOES THE PROJECT INVOLVE:

• release time?	☐Yes	☐No
• additional compensation for you or others (an overload)?	☐Yes	☐No
• concurrent employment (two or more different roles at UCA and/or with another State employer)?	☐Yes	☐No
• student employment?	☐Yes	☐No
• campus housing?	☐Yes	☐No
• sub-contracts?	☐Yes	☐No
• International Programs?	☐Yes	☐No
• Academic Outreach?	☐Yes	☐No

VI. REQUESTED FUNDS

From Agency: **$**

Matching Funds:

	Source	**Amount**
Cash		$

In-Kind Funds:

	Source	**Amount**
Salaries		$
Supplies		$
Equipment		$
Other		$
	Total In-Kind Funds	**$**

TOTAL PROJECT COST ***$**

*NOTE: Total Project Costs should equal totals of the columns on Project budget Summary Page.

VII. PROJECT INVESTIGATORS

List names of all UCA investigators involved in this project:

Principal Investigator	Investigator
Investigator	Investigator
Investigator	Investigator
Investigator	Investigator

Principal Investigator, I certify that the information is accurate and complete as of this date.

Signature Date

Department Chair/Director: This pre-proposal/letter of intent fits in the mission of this institution and will be supported by this department.

Signature Date

Dean: This pre-proposal/letter of intent fits in the mission of this institution and will be supported by this college.

Signature Date

Sponsored Programs Representative: All areas of the pre-proposal/letter of intent have been approved and it is now acceptable for mailing.

Signature Date

(rev. 1/2006)

Proposal Writing Guide

Sponsored Programs

http://spo.uca.edu

University of Central Arkansas