

Department of Biological Sciences Proposal Pre-Transmittal Form

This form must be completed and approved before the proposal is routed for approval in Kualu.
Respond to each question below and provide details as appropriate **AND attach your final Budget from OSP.**
Please email a preliminary copy of this form and the final budget to the chair at least 2 weeks prior to submission.

Your Name: _____ PI _____ Co-I _____
Co-PI's: _____
Title of Proposal: _____
Agency: _____ Estimated Decision Date: _____
Is this a resubmission? YES _____ NO _____ Associated Kualu # _____

1) Does the budget include funding for (BSCI/BMS) graduate research assistant(s)?

(a) YES _____ NO _____

(b) If yes, what level and for how many semesters:

- i. Masters Student: _____ Academic Semesters _____ Summer _____
- ii. PhD (90 credits - starting w/BS): _____ Academic Semesters _____ Sum _____
- iii. PhD (60 credits - starting w/MS): _____ Academic Semesters _____ Sum _____
- iv. Notes: _____

(c) Is tuition budgeted for? YES _____ NO _____

(d) If no, why not? _____

(e) If yes, provide details: _____

(f) Total budgeted for tuition: _____

2) Does the project require the use of core facilities (microscopy, animal facility, field sites, proteomic/genomic, ecology support lab, environmental chambers and similar multi-use facilities OR equipment)?

(a) YES _____ NO _____

(b) If yes, please list which facilities and any funds provided for in the budget for its use.

3) Additional Submission Details:

(a) What are the indirect costs for your proposal? _____

(b) Is cost share required by the granting agency? YES NO

4) Will you need workload release time if this project is funded? YES NO

If yes, please provide details for each category of release time: amount in percent effort and duration

(a) Purchased Release time: _____ % for _____

(b) Committed Cost Share: _____ % for _____

(c) Faculty requested time: _____ % for _____

5) Does the Proposal require space (Lab, testing, animal housing, office, etc.) beyond what is assigned to you currently?

(a) YES NO

If yes, provide details:

6) Additional notes (may be used by PI or Chair to provide additional information not captured above) please initial your note.

Your Signature, Date

BSCI Chair Signature, Date