

### ORSP Pre-Proposal/Letter of Intent Routing Form

#### Proposal Information

Pre-Proposal \_\_\_\_\_ Letter of Intent \_\_\_\_\_ Does the Pre-Proposal/LOI require submission by the ORSP? \_\_\_\_\_

Principal Investigator \_\_\_\_\_ Date Pre-Proposal/LOI is due \_\_\_\_\_

email address \_\_\_\_\_ Department & College or Division \_\_\_\_\_

#### Project Information

Proposal Title \_\_\_\_\_

RFP/RFA url \_\_\_\_\_

Sponsor/Agency \_\_\_\_\_

List of Co-PI's (if applicable) \_\_\_\_\_

List of Collaborators at other institutions \_\_\_\_\_  
(Name and institution)

Does this Pre-Proposal/LOI propose University cost-sharing?	Yes	No
Will new positions be required/requested?	Yes	No
Will re-assigned time for faculty or administrative personnel be requested?	Yes	No
Will building or utility renovations be needed?	Yes	No

Anticipated project budget (if known)? \_\_\_\_\_

Anticipated Pre-Proposal/LOI approval date? \_\_\_\_\_

Full Proposal submission deadline (if known)? \_\_\_\_\_

#### Compliance Information

Please remember the following will be required for a full proposal submission:

- Full Proposal Routing Form with signatures from Chair, Dean/Director, AVP
- Read the UWG Financial Conflict of Interest Policy.
- Complete CITI FCOI training and Significant Financial Interest Form (all personnel involved with the design, conduct, and/or reporting of the project.
- All proposal documents will be due to the ORSP 5 business days prior to the sponsor due date.

#### Signatures

PI Signature Name (printed) \_\_\_\_\_ Name (printed) \_\_\_\_\_ Date \_\_\_\_\_