

**Department of Civil & Environmental Engineering
Proposal Submission Preparation**

ALL BLANKS MUST BE FILLED OUT – INCLUDING INITIAL DATE OF REQUEST.

Date: _____ P.I. _____

Co-P.I. _____

Agency: _____

Agency Contact (Name & Phone No.) _____

Agency Address: _____

Date Proposal Due: _____

Title: _____

“Call” is attached Yes No Website Available _____
 Begin Date of Proposal _____ End Date of Proposal _____ Total Years _____

Draft Budget:

Salaries	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
___ P.I. sum. comp. mos. Req.	_____	_____	_____	_____	_____
Cost Sharing ?	_____%	_____%	_____%	_____%	_____%
___ Co-P.I. sum. comp. mos. Req.	_____	_____	_____	_____	_____
___ GSR’s Level ____ % Acad. Yr. ____ % Summer	_____	_____	_____	_____	_____
GSR: Resident ____ Non-Resident ____					
Post docs	_____	_____	_____	_____	_____
Other Staff titles (Res, Engr., etc.)	_____	_____	_____	_____	_____
We will fill in benefits for appropriate salary titles					
Travel: Specify In-state, Out-of-State, Foreign Travel	_____	_____	_____	_____	_____
Supplies:					
_____	_____	_____	_____	_____	_____
Equipment: (Any item inventorial and with a purchasing price of \$5,000 per item. Computers and software are to be listed in the supply category).	_____	_____	_____	_____	_____

Service Agreements

Subcontracts: (Remember that in submitting a subcontract we will need from each subcontractor the following:

1. Letter of Intend (must be on company’s or organization’s letterhead, scope of work may be included in body of letter, and signed by authorized personnel).
2. Scope of work (can be brief).
3. Budget (must include areas they will be invoicing U.C. i.e.: salaries, supplies, travel, supplies, etc.) Must also include when they expect payment, i.e. payment every 30 days, quarterly, or upon submission of report, etc.

Notes: _____
 If you need more space please use the back of the form.