

**THE UNIVERSITY OF TEXAS AT TYLER  
PRE-PROPOSAL NOTIFICATION FORM**

TO BE COMPLETED ON ALL PLANNED SPONSORED PROJECTS AND ACTIVITIES

**DATE:** \_\_\_\_\_ **PROJECT TITLE:** \_\_\_\_\_

**PRINCIPAL INVESTIGATOR/  
PROJECT DIRECTOR**

**CO-INVESTIGATOR**

Phone Number:

Phone Number:

Academic or Staff Position:

Academic or Staff Position:

Department/College:

Department/College:

**PROPOSED SPONSOR:**

Contact Name:

Phone:

**SPONSOR DEADLINE:**

Check One:

Postmark

Receipt

Electronic Submission

**BRIEF DESCRIPTION OF PROPOSED PROJECT:**

**UNIVERSITY COMMITMENTS:**

Does the proposal involve (check all that applied):

Institutional Review Board (IRB)

Animal Research Committee

Safety Committee

*If so, the proposal must be reviewed by the appropriate committee.*

Does the proposal require additional personnel at institutional expense?

Is additional space or renovation required?

Will a portion of the project require equipment that is not currently available and is not being requested from the sponsor?

Does the project obligate the University to funding beyond the project period (salaries, equipment, etc.)?

Will non-UT Tyler personnel be used for the project?

Does the sponsor limit indirect cost recovery?

Does the proposal require cost-sharing or matching commitments?

Are faculty/administrative salaries proposed as release time or compensation in addition to regular compensation?

**Attach a copy of the Request for Proposal (RFP) and application form to this document.**