# Pre-proposal Form for CHS Grant Applications

**Directions**: Fill out this pre-proposal form as soon as you know that you intend to file a grant application. Our goal is to make sure the Dean’s Office is aware of your proposal plans so we can provide support for proposal development and anticipate any filing issues. The Dean, the Associate Dean for Research, the Chief Financial Officer, and Department Chairs will have access to this form so efforts can be coordinated.

## PI and Co-PIs:

## Funding Agency and Program: *Link to program*

## Deadline for Proposal Submission to Agency:

## Anticipated Amount, Start Date, and Duration of Award:

## Statement of Purpose:

## Brief Description of Project (200 words – Include central hypothesis, specific aims/work to be done, significance):

## Project Outcomes:

## Budget

|  |  |
| --- | --- |
| Personnel: | Percent effort |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Non-personnel costs | Amount ($) |
| Equipment |  |
| Supplies |  |
| Travel |  |
| Core support/Other |  |
| Subcontracts |  |
| Cost sharing (Source?) |  |

Provide simple estimates of personnel and benefits, travel, supplies and expense, equipment, travel, consultants or subcontracts, and indirect costs. Show or comment on matching requirements for department or college. Show or comment on salary coverage, supplemental pay, released time, or teaching buy-outs. Be sure to highlight any costs to department or college. Be particularly clear about expectations for matching costs, faculty buy-outs, and expectations or intended uses of indirect cost recovery.

## Units Involved (Departments, Centers, Clinics, Colleges, Institutions, Agencies):

## Coordination:

Describe any necessary coordinating activities, such as inter-institutional or inter-departmental cooperation, subject recruitment, IRB approval, subcontracts, participation of State agencies or centers, etc. Identify where help is needed with coordination.

## Assistance:

Check the forms of assistance that would help you with your proposal.

\_\_\_Research Strategy planning session

\_\_\_Budget planning

\_\_\_Statistical consulting

\_\_\_Locating UD or external expertise

\_\_\_Coordinating with DHSA or other partners

\_\_\_Writing, review, or editing

\_\_\_IRB/IACUC/IBC preparation

\_\_\_Identification of Intellectual Property