



# Foundation Relations PROPOSAL ROUTING FORM

Proposal No. [\(Internal Use Only\)](#):

PROJECT TYPE

PROJECT TITLE

FUNDER

FUNDER TYPE

FUNDER PROGRAM AREA

PROJECT LOCATION

FACILITIES & ADMINISTRATIVE COSTS

## INVESTIGATORS (UNLV Investigators Only)

Lead Principal Investigator (PI) Name	Extension	Email Address	Affiliation	Department
Co-Investigator 01 (Co-I 01) Name	Extension	Email Address	Affiliation	Department
Co-Investigator 02 (Co-I 02) Name	Extension	Email Address	Affiliation	Department

## CENTERS & INSTITUTES

Other: (If center or institute is not included in drop down list select "OTHER" and enter correct center/institute here)

### INITIAL FUNDING PERIOD (For multi-year projects):

Estimated Start Date	Estimated End Date	Requested Amount
<b>TOTAL - Cumulative for All Periods:</b>		
Estimated Start Date	Estimated End Date	Requested Amount

### CONFLICT OF INTEREST

The following section pertains to the PI, key personnel and immediate family members.

Yes No

Do you have a significant financial interest with an organization funding or participating in this project?

Do you have a current Conflict of Interest/Compensated Outside Services Annual Disclosure Form on file in the Provost's Office?

### UNIVERSITY COMMITMENTS / COMPLIANCE [Please answer ALL questions.](#)

If the answer to any of the following items is "Yes," details must be provided in the "Comment" section below.

Yes No

Additional Space or Facilities Needed

Renovation to Existing Space or Facilities Needed

Equipment Purchases Requiring Facilities Support or Enhancements

Funds Budgeted for Faculty Buy-Out

Proposal Includes or is Expected to Lead to Intellectual Property Protection

Purchasing Software (>\$250K) / Developing Software / Webtools (>\$500K)

**COMMENT SECTION:** (Can be used to document additional Co-PIs, explanations related to UNLV commitment, or any other information relevant to proposal review and approval.)

**No Entry Required - This Section Auto Populates.**

Lead Principal Investigator (PI) Name:

Funder (Organization that will directly fund UNLV):

Project Title:

**INSTITUTIONAL APPROVAL AND CONCURRENCE:** By our signatures we certify that the information contained in this form and corresponding proposal is accurate and complete and that the staff time, space, equipment, infrastructure, renovations, cost sharing, facilities, etc. required for this project are available or plans are approved to obtain them if the proposal is funded.

**INSTRUCTIONS FOR DIGITAL SIGNATURES:** 1) Click in the appropriate box to input your digital signature. 2) In the *Add Digital ID* pop-up box, choose to use an existing digital ID (if applicable); otherwise, choose the option for a new digital ID, then hit *Next*. 3) Choose *New PKCS#12 digital ID file*, then hit *Next*. 4) Enter your name as you want it to appear in the signature box and your email address, then hit *Next*. 5) Use the *Browse* button to choose a file in which to save your digital ID file, or use the default file provided. Create a password that you will use to finish signing the form. 6) A box will pop up containing your digital signature; if ok, enter your password in the box, then hit *Sign*. 7) You will be prompted to save the signed form. Choose a file location and hit *Save*. Your digital signature should now be visible on the form.

**Principal Investigator 01**

\_\_\_\_\_  
Principal Investigator Date

\_\_\_\_\_  
Development Officer Date

\_\_\_\_\_  
Chair / Unit Head Date

\_\_\_\_\_  
Dean / VP Date

**Co-Investigator 01**

\_\_\_\_\_  
Co-Investigator 01 Date

\_\_\_\_\_  
Development Officer Date

\_\_\_\_\_  
Chair / Unit Head Date

\_\_\_\_\_  
Dean / VP Date

**Co-Investigator 02**

\_\_\_\_\_  
Co-Investigator 02 Date

\_\_\_\_\_  
Development Officer Date

\_\_\_\_\_  
Chair / Unit Head Date

\_\_\_\_\_  
Dean / VP Date

**Center Director (if applicable)**

\_\_\_\_\_  
Center Director Date

**UNLV Foundation**

\_\_\_\_\_  
Director, UNLV Foundation Relations Date