

PI Name: _____

CLAS-RO Proposal Inquiry

Thank you for your inquiry, we look forward to working with you on preparing your proposal.
In order to assist with proposal assignments, please provide the items listed below.

1. **Name of Sponsor & Link to the Solicitation/RFP/FOA:** _____

2. **Submission Deadline:** _____
3. **Title of the project:** _____
4. **Project Period :** _____ **to** _____

*Start Date**End Date*

UF Budget Elements:

1. **Key Personnel: (PI/Co-PI/I/MPI)** ***Minimum PI/Co-PI effort below 5% per budget period (e.g, 0.6 CM/year) requires CLAS ADR approval. [CLAS-RO Budget/Effort Policy](#)**

Key Personnel Name	Role	Effort CM/Year*	Notes

Other Personnel: (Post Doc/ Research Scientist/Lab tech/Project Coordinator/ etc.)

***Named UF employee salaries will feed into budget. Otherwise state the base salary**

Other Personnel Name or TBD	Role	Effort CM/Year*	Annual Base Salary*	Notes

2. **Student information (GRAs/Undergraduates/OPS-workstudy)** ***GRA salaries vary by department, otherwise UF GRA minimum will be applied. (FT GRA = 6 CM: 12 CM @ 0.5 FTE)***

Type of Student	CM Effort per/year*	Annual Base Salary	Tuition Y/N	Notes

3. **Travel**

Domestic or Foreign	Which Project Year?	Number of Travelers	Estimated Amount per year	Notes

4. Materials and Supplies

Item	Which project year?	Cost	Notes

5. Equipment

Item	Which project year?	Cost	Notes

6. Subawards OR Collaborative Proposal

Institution	Sub or Collab	Lead PI: name & email	RA contact: name & email	Estimated Budget per year

Notes: (Please provide details for additional budget items that do not fall into the above categories)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.

Indicate if each of the following is involved in this project:

1. Human subjects including human data or tissue or collection of data through surveys:
Yes No

If yes, have you completed one of the [Automated Determination Tools](#)? Yes No

If yes, what is the Determination Identifier? _____
Please forward the confirmation email to CLAS-RO

2. If this research includes non-exempt human subjects, is this work an NIH-defined clinical trial or prospective observational clinical research? Yes No
3. Live Vertebrate Animals: Yes No
4. Does the proposed research fall within the scope of, or is it impacted by, current U.S. government policies, regulations, and laws on dual-use research of concern, gain-of-function research, or research involving pathogens with enhanced pandemic potential? Yes No

Do you plan to do any of the following? If yes, provide details.

1. Travel or send anyone working on this project to a location outside the US for more than 2 weeks in any one visit or more than 1 month over a 12 month period? Yes No
2. Establish any relationships with foreign entities, individuals, or consultants; or have any of the work executed by a foreign entity, individual or consultant? Yes No
3. Pay non-UF personnel salaries, wages, or any other compensation (including goods) for any work performed or engagement in activities outside the US? Yes No

This includes field workers, research assistants, government representatives, participant payments, translators, drivers, or any other laborers.

4. Transfer, ship, or pack in personal luggage for transfer out of the US any data, items, supplies, equipment, or materials purchased by UF or sponsored projects' funds? Yes No
5. Perform any other activities not identified above outside the US or engage with any other entity, individual, or consultant outside the US? Yes No

This does NOT include conference attendance.

6. Interact with an individual from, ship to, import from, or travel to a country listed below?

China including Hong Kong
Russia
Sudan
Iran
Syria

North Korea
Cuba
Crimea region of Ukraine
Venezuela
None