

Office of Sponsored Projects - Contract Intake Form

This completed CONTRACT INTAKE FORM, along with complete applicable documentation, must be received by the Office of Sponsored Projects a minimum of ten (10) working days prior to an agency deadline in order to allow review and processing for institutional signatures.

Date:

Principal Investigator:

Department:

Phone:

Email:

Co-PIs:

Contracting Agency Information

Agency Name:

Agency Contact Information

Type of Entity:

Name:

DUNS:

Address:

Phone:

Email:

Project Information

Project Title:

Status:

If revision/extension:

OSP ID of Project:

PI is

Providing

Receiving goods or services.

Project Term: Start Date

End Date

Total Budget Amount:

Project Income:

Cost Share:

Indirect Costs Included in Budget:

If less than our current negotiated rate please provide relevant justification:

Location of Service:

On Campus

Off Campus

If off campus please provide project site:

Statement of Work:

Budget Justification: