

College of Education Proposal Approval Form

Important COE Policy Notes (A complete list of COE Policies can be found [here.](#)):

- All proposals including a commitment of space/facilities beyond what is currently assigned the PI must have the approval of the appropriate Department Chair/College Center Director and the Dean's Office at least two weeks prior to proposal submission to OSP.
- Proposals involving scope of work with specific deliverables must be routed through the Office of Sponsored Projects.
- **All** foundation/corporate/group/association proposals requesting **\$100,000 and above** in funding need to be routed through the Dean's Office for prior approval regardless of the IDC rate.
- Consistent with UT-Austin OSP policy, foundation grant proposals should include a minimum 15% indirect cost-return on the **total** direct costs in the grant. Any deviation from the required 15% IDC must be explained in the budget text box. Written exceptions may be granted by the Dean's Office on a case-by-case basis.

Date Received*:

*Proposal Approval Form must be submitted at least two weeks prior to proposal submission deadline.

Please Provide OSP Number, if applicable:

PI Name:

PI Department/Center:

PI Email:

Proposal Submission Deadline Date:

Foundation/Sponsoring Agency Name:

Project Title:

Brief Description of Purpose and Benefit to the College/University:

Requested Amount* (include any overhead charges built into the proposal):

*Attach Budget in a separate document.

List Name of other grants and the percent of overhead return generated on each by the PI:

Will this project contribute time of any UT personnel? Please provide personnel needs and compensation proposed (consider departmental secretarial and accounting support).

Is there commitment of space/facilities beyond that currently assigned to the PI? If yes, briefly describe.

Principal Investigator

Department Chair/Center Director (to email your approval, click [here](#))

COE Assistant Dean for Development

COE Senior Associate Dean