

# Notice of Intent to Participate on Grant Proposal or Project External to the School of Education and Human Sciences

**Purpose:** This form notifies SEHS personnel that faculty or staff are collaborating on a proposal for grant funding that will be submitted by a **PI who is external to SEHS or external to UAB.**

**Directions:** 1. Complete this form. 2. Send to your Dept. chair for review and signature 3. Submit the signed form via email to Lawrence Moose (lmoose@uab.edu) at least 5 full business days in advance of the external PI's submission of the proposal to their Sponsored Research Office.

**SEHS Faculty/Staff Name (Yours):**

**Blazer ID:**

**Date:**

## PROPOSAL INFORMATION

**Principal Investigator Name (PI):**

**PI's Institution or UAB Unit :**

**Sponsor:**

**Title of Proposal/Project:**

**Start and End Dates of Proposed Project: From To**

**What % Cost Sharing (also known as "matching" or "institutional support") is required?** % (If none, enter "0")

**Abstract:** Provide brief description of proposed program in the box below or attach document.

What is your role on the Proposed Project?

Will funds be budgeted to support effort (pay) for you on the project?      YES      NO

If so, what percent of your total effort will be used on the project **during each academic year**?

What percentage of your total summer possible salary and fringe (33.3%) will be covered by the project?

Please note if you are planning to request a course release during the academic year in order to commit effort to this project:

If you teach a 2/2 load, each course release (per semester) costs an amount equal to your annual (9mo) salary and benefits \*10%.

If you teach a 3/3 load or higher, each course release (per semester) costs an amount equal to your annual (9mo) salary and benefits \* 6.7%

**Required Approvals:** The signature of the PI's Dept Chair is required. The Dean's signature is only necessary when cost sharing is required.

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PI's Dept Chair

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Dean, School of Education

**Form Submission:** Submit the signed form via email to Lawrence Moose at [Imoose@uab.edu](mailto:Imoose@uab.edu). He will forward a copy to Dr. Scott Snyder, SOE Assoc. Dean for Research and Monique Silas, SOE Director of Administrative and Fiscal Affairs.