**Proposal Request Form**

**Instructions:** *Complete this form and return to* [*russell.simkins@okstate.edu*](mailto:russell.simkins@okstate.edu) *and* [*awaken@okstate.edu*](mailto:awaken@okstate.edu) *when requesting proposal services from CEAT Research Administration. Questions may be directed to 744-9498 or 744-9500.*

|  |  |
| --- | --- |
| Title of proposal |  |
| Date due |  |
| RFP # or name |  |
| Sponsor name |  |
| PI name  Phone  Email address |  |
|  |
|  |
| PI department |  |
| Co-PI(s) |  |
| Co-PI(s) department(s) |  |
| New proposal, resubmission, or modification |  |
| Cost Share involved (Y/N) |  |
| F&A waiver requested (Y/N) |  |
| Flow through (Y/N) |  |
| Subcontractors (names, N/A, TBD) |  |
| Project start and end dates |  |
| Research, outreach or instruction |  |
| Research type (applied, basic, or developmental) |  |
| Travel (international or domestic) |  |
| Supplemental routing requirement (Y/N) |  |
| Transportation related (Y/N) |  |
| Homeland Security related (Y/N) |  |

*Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*