### Project Director
- **Project Director:**
  - [Field for name]
- **Position Title:**
  - [Field for title]
- **Phone:**
  - [Field for phone]
- **College:**
  - [Field for college]
- **Department:**
  - [Field for department]
- **Email:**
  - [Field for email]
- **Office:**
  - [Field for office]

### Co-Director
- **Co-Director:**
  - [Field for name]
- **Position Title:**
  - [Field for title]
- **Phone:**
  - [Field for phone]
- **College:**
  - [Field for college]
- **Dept./Office:**
  - [Field for department/office]
- **Email:**
  - [Field for email]

### Sponsor address & contact person:
- [Field for address]
- [Field for contact person]
- [Option to flowdown from]
- [Option to collaborate with]

### Proposal Title
- [Field for proposal title]

### Budget Period
- **From:**
  - [Field for start date]
- **To:**
  - [Field for end date]

### Project Period
- **From:**
  - [Field for start date]
- **To:**
  - [Field for end date]

### Total Budget
- **Direct Costs:**
  - **First Year:**
    - [Field for amount]
  - **Total Project:**
    - [Field for amount]
- **Indirect Costs:**
  - **First Year:**
    - [Field for amount]
  - **Total Project:**
    - [Field for amount]
- **Total Budget:**
  - [Field for amount]

### Cost Sharing
- **Requested from Sponsor:**
  - [Field for amount]
  - **Cost Sharing:**
    - [Field for method]
  - **Total Project:**
    - [Field for amount]

### Sponsor
- [Sponsor name]

### Indirect Cost Analysis
- **Calculation Method:**
  - [Field for method]
- **Flowdown From:**
  - [Field for sponsor]
- **Collaboration with:**
  - [Field for partner]

---

**FINANCIAL SUMMARY**

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<th>Direct Costs</th>
<th>Indirect Costs</th>
<th>Total Budget</th>
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<tbody>
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<td>$</td>
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</table>

<table>
<thead>
<tr>
<th>Requested from Sponsor</th>
<th>Cost Sharing</th>
<th>Total Project</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$</td>
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**SJSU Research Foundation**

**PROPOSAL ROUTING & APPROVAL FORM**

**Supercedes 3-2015 Edition, rev. 11-2015**
### REQUEST FOR FACULTY TIME

<table>
<thead>
<tr>
<th>Overload Name</th>
<th>% of TE</th>
<th>Period</th>
<th>Release Time Name</th>
<th>%</th>
<th>Period</th>
</tr>
</thead>
</table>

**DISPOSITION OF EQUIPMENT TO BE PURCHASED WITH PROJECT FUNDS**

- To Research Foundation
- Determined by sponsor
- No equipment requested

**REQUEST FOR FACULTY TIME**

- % of TE = Pers. Months

**Additional Info.**

**PROPOSAL #**

**PROPOSAL SHORT TITLE:**

**APPROVALS TO BE OBTAINED BY THE PRINCIPAL INVESTIGATOR OR PROJECT DIRECTOR**

- PI/MLML Director Date
- Certifies willingness to abide by university and sponsor policies and commonly accepted scientific practices in performing project.

- Co-PI/Co-Director Date
- Certifies willingness to abide by university and sponsor policies and commonly accepted scientific practices in performing project.

- Department Chair Date
- Approves project, including dept. cost sharing, and faculty participation.

- College Dean Date
- Approves project, college cost sharing, & certifies its compatibility with college policies.

**APPROVALS TO BE OBTAINED BY THE RESEARCH FOUNDATION**

- SJ SURF Sponsored Programs Manager Date
- Certifies proposal complies with application guidelines & budget is adequate & correct.

- SJ SURF Director, Sponsored Programs Date
- Certifies project meets Research Foundation and SJ SU policies.

- University Fiscal Officer Date
- Certifies appropriateness of SJ SU fiscal involvement.

- AVP, Research Date
- Approves proposal on behalf of the SJ SU President.

**FOUNDATION USE ONLY**

**DUE DATE:**

- Fax/Mail
- Electronic Certified
- w/in 5 days # of Copies:

**Date rec'd in Fdn:**

**Quality Control:**

- Proposal Processing
- C&G Mgr.

**Sponsor Type:**

- Fed - 21
- State - 22
- Non-Profit - 23
- Industry - 24
- Local & Other Gov't - 25

**Subcodes:**

- Cost Share
- Tower
- Local Gov't
- Non CA State Gov't
- International
- Other
- Bequest

**Copies sent to:**

- PI
- Co-PI(s)
- Chair
- Dean
- File
- C&G Dir. (if non-gov't)
- Other

**Certifies willingness to abide by university and sponsor policies and commonly accepted scientific practices in performing project.**

**Certifies project meets Research Foundation and SJ SU policies.**

**Certifies appropriateness of SJ SU fiscal involvement.**

**Approves proposal on behalf of the SJ SU President.**

**Special Instructions:**

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