**Letter of Intent Coversheet I#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(To be assigned by the Office of Sponsored Programs)*

This coversheet with the appropriate review signatures and attachments should accompany Letters of Intent for the following situations where the sponsor requests:

1. an institutional endorsement and estimated cost
2. review of terms and conditions
3. full budget detail

The stock 0136 form is not required.

Principal Investigator:

Principal Investigator Department Number/Name:

Sponsor Name:

Sponsor Solicitation Number, if applicable (please attach copy or link):

Sponsor Deadline:

Office of Research Requirements for review and signature can be found on their website under the Grants Management Team or Federal Contract Services Team. When required by the sponsor attach the following:

1. Estimated cost: $\_\_\_\_\_\_\_\_\_\_\_\_ (*insert total cost*)
2. Terms and conditions (University agreement or review)
3. Detailed budget
4. If the sponsor requires cost sharing/matching provide:

* A description of the internal cost sharing (do not include salary cap required cost sharing) and the source of funding
* If third-party matching (external to the University) is included, attach a copy of a commitment letter

**Signatures:**

**Principal Investigator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(If required by your department)

**Dean/Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(If required by your Dean’s Office)