

# College of Arts, Letters, and Sciences

## Proposal Submission Coversheet

Title of the proposal: \_\_\_\_\_

PI name: \_\_\_\_\_

1. Is the PAR form completed? Yes No
  - a. Is it attached? Yes No
2. Is the detailed budget and budget justification completed? Yes No
  - a. Is it attached? Yes No
3. Does the budget include summer salary for any of the PIs or Co-PIs? Yes No
  - a. If yes, is the amount consistent with both the maximum allowed by UALR (3 mos at the 9 mo rate) and/or the funding agency (e.g. NSF allows only 2 mos salary total for all funded projects through NSF)
4. Does the budget include stipend and tuition for graduate students? Yes No
  - a. If yes, are the amounts consistent with UALR policy?

	Stipend	Tuition
<b>PhD</b>	\$18,000/12 mos	\$5760
<b>Masters</b>	\$6,450/12 mos (minimum)	\$5760

- b. Have you included health insurance for PhD students? (\$800.00/12 mos) Yes No  
(Please note that insurance is no longer considered part of the MTDC for F&A)
5. Does this proposal require the use of instruments on campus that require fees (e.g. GIT or CINS)? Yes No
  - a. If yes, are those fees built into the materials and supplies budget? Yes No  
(for fee schedules see [http://www.git.ualr.edu/rates/UALR\\_GIT\\_External\\_Rate\\_Schedule.pdf](http://www.git.ualr.edu/rates/UALR_GIT_External_Rate_Schedule.pdf) and [http://ualr.edu/nanotechnology/wp-content/uploads/2014/02/Instrument\\_Usage\\_Rates-01-16-2014.pdf](http://ualr.edu/nanotechnology/wp-content/uploads/2014/02/Instrument_Usage_Rates-01-16-2014.pdf) )

**If you are requesting release time and/or matching funds of any kind from the college, please contact the Dean's office.**

Budgetary Approval \_\_\_\_\_ Date \_\_\_\_\_  
Director of Finance

**The CALS Dean's office will contact you when the ORSP cover sheet is ready for pick-up**