Foundations occasionally limit the number of applications/nominations the University may submit for specific grants and awards. When a call for proposals is “limited,” the Foundation Relations Office uses an internal selection process to determine which application(s) will be submitted to the foundation for funding consideration. Use this form to submit proposals in response to solicitations for gifts or sponsored projects that limit the number of submissions that may come from UTSA.

**Pre-Proposal Contents:** Pre-Proposals for university review by the VPUA/VPR Limited Submission Selection Committee must include the following:

- This completed cover page
- Abstract
- Project description (three to five pages in length)
- List of project key personnel, with biosketches/CVs for all key personnel
- Project Budget and Budget Justification (one page each).

**Submission Process:** Submit your pre-proposal to your Associate Dean for Research following the guidelines communicated to you by your College.

### Principal Investigator Information
Name (last, first, MI)
Title/rank
Department
E-mail
Telephone

### Other Investigators’ Information
Name
1.
2.
3.
4.
5.
6.

### Project Information
Sponsor
Program Name/Number
Project Title
Amount Requested

### Approvals
Signatures
Principal Investigator
Department Chair
Associate Dean for Research

**Date**
Abstract

- Use the form provided in this document.
- Limit the abstract to 250 words.
- Please describe your proposed project in layman's terms.

Key Personnel

- Please use form provided in this document.
- Include a list of project key personnel and each person’s role on the project.
- Provide for each key person on the project team an NSF or NIH biographical sketch (or two-page CV).

Project Description

- Limit the project description to three to five single-spaced pages with one-inch margins.
- Detail the project’s background, significance and impact. Describe preliminary studies if applicable), methods and anticipated outcomes/results. Include a timeline of project activities, if relevant.
- Refer to the sponsor guidelines for additional information.

Budget and Justification

- Limit the budget and the budget justification to a single page each.
- Describe and explain the need for all budgeted items, including any commitment of staff time, releases or other university resources that may be in addition to those sought from the sponsor.
- Detail any cost-share commitments (if any).
Abstract

Provide a layperson’s summary of the proposed work (no more than 2,000 characters).
## Key Personnel

<table>
<thead>
<tr>
<th>Name</th>
<th>Role in Project</th>
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After this page, please insert CVs or biosketches (limit two pages each) for all key personnel in the same order as they appear on the list above.

## Office of Foundation Relations Contact Information

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