

*This mandatory form ensures that proposals for external funding (including for subawards) always have signed approval from the College of Education (COE) PRIOR to proposal submission to external sponsors. This form should summarize all time commitments and/or cost share described in the proposal. Following discussion by all parties, the COE faculty applicant and the Chair of their Department (or the Dean if no Chair) should sign and upload the form to the Kualu "attachment" tab prior to internal routing. It is recommended that the form is completed at least 5 business days before expected proposal submission to the sponsor.*

Proposal Status

**PROPOSAL INFORMATION** (for all subawards, COE-portion only)

Sponsor

**COE FACULTY APPLICANT completing this form**

Name   
 Email   
 Dept/Appt

Kualu Proposal # (may need to ask PI if other College leads)	<input type="text"/>	<b>Summary of current budget:</b>	
Grant Start Date	<input type="text"/>	Direct Costs (\$)	<input type="text"/>
Grant End Date	<input type="text"/>	Indirect Costs (\$)	<input type="text"/>
Indirect Cost Rate Info: %	<input type="text"/>	Cost Share (\$)	<input type="text"/>
		Total (\$)	<input type="text"/>

Is another College or External Organization the Lead / Prime on this proposal? **NO** (COE is lead) or **YES** and lead is:

Reason for %

**TIME COMMITMENTS (BUYOUTS, SUMMER, ETC.)**— *The College needs to prepare for projects potentially occupying future faculty time. In the box below, summarize all the time commitments described in the proposal for all COE Personnel (not students or postdocs). Include COE faculty/staff name, the dept/appt affected, and the commitments per semester (typically in months). Summarize all commitments, even if unpaid and voluntary. If paid, clarify course buyouts, summer salary, honorariums, etc. [e.g., Eric Paulson, C&I. Fall 2025 - 1.125 months for 1 course buyout. Summer 2026 – 0.5 months summer salary]*

**COST SHARE** — *Cost share is the commitment of University resources (typically financial or in-kind) anywhere in a proposal to support the execution of the planned work. A sponsor may have mandatory cost share. Rarely and **only with AVPR approval**, voluntary cost share may be offered (e.g., to improve a project’s feasibility). Read more at [UPPS 02.02.01](#) and the [Div. of Research Website](#).*

Does the proposal promise any type of cost share to the sponsor? **NO** or **YES** and the table below must be completed:

<i>If YES, fill in at least one column.</i>	Cost Share Source 1	Cost Share Source 2	Cost Share Source 3
Mandatory or Voluntary Cost Share?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Purpose of Cost Share (e.g., travel, GRA)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Dollar Amount (\$)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost Sharing Funds Source*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Number (Cost Center and Fund, or In-Kind person / org)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Manager Name	<input type="text"/>	<input type="text"/>	<input type="text"/>

\* (e.g., Dept, College, Research Startup, IDC account, University, In-Kind [external to TXST only])

**ADDITIONAL INFORMATION** — *In the box below, add justifications or other details the COE should record and approve.*

**SIGNATURES** — Both signatories approve of what is recorded on this form, and agree that all proposal and project plans should conform with [UPPS 02.02.01](#).