

SBS Foundation Pre-Submission Approval Form

*This form reflects SBS college policy. Submission of this form does not substitute for compliance with applicable UA-wide or UA Foundation policies. **Instructions:** The PI should work with pre-award business staff who will complete Sections I and II and route via Adobe Sign for approvals (Sections III, Section IV, Section V). See SBS Foundation Proposal Guidelines for further guidance.*

Section I: Proposal Information

PI Name _____

Title / Rank _____

Department / Unit _____

Email/netid _____

Funder Name _____

Proposal Title _____

Solicitation / Invitation Link _____

Sponsor Deadline _____

Anticipated Project Start Date _____

Anticipated Project End Date _____

Will this proposal include collaborators from other institutions? ☐ No ☐ Yes — list collaborators and roles: _____

Section II: Financial and Routing Information

A. Submission Routing

Select one:

- ☐ Funds will route to the UA Foundation (501(c)3 administration required). UAR not required.
- ☐ Funds will route to both UA and UAF (e.g., subaward). UAR will be routed with UA as subaward and UAF as prime.
- ☐ Fund routing is unclear. Explain: _____

B. UAF Administrative Fee

Complete this section if funds route through the UA Foundation (in whole or in part).

The UA Foundation charges a 5% administrative fee on awards it administers.

This fee **cannot** be waived. A fund source must be identified **before** the proposal is submitted.

Amount proposed to foundation: \$_____ Estimated fee amount? \$_____

How will the UAF 5% fee be covered? Select one:

- ☐ Included as a line item in the proposal budget (donor/foundation pays)
- ☐ PI discretionary funds: *Account* _____
- ☐ Departmental discretionary funds *Account* _____
- ☐ Other — explain _____

Business manager has verified availability of funds (if applicable): ☐ No ☐ Yes

Notes: _____

Pre-award Business Staff Name: _____

Signature: _____ Date: _____

Section III: PI Acknowledgment

I acknowledge the SBS foundation proposal guidelines, including requirements for LOI and proposal routing, as well as UAF fee coverage.

I will not submit any LOI or proposal to the foundation in question until I receive approval to do so. I understand that financial arrangements noted above are based on preliminary information and may be subject to change pending review of final gift award terms and conditions.

If I will be using my discretionary funds designated in [Section II-B, UAF Administration Fee](#) to cover the 5% foundation fee, I confirm my permission to use these funds for this purpose, and if awarded will work with post-award business manager to ensure funds are earmarked for this purpose and are not otherwise spent.

Notes: _____

Principal Investigator (PI) Name: _____

Signature: _____ **Date:** _____

Section IV: Unit Head / Director Approval

I approve submission of this proposal, including the financial arrangements described above.

If departmental funds (discretionary) are designated in [Section II-B, UAF Administration Fee](#) I confirm my permission to use these funds for this purpose, and if awarded will work with post-award business manager to ensure funds are earmarked for this purpose and are not otherwise spent.

Notes: _____

Department Head Name: _____

Signature: _____ **Date:** _____

Section V: SBS Deans Approval

Notes: _____

Department Head Name: _____

Signature: _____ **Date:** _____

Revision History:

V 1.0. Form published on August 19, 2026