



**Proposal Preparation Fund (PPF)**

University of Kansas  
 Office of Research  
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 Lawrence, KS 66045-7568  
 Telephone: 785-864-3441  
 Fax: 785-864-5042  
 www.research.ku.edu

Please submit one copy of this application to [RGSPPF@ku.edu](mailto:RGSPPF@ku.edu) at least three (3) working weeks prior to the agency deadline for submission of the proposal.

If you have questions about the PPF program, please consult the KU Policy Library <http://policy.ku.edu/research/proposal-prep-institutional-support> or contact Nancy Biles (864-7434, [kuresppf@ku.edu](mailto:kuresppf@ku.edu)).

Date: \_\_\_\_\_

PI Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Department/Unit: \_\_\_\_\_ Chairperson/Director: \_\_\_\_\_

By submitting this form, you are certifying that the information included is complete and accurate.

Please use the space below to outline your PPF request.

Please list all persons who are 100% grant and/or cost-share committed, for whom support is being requested.

(1)	(2)		(3)	(4)	(5)	(6)
Name and Title of Individual	Begin	End	% time to be supported by PPF	Salary and Fringe Benefits Requested Biweekly rate X number of biweeks X percentage plus 37% faculty/staff fringe benefits rate	Current Appointment KUCR project number(s) and percent effort allocated to each	Current Cost Share Commitments KUCR project number(s) and percent effort allocated to each
Ima Jayhawk Research Associate Professor	01/01/2020	01/14/2020	100%	Salary \$3000 X 1 X 100% = \$3000 Fringe \$3000 X 37% = \$1110 Total = \$4110	NIH12345 – 50% NSF 12345-25%	KAN12345-25%
			Total Funds Requested			

**Planned Proposal for which PPF Funds are being requested:**

Sponsor/Funding Agency and Flow-through Sponsor (if applicable):: \_\_\_\_\_

Funding Opportunity Number or Program Title: \_\_\_\_\_

Project Submission Deadline: \_\_\_\_\_

Proposed project duration            yrs.

Estimated Proposal Budget:    below \$50,000    \$50,000-200,000    \$200-500,000    above \$500,000

Brief description of Proposal:

Rationale: Briefly explain each individual's role with reference to their expertise in the project.

Are funds available through your Department, Program, School or Research Center for this purpose?

Yes             No

Please explain your answer below: