**SPONSORED PROJECT Worksheet**

***Instructions:*** *Complete the following information and return to Research and Sponsored Programs*.*The information provided will help RSP determine what type of contract/agreement, if any, is appropriate for the potential sponsored project. If the project qualifies it will take a minimum of 2-3 weeks to draft, revise, and execute a SCSU contract/agreement and work cannot begin until the contract/agreement is complete.*

**Potential SPONSOR:** *Include Sponsor Legal Name and address, as well as the name and contact information of the Sponsor Lead.*

**SCSU Project Contact:** *Name and Department*

**SCSU Project Contact Role:** *Explain what role the SCSU contact has in the project.*

**Project Timeline:**       **Project Start date:**

**Scope of Work**: *Explain project background, objectives and deliverables.*

**location of Work**:

|  |  |  |
| --- | --- | --- |
| [ ]  On-campus | [ ]  Off-campus | [ ]  Combination |
|  | Location:       | Explain:       |

**Benefits to SCSU**: *Explain how the project is mutually beneficial to the University and the Potential Partner*.

**Student workers INVOLVED**:

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  No Students | [ ]  Not yet identified | [ ]  Domestic Students | [ ]  International Students |
|  |  | Names:       | Names:       |

*\*Note: Students involved in Sponsored Research must follow standard student payroll procedures/policies, including CPT/OPT authorization for international students.*

**Intellectual Property**: *Explain which party retains intellectual property developed*.

**ESTIMATED PROJECT BUDGET:** *Outline project-related expenses.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONNEL (Salary)** | **Hours** | **Rate** | **Salary** | **FICA (7.65%)** | **Total** |
|        |       |       |       |       |        |
|        |       |       |       |       |        |
|        |       |       |       |       |        |
| **Travel** |  |  |  |  |  |
|        |       |       |        |
|        |       |       |        |
| **Supplies** |  |  |  |  |  |
|        |       |       |       |       |        |
|        |       |       |       |       |        |
|        |       |       |       |       |        |
|        |       |       |       |       |        |
| **SUBTOTAL** |  |  |  |  |       |
| SCSU Indirect (12% of Direct Costs) |  |  |       |
| **TOTAL PROJECT COSTS (Subtotal + Indirect)** |  |  |  |       |