

# Office of Sponsored Research

## SBIR-STTR Letter of Intent Form

### *Instructions and Field Definitions*

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Subrecipient Letter of Intent Form – Instructions and Field Definitions

# PART 1. GENERAL INFORMATION

## INSTITUTE INFORMATION

**1. Prime Awardee's Legal Name**

Enter the full name of the external entity

**2. Prime Awardee's (PA) DUNS**

Enter PA's DUNS number

**3. UNC Lead PI**

Name of UNC's lead PI

**4. PA Lead PI**

Name of PA's lead PI

**5. UNC's IPF Number**

Enter the RAMSeS Internal Processing Form (IPF) number

**6. PA Identifier**

Enter the PA's unique identifier for

## PROJECT INFORMATION

**7. Project Title**

Enter the name of the project

**8. Federal Awarding Agency**

Enter the legal name of the prime awarding agency

**9. RFA/RFP Solicitation Number**

Enter the sponsor proposal number that the prime award is associated with

**10. Total Estimated Cost for Project Period**

**11. Project Dates**

Enter the start and end date for the Subagreement

# PART 2. PROJECT USE INFORMATION

**12. Research Subjects**

Indicate if this research contains human and/or animal research subjects

**13. Indicate Program Type**

Select if this is an SBIR or STTR program

# PART 3. ADMINISTRATIVE INFORMATION

**14. Name/Title**

Enter the name and title of the PA's administrative contact

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#### 15. Address

Enter the administrative address for the PA's administrative contact

#### 16. Phone

Enter the administrative phone number for the PA's administrative contact

#### 17. Email

Enter the main administrative inbox email for the PA's administrative contact

**NOTE:** UNC's administrative and institution information is already entered on the form.

## PART 4. COMPLIANCE INFORMATION

#### 18. Certification Statement

When signed, the submitters are agreeing that this statement is accurate

## PART 5. DOCUMENTATION

#### 19. Attached Documentation

Select all the documents that are attached to this Letter of Intent

## PART 6. REQUIRED SIGNATURES

#### 20. UNC's PI Signature

A signature box is provided for the PI to sign, which indicates that they are aware of and approve this submittal

#### 21. Administrative Signature

A signature box is provided for the appropriate administrator to sign, which indicates the institute's knowledge and approval of this submittal

#### 22. Submit Button

This button is **ONLY** to be used this when the form is signed electronically

**NOTE:** Signatures must be certified in Adobe before the form can be signed see Appendix A for instructions.

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# Appendix A – Adobe Signatures

### Creating Signatures

Find out how to create your signature and replace it if needed.

### Certificate based signatures

Follow these steps to sign PDF files with certificate-based digital IDs. Adobe Acrobat helps you set up certificate-based signatures, use them to sign PDF files, and validate PDF files you receive from others.

### Fill and sign PDF forms with Acrobat DC

Learn how to fill out PDF forms with different types of data and sign using a variety of signature methods in Adobe Acrobat DC.