Office of Sponsored Programs

SBIR-STTR Letter of Intent Form
Instructions and Field Definitions

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PART 1. GENERAL INFORMATION

INSTUTITE 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 their entity

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

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.

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.