



## Service Contracts and Agreements

### Project Summary Questionnaire

This questionnaire is used to obtain preliminary information about your project and will help accelerate the review/negotiation/approval timeline. Please provide answers to the questions outlined and include this form, along with any draft contracts, in an email to the Innovations and Partnerships Office.

Please return the completed questionnaire to [innovations.partnerships@utoronto.ca](mailto:innovations.partnerships@utoronto.ca).

1. Principal Investigator \_\_\_\_\_
2. Administering Department/Division \_\_\_\_\_
3. Name of Sponsor \_\_\_\_\_
4. Proposed Budget \_\_\_\_\_

a. Is 40% overhead included in the budget? Yes ☐ No ☐

**If not**, please indicate why (i.e., max allowable by Sponsor).

5. Have you discussed the proposed project with your Chair/Dean/CAO? Yes ☐ No ☐

**If yes**, please indicate the individual(s) consulted with.

6. Will students be involved in the proposed project? Yes ☐ No ☐

**If yes**, please describe their role.



7. Are any research protocols/permits required for performance of the project?

8. Do you anticipate any new knowledge or intellectual property being developed in the course of the project?

9. Do you anticipate publishing the research results?

10. Please briefly describe the project or attach a Scope of Work.