**[](https://www.smartsheet.com/try-it?trp=11354&utm_source=integrated+content&utm_campaign=/content/project-intake-templates&utm_medium=Research+Project+Intake+Form+doc+11354&lpa=Research+Project+Intake+Form+doc+11354&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)RESEARCH PROJECT INTAKE FORM TEMPLATE**

|  |  |
| --- | --- |
| **NAME** | **DEPARTMENT** |
|  |  |
| **PROJECT TITLE** | **PROJECT OWNER** |
|  |  |
| **PROJECT DESCRIPTION** | |
|  | |
| **PROPOSED RESEARCH PLATFORM** | |
|  | |
| **REQUIRED RESOURCES** | |
| *Please list all required resources/efforts to complete this project* | |
|  | |
| **AUDIENCE** | |
|  | |
| **FUNDING SOURCES** | |
|  | |
| **ESTIMATED BUDGET** | |
|  | |
| **NAMES AND ROLES OF PROJECT TEAM** | |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **PROJECT TIMELINE** | |
|  | |
| **ADDITIONAL NOTES** | |
|  | |

**DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.