



Grant Proposal Information Form

Please attach your final budget, budget justification, statement of work, solicitation website OF the entire proposal packet at your earliest convenience. SPA will not review your proposal until they receive all required documents with the Proposal Intake Form.

All submissions must be at SPA by 8:00am, 4 business days prior to the sponsor deadline.

Sponsor deadline for submission (specify date & time with time zone): _____

Principal Investigator

Last Name	First Name	UIN	Department	E-mail	Phone #
_____	_____	_____	_____	_____	_____

Co-Principal Investigators

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Grant Information

Sponsor Name _____ Funding Opportunity# _____

Url to proposal: _____

Proposal Information

Proposal Title: _____

Begin Date _____ End Date _____

Sponsor Proposal #: _____ If NSF, online system used: Research.gov

Abstract: _____

Budget Information

A

PI Salary: _____ # Summer months/year **and/or** _____ # Academic months/year

Co-PI 1 Salary: _____ # Summer months/year **and/or** _____ # Academic months/year

Co-PI 2 Salary: _____ # Summer months/year **and/or** _____ # Academic months/year

B.

Postdocs: _____ (12 month salary)

Grad Student(s)*: _____ # Summer months/year **and/or** _____ # Academic months/year (4.5, 9 months)

Student Hourly: _____ # Hourly Hires _____ Hourly Rate _____ Average Hr/Wk

E.

Domestic Travel: _____ Annual increase each year: ☐ Yes ☐ No

International Travel: _____ Annual increase each year: ☐ Yes ☐ No

G.

Materials & Supplies _____ Annual increase each year: ☐ Yes ☐ No

Publication Cost: _____ Annual increase each year: ☐ Yes ☐ No

J.

_____ Target Budget/yr **or** _____ Maximum Budget for Proposal

Proposal Characteristics, Compliance & Other Approvals

- | | |
|---|---|
| <input type="checkbox"/> Foreign Influence or Export Control | <input type="checkbox"/> Use of proprietary or confidential information |
| <input type="checkbox"/> Consultant payment | <input type="checkbox"/> Potential conflict of interest has been identified and addressed |
| <input type="checkbox"/> Use of human subjects or | <input type="checkbox"/> Subaward; <i>If yes, should include Scope of Work, Budget and Authorized</i> |
| <input type="checkbox"/> HHS Exemption # | <i>Administrative Approval, and a Letter of Support w/ appropriate authorizing signature</i> |
| <input type="checkbox"/> Copyright issues | <input type="checkbox"/> NONE OF THE ABOVE |

Notes:

** All GRAs will be calculated at 50%, unless stated in the notes*

For Internal Use Only:

<u>Received from PI</u>		<u>Completed</u>	
<input type="checkbox"/>	Budget Approval (from PI)	<input type="checkbox"/>	Draft Budget – Approved as Final Budget by PI
<input type="checkbox"/>	Budget Justification	<input type="checkbox"/>	Proposal Intake Form submitted for signature (PI, EO)
<input type="checkbox"/>	Statement of Work	<input type="checkbox"/>	Proposal Intake Form submitted to SPA
<input type="checkbox"/>	Proposal Guidelines (url)	<input type="checkbox"/>	SPA submitted proposal to sponsor
<input type="checkbox"/>	Other required materials	<input type="checkbox"/>	Download Entire sign proposal from MyResearch
<input type="checkbox"/>	Entire Proposal		