This document is a compilation of proposal intake forms used by various units across the campus. It is illustrative and does not represent all unit forms in use. Rather, the forms are samples to aid units who wish to develop their own proposal intake form for use in the development of proposals. Units are not required to use a proposal intake form.

Research Operations would like to extend thanks to the units who contributed proposal intake forms, including:

- Watts College of Public Service and Community Solutions
- Ira A Fulton Schools of Engineering
- Mary Lou Fulton Teachers College
- Research Advancement Services
To:  
Subject:  

Proposal ERA Site Set-Up Items Needed

Hello – In preparation for your upcoming proposal submission, please provide the following information so that RAO can set-up your proposal site.

<table>
<thead>
<tr>
<th>PROPOSAL ERA SET-UP ITEMS</th>
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<tbody>
<tr>
<td>Sponsor</td>
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<tr>
<td>Due Date</td>
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<tr>
<td>Sponsor or Prime Sponsor FOA/Website</td>
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<tr>
<td>Prime Due Date</td>
</tr>
<tr>
<td>PI(s) Name(s)</td>
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<tr>
<td>Draft Title</td>
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<tr>
<td>Start &amp; End Date</td>
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<td>Use 3% Escalation in Year 1 Y/N</td>
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<tr>
<td>Other Staff Name % effort</td>
</tr>
<tr>
<td>No. of Student(s) Wages rate and 9 or 12 mo</td>
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<tr>
<td>No. of GRA(s) w/tuition and 9 or 12 mo</td>
</tr>
<tr>
<td>Human Subjects - Y/N</td>
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<tr>
<td>Subaward(s) Y-Names / N</td>
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<tr>
<td>* IT Support - Y/N</td>
</tr>
<tr>
<td>* Communications Support - Y/N</td>
</tr>
</tbody>
</table>

* By your response to these two questions above you are confirming:
  • Y = you will reach out to IT or Communication Director(s) to include cost in your proposal
  • N = you do not have need for such costs at this time.
    ○ If you should need assistance in the future in either of these area’s you will work with RAO to rebudget to cover such costs.

Standard Proposal Items needed:
• Scope of Work
• Budget
• Budget Narrative
• Sponsor Contact information if not provided in a funding announcement

Thank you.
**Pre-Proposal Description & Contacts (Letter of Intent, White Paper, etc.):** Please complete as many fields as possible. This information will be used to develop your pre-proposal. Your response is considered preliminary; you will be able to update any information prior to submission. Please return completed form to MLFTCResearch@asu.edu.

<table>
<thead>
<tr>
<th>Pre-Proposal Title</th>
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<tbody>
<tr>
<td>ASU PI Name, College, Department/ Division, Center</td>
</tr>
<tr>
<td>Direct Sponsor</td>
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<tr>
<td>Prime Sponsor</td>
</tr>
</tbody>
</table>

**Does this pre-proposal require ORSPA approval due to institutional commitments?**

<table>
<thead>
<tr>
<th>Sponsor Funding Announcement No.:</th>
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<tbody>
<tr>
<td>Enter the total sponsor budget amount:</td>
</tr>
<tr>
<td>Any other information you would like to include?</td>
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</table>
**Proposal Request Form Instructions:** Please complete as many fields as possible. This information will be used to develop materials for your proposal. Budget details are regarded as estimates only. Your response is considered preliminary; you will be able to update any information prior to submission. Additional guidance is available via the help icons on the left margin. Please note that drop down menus are provided for some questions. Please return completed form to MLFTCResearch@asu.edu.

<table>
<thead>
<tr>
<th>Field</th>
<th>Answer</th>
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<td>Proposal Title</td>
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<td>ASU PI Name, College, Department/Division, Center</td>
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<td>ASU Co-PI Name(s), College, Department/Division, Center</td>
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<td>ASU Key Personnel Name(s), College, Department/Division, Center</td>
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<td>Direct Sponsor</td>
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<td>Sub-agency/Institute/Division of the Sponsor</td>
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<td>Sponsor Opportunity Link</td>
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<td>Sponsor Opportunity Title</td>
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<tr>
<td>Subcontract(s)</td>
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<td>External Collaborators, Consultants, Vendors</td>
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<tr>
<td>Type of Proposal</td>
<td>New</td>
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<td>Transfer from Another Institution</td>
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<tr>
<td>Funding Mechanism Type</td>
<td>Grant</td>
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<td>Cost Share Requirements &amp; Information</td>
<td>None</td>
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Revised 12/29/2015
<table>
<thead>
<tr>
<th>Investigator Name</th>
<th>College</th>
<th>Department/Division</th>
<th>% REC/RID/IIA (each column must sum to 100%)</th>
<th>Center/Consortium (if applicable)</th>
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- Human Subjects: No
- Native American Involvement: No
- Export Controls/Countries of Concern: No
- Adequacy of Office/Lab Space: No
- Intra-University Consulting Pay: No
- Background Intellectual Property: No
- Special Programs: No, None
- Strategic Initiatives: No, None
- Type of Activity: Research, Applied Research
- Limited Submission: No
- Indirect Cost (F&A) Waiver: No
- Deadline (Date and Arizona time): 
- Proposed Project Start Date: 
- Proposed Project End Date: 
- Duration: 
- Budget Needs/Request: 

If Research, select type: Applied Research
ASU Principal Investigator: 
Sponsor: 
Sponsor Due Date: 
Funding Opportunity title/number or hyperlink: 
Tentative Proposal Title: 
Anticipated start and end dates:

<table>
<thead>
<tr>
<th>Investigator Full Name</th>
<th>Department</th>
<th>Center (if applicable)</th>
<th>% REC (recognition for proposed and expended research dollars on University reports)</th>
<th>% RID (Research Incentive Distribution—overhead funds distributed back to your College)</th>
<th>% IIA (Investigator Incentive Award—funds distributed to an account for each investigator for use on projects at PI discretion)</th>
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**Research Type**
Please identify the appropriate Research Type for this proposal:

- Basic Research
- Applied Research
- Development

For definitions and examples of each type, please [click here](#).

**Special Reviews**
(Check all that apply)

<table>
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<th>YES</th>
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- Human Subjects:
- Laboratory Animals:
- Biological Materials:
- Stem Cell Research:
- Laboratory Registration:
- Native American Involvement:
| Hazardous Materials / Waste: |  |
| Radiation Safety: |  |
| Scientific Diving: |  |
| Export Controls: |  |

**ASU Strategic Initiative**

- **YES**
- **NO**

If yes, please list the initiative:

| If funded, will this project use any of the following ASU Core Facilities: | YES | NO |
| Were any of the following ASU Core Facilities used to gather pilot data, develop a prototype or establish proof-of-concept for this proposal? | YES | NO |
| **Biosciences** |  |
| **Chemical & Environmental Characterization** |  |
| **Eyring Materials Center** |  |
| **Instrument Design & Fabrication** |  |
| **NanoFab** |  |
| **Research Computing** |  |
| None of the Above |  |

**Intellectual Property**

- Will background **Intellectual Property (IP)**, owned by ASU or another entity, be utilized?
- Has the Sponsor indicated they want ownership of any IP developed or a license to IP?

**Budget**

-'Wishlist' of people/items to be included in the budget:

List of any subcontractors or external collaborators with contact information (If ASU will be a subcontractor on another institution's proposal, please provide contact info for the lead institution/partner):
Sample Intake Form

This form can be saved once all *red asterisk items are completed and can be returned to at any time.

Project Title *
Type the full project title.

Assigned RA

Status ▼

FP Number

Activity Type ▼

Is this a new PI? No ▼

Prime Sponsor
Please select the prime sponsor from ERA sponsor list.

Sponsor *
Please select a sponsor from ERA sponsor list or choose 'Other'.

Other Sponsor
Please enter the Sponsor if you were unable to find it.

Due Date *

Upload Funding Announcement
Upload
If there is no FOA file add the link in the Funding Announcement Link field

Funding Announcement Link
Enter link

Internal ASU PI *
Search by PI full name or ASUrite.

TBD PI

School *

Co-PI's

ASU Co-PI(s)
ASU Co-PI(s)

ASU Center(s)
Please use text box at end of form to include any additional information regarding allocation, such as allocation across multiple centers

ASU Center(s)
Please use text box at end of form to include any additional information regarding allocation, such as allocation across multiple centers

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Add Center

ASU Initiative(s)

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</table>
External Collaborators section
Use this section to identify all non-ASU collaborators on this proposal.

Name
Enter external collaborator's name.

Institution
Enter external collaborator's institution.

Email
Enter external collaborator's email.

Type
Select collaborator type.
Name
Enter external collaborator's name.

Institution
Enter external collaborator's institution.

Email
Enter external collaborator's email.

Type
Select collaborator type.

Name
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Institution
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Name
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Institution
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Email
Enter external collaborator's email.

Type
Select collaborator type.

Name
Enter external collaborator's name.

Institution
Enter external collaborator's institution.

Email
Enter external collaborator's email.

Type
Select collaborator type.
Which institution is the lead?

Budget Request section
Please use text box at end of form to include any additional information regarding budget requests not indicated in form below

Total Project Budget Target (USD)

Annual Budget Target (USD)

Investigator Effort

Name

Effort per year in months (Summer or AY)

0
ex. 1 mo summer; 1 course buyout

Name

Effort per year in months (Summer or AY)

0
ex. 1 mo summer; 1 course buyout

Name

Effort per year in months (Summer or AY)

0
ex. 1 mo summer; 1 course buyout

Name

Effort per year in months (Summer or AY)

0
ex. 1 mo summer; 1 course buyout

Name

Effort per year in months (Summer or AY)

0
ex. 1 mo summer; 1 course buyout

Name
Name ________________________________

Effort per year in months (Summer or AY) 

0

ex. 1 mo summer; 1 course buyout

Name ________________________________

Effort per year in months (Summer or AY) 

0

ex. 1 mo summer; 1 course buyout

Name ________________________________

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0

ex. 1 mo summer; 1 course buyout

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0

ex. 1 mo summer; 1 course buyout

Name ________________________________

Effort per year in months (Summer or AY) 

0

ex. 1 mo summer; 1 course buyout

Name ________________________________
Effort per year in months (Summer or AY)  
0
ex. 1 mo summer; 1 course buyout

Name

Effort per year in months (Summer or AY)  
0
ex. 1 mo summer; 1 course buyout

Add # of students (PhD or MS) and duration (full year, AY, SU)

Enter the number of graduate students involved  
ex. 2 PhD GRAs; 1 full time and 1 during the AY only

Enter the number of post docs involved  
ex. 1 at 50% FTE

Enter the number of other staff involved (type/title and % effort)  
ex. 1 CAD specialist at 25%

Annual Foreign Travel (USD)  
ex. 3500 (IEEE International Conference on Big Data

Annual Domestic Travel (USD)  
ex. 4000 ($2k for conference; $2k for annual meetings)

Please list any meetings/conferences/destinations  
ex. Program Review Mtg (2 travelers) / IEEE Conference (1 traveler)

Annual Non-capital Equipment (USD)  
ex. 6000 ($1500 external hard drive x 2; $3k laptop for work offsite)

Annual Capital Equipment (USD)  
ex. 12,000 for an Automated Valve Positioner (quote attached)

Annual Facility Use Fees (USD)  
ex. $45,000 ($15,000 per year) is budgeted for the user fees in the Center for Solid State Electronics Research (CSSER)

Annual Materials/Supplies (USD)  
ex. 5000 ($2k for chemicals; $3k for masks)

Annual Consultants (USD)  
ex. 2000 for a TBD consultant($50/hr for 40 hours of work)
### Annual Subgrants/Collaborators (USD)
- ex. 100,000/yr to UofA for tasks 2 and 3

### Annual Publications (USD)
- ex. 1500 for page charges (Journal of Engineering)

### Annual other costs (USD)

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### Compliance section

- **Cost Share?**
  - N/A
  - Yes
  - No

- **Human Subjects?**
  - N/A
  - Yes
  - No

[ResearchIntegrity.asu.edu/humans](ResearchIntegrity.asu.edu/humans)
Clinical Trials?
- N/A
- Yes
- No

Vertebrate Animals?
- N/A
- Yes
- No

Biological, Hazardous Materials
- N/A
- Yes
- No

Chemical Materials Waste?
- N/A
- Yes
- No

IP Issues?
- N/A
- Yes
- No

Financial Conflict of Interest?
- N/A
- Yes
- No

Are export controls involved?
- N/A
- Yes
- No

Is radiation safety involved?
- N/A
- Yes
Are stem cells involved?

- N/A
- Yes
- No

Is there Native American involvement?

- N/A
- Yes
- No

Is there Adequate Space for this project?

- N/A
- Yes
- No

Is this proposal being submitted to any other agency?

- N/A
- Yes
- No

Lab Registration?

- N/A
- Yes
- No

Comments

Submit