

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

<b>ASU Principal Investigator:</b>						
<b>Sponsor:</b>						
<b>Prime Sponsor if ASU will be subcontracted to:</b>						
<b>Submission Due Date:</b>						
<b>Funding Opportunity Title and/or number:</b>						
<b>Funding Opportunity Web link:</b>						
<b>Proposal Title:</b>						
<b>Project Period (s)- list start and end dates (this will determine ERE/tuition/F&amp;A):</b>						
<b>Lead Unit (where grant will be managed/awarded to at ASU):</b>						
<b>Any subcontracts? If yes, what entity(ies) and contact info for PI at each entity and staff if known:</b>						
<b>Is there a budget maximum? If yes, how much per year and total?</b>						
<b>Any other details?</b>						
<b>List all ASU PI, Co-PI, senior personnel or staff that are responsible for research outcomes and should receive recognition/allocations on this proposal* (typically, this is PIs and Co-PIs)</b>						
<i>note: was this proposal seed-funded from an institute/department/school/initiative at ASU that requires recognition of that seeding through allocations?</i>						
Full Name	Role (e.g., PI, Co-PI, etc.)	School/Unit/Department	ASU Center (if applicable)	REC	RID	IIA
Total (must add-up to 100%)				100%	100%	100%
<ul style="list-style-type: none"> <li>• <b>REC % = effort recognition for proposed/expended</b></li> <li>• <b>RID % = Research Incentive Distribution - indirect costs distributed back to colleges, units/centers</b></li> <li>• <b>IIA % = Investigator Incentive Award - \$ distributed to an internal account for each researcher with recognition on awarded proposals for use for their research</b></li> </ul>						
More on understanding allocations and RID: <a href="https://researchadmin.asu.edu/allocations">https://researchadmin.asu.edu/allocations</a>						
<b>Research Type</b>						
<b>Identify the appropriate Research Type for this proposal:</b>						
<input type="checkbox"/> Basic Research <input type="checkbox"/> Applied Research <input type="checkbox"/> Development Grant						

For definitions and examples of each type, please  
<https://researchadmin.asu.edu/nsf-herd-survey>

Special Reviews (to find out more about each one go to  
<https://researchintegrity.asu.edu/> )

<b>Special Reviews: Please place a Y for Yes or N for No for each listed</b>	<b>Y / N</b>
Human Subjects	
Laboratory Animals	
Biological Materials	
Stem Cell Research	
Laboratory Registration	
Native American Involvement	
Hazardous Materials/Waste	
Radiation Safety	
Scientific Diving	
Export Controls	

**WATTS IT Support**

Will this project require Watts IT support, which can include not only computer technology, software, and maintenance, but also web design and updates? Yes or No

If yes? Please provide details.



**ASU Proposal Intake Form**

[Dashboard](#)

[Calendar](#)

[Days off](#)

[Skip to Navigation](#) ↓

Logged in via CAS as *kasmit36*.

# 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.

**Proposal Type**

**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**

 No file chosen

**Upload**

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

**Funding Announcement Link**

Enter link

**COVID-19 Stimulus \***

This funding opportunity is tied to the Coronavirus Aid, Relief, and Economic Security (CARES) Act, or a similar emergency funding program.

**Internal ASU PI \***

Search by PI full name or ASUrite.

TBD PI

School \*

- Select -

Co-PI's

ASU Co-PI(s)

- None -



Add Co-PI

ASU Center(s)

ASU Initiative(s)

- None -

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

Add Center

Add Initiative

Please check if anyone on your team received FSE seed funding that helped contribute to this proposal.

If checked, please provide details on the seed funding support you have received.

Please check if anyone on your team received infrastructure support (equipment, personnel, other) that helped contribute to this proposal.

If checked, please provide details on the seed funding support you have received.

Start Date

End Date

Allocation of REC/RID/IIA

Name

ASU Center

REC %

0

RID %

0

IIA %

0

## Check allocations

### 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.

Add collaborators

Which institution is the lead?

Hide Budget Fields

### 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)

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)

Software (USD)

ex. \$15,000 for purchasing a software license from Lumerical Inc. for performing simulations

Annual Facility Use Fees (USD)

\*See Next Section

– Utilizing ASU Core Facilities

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)

Type

Cost



**Add Cost**

## Utilizing ASU Core Facilities

If funded, will this project utilize any of the following ASU Core Facilities? \*

- Biosciences (Bioimaging, Bioinformatics, EPR, Flow Cytometry/Stem Cell, Genomics, Mass Spectrometry)
- Chemical and Environmental Characterization (Goldwater Env Lab, Magnetic Resonance Research Center, Ultrafast Laser Facility)
- Eyring Materials Center (Bio-EM Facility, Center for High Resolution Electron Microscopy, Goldwater Materials Science Facility)
- Instrument Design and Fabrication (Electronics, Glassblowing, Machine Shops)
- NanoFab
- Research Computing
- None of the above

Were any of the following ASU Core Facilities used to gather pilot data, develop a prototype, or establish proof-of-concept for this proposal? \*

- Biosciences (Bioimaging, Bioinformatics, EPR, Flow Cytometry/Stem Cell, Genomics, Mass Spectrometry)
- Chemical and Environmental Characterization (Goldwater Env Lab, Magnetic Resonance Research Center, Ultrafast Laser Facility)
- Eyring Materials Center (Bio-EM Facility, Center for High Resolution Electron Microscopy, Goldwater Materials Science Facility)
- Instrument Design and Fabrication (Electronics, Glassblowing, Machine Shops)
- NanoFab
- Research Computing
- None of the above

## Compliance section



Cost Share? \*    Yes     No

Human Subjects? \*    Yes     No

[ResearchIntegrity.asu.edu/humans](https://researchintegrity.asu.edu/humans)

Clinical Trials? \*    Yes     No

Vertebrate Animals? \*    Yes     No

Biological, Hazardous  
Materials \*    Yes     No

Chemical Materials Waste? \*    Yes     No

Will background intellectual  
property, owned by ASU or  
another entity, be utilized? \*    Yes     No

Has the Sponsor indicated  
they want ownership of any  
IP developed or a license to  
IP? \*    Yes     No

Financial Conflict of Interest?  
\*    Yes     No

Are export controls involved?  
\*    Yes     No

Is radiation safety involved?  
\*    Yes     No

Are stem cells involved? \*    Yes     No

Is there Native American involvement? \*    Yes     No

Is there Adequate Space for this project? \*    Yes     No

Is this proposal being submitted to any other agency? \*    Yes     No

Lab Registration? \*    Yes     No

Comments

Submit

FP ID

Status

RODA RA

Date Submitted to Sponsor

RODA GSS

Fiscal Year

Source Type

LOI or FULL?

Proposal Title	
ASU PI Name	
Division/Unit	
ASU Center	
ASU Co-PI Name(s)	
Other ASU Personnel	
Direct Sponsor	
Prime Sponsor	
*Other Sponsor	
Subcontracts / External Collaborators	
Lead Organization	
Non-MLFTC Lead	
Proposal Type	
ASU Allocations	
Funding Title/Number	
FOA Link	
FOA Upload	
Limited Submission	
PI/co on Fed Project	
Human Subjects	
Native American Involve	
Export Controls	
IP Challenges	
Strategic Initiative	

<b>Student Training Grant</b>			
<b>ASU Core Facilities: Futur</b>			
<b>ASU Core Facilities Used:</b>			
<b>Type of Activity (applied, basic, RD)</b>			
<b>Proposal Due Date</b>			
<b>Start Date</b>			
<b>End Date</b>			
<b>Duration</b>			
<b>Indirect Cost</b>			
<b>Cost Share/Matching</b>			
<b>Adequate Space Issues</b>			
<b>College Data Required</b>			
<b>New Website Needed</b>		<b>Methods Support Needed</b>	
<b>Total Project Budget</b>	\$		
<b>Budget Requests</b>			
<b>PI's Comments</b>			
<b>Deadline Notification</b>	<input type="checkbox"/>		
<b>Deadline Confirmation</b>	<input type="checkbox"/>		
<b>Expected Decision</b>			

**PROPOSAL INFO**

ASU PI: \_\_\_\_\_ Lead Financial Unit: \_\_\_\_\_  
Sponsor: \_\_\_\_\_ Sponsor Due Date: \_\_\_\_\_  
Funding Opportunity Title/Number or Hyperlink: \_\_\_\_\_  
Proposal Title: \_\_\_\_\_  
Project Dates: \_\_\_\_\_

**ALLOCATION INFORMATION (List REC/RID/IIA distribution for ASU PI and Co-Investigators)**

Investigator Name	Department	Center (if applicable)	%REC	%RID	%IIA
<b>TOTAL</b>			<b>100%</b>	<b>100%</b>	<b>100%</b>

**ERA FUNDING PROPOSAL QUESTIONNAIRE**

Please identify the appropriate Research Type for this Proposal (for definitions, click [here](#)):

Basic Research       Applied Research       Development

Does project include Special Reviews?  YES    NO   If Yes, check all that apply below:

<input type="checkbox"/> <a href="#">Human Subjects</a>	<input type="checkbox"/> <a href="#">Lab Animals</a>	<input type="checkbox"/> <a href="#">Biological Materials</a>	<input type="checkbox"/> <a href="#">Stem Cell Research</a>
<input type="checkbox"/> <a href="#">Lab Registration</a>	<input type="checkbox"/> <a href="#">Hazardous Materials</a>	<input type="checkbox"/> <a href="#">Radiation Safety</a>	<input type="checkbox"/> <a href="#">Scientific Diving</a>
<input type="checkbox"/> <a href="#">Export Controls</a>	<input type="checkbox"/> <a href="#">Native American Involvement</a>		

Is this proposal part of an ASU Strategic Initiative?

YES    NO   If Yes, enter name of Strategic Initiative: \_\_\_\_\_

If funded, will the project use any ASU Core Facilities?  YES    NO   If Yes, check all that apply below:

<input type="checkbox"/> <a href="#">Biosciences</a>	<input type="checkbox"/> <a href="#">Eyring Materials Center</a>	<input type="checkbox"/> <a href="#">NanoFab</a>	<input type="checkbox"/> <a href="#">Research Computing</a>
<input type="checkbox"/> <a href="#">Chemical &amp; Environ. Characterization</a>	<input type="checkbox"/> <a href="#">Instrument Design &amp; Fabrication</a>	<input type="checkbox"/> None of the Above	

Will background [Intellectual Property \(IP\)](#), owned by ASU or another entity, be utilized?  YES    NO

Has the sponsor indicated that they want ownership of any IP developed or licensed to PI?  YES    NO

**SUBCONTRACTORS AND/OR EXTERNAL COLLABORATORS**

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):

**BUDGET WISHLIST**

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