

## ERA PROPOSAL INTAKE FORM - PRINCIPAL INVESTIGATOR (PI) QUICK START

The ERA Proposal Intake Form is used to request administrative support for sponsored project proposals.

### WHEN SHOULD I USE AN INTAKE FORM?

Initiate a proposal support request with your Unit RA as soon as you plan to pursue a funding opportunity, ideally well before the sponsor deadline, to allow time for:

- Budget development
- Compliance review
- Proposal preparation and submission

**Important:** Submitting an intake form does not submit a proposal to the sponsor. It initiates unit-level administrative support and internal processes.

### WHICH INTAKE FORM SHOULD I USE?

PIs should use the intake method designated by their Unit RA:

- Many units may use the ERA Proposal Intake Form
- Some units may use a department-managed intake tool or inbox

If you are unsure, [contact your Unit RA](#) before starting.

### WHAT INFORMATION WILL I NEED?

When completing an intake, you will be asked to provide as much high-level information as possible, including:

- **\*Lead financial unit** – *Note: this selection is critical for ensuring that the correct RA Team is alerted*
- Funding opportunity, sponsor, and submission deadline
- Project title and summary
- Participating personnel and units
- Anticipated budget needs (if known)

Use the "%" wildcard in ERA as a shortcut to find and select sponsor and external partner names, ASU department(s)/unit(s), and ASU personnel in the system.

*\*The Lead Financial Unit is the ASU department or unit responsible for managing the projects finances if an award is made. It is typically the PI's home department, where the PI receives unit support for budgeting, financial management, etc.*

### HOW DO I ACCESS THE FORM?

1. Click on the **Create Proposal Intake** button on your [ERA Grants Dashboard](#)
2. Complete the required fields and submit

The form is designed to be intuitive and based on familiar departmental intake processes.

### WHAT HAPPENS AFTER I SUBMIT?

After Intake Form submission:

- An RA from your unit will be assigned and will reach out to you for next steps
- Proposal development proceeds according to your unit's standard process

### NEED HELP?

- [Contact your Unit RA](#) with questions about timelines or requirements
- A brief introduction and overview is available: [ERA Proposal Intake Training](#)