New Proposals: Initial Information

This background query is meant to support and initiate the Cayuse proposal record. Feel free to complete as applicable.
Based upon your responses OSP can provide a timeline for proposal completion.

PI's name: _____

Meeting date: _____

Background:

What is the name of the sponsor? _____

Contact person? _____

What is the name of the program/competition? _____

Website? _____

Type of submission: Full proposal   Letter of Intent   Resubmission   Sub award

If sub award: Who is the prime? _____

If solicited: Provide details _____

Submission:

Do you know how the proposal needs to be submitted? _____

Who would you like to submit the proposal? (PI / OSP) _____

Tell me about your project…

What is the tentative title of the project? _____

What is the project period? (Tentative timeline?) _____

Will it need IRB approval? _____

Is there a webinar or other technical assistance offered? _____

If so: When? _____ Will the PI attend? _____

Has the PI met with the program officer? _____

Staff:

Any co-PIs or key personnel? _____

Name: _____

Department: _____

Any co-PIs or key personnel from other institutions? _____

Name: _____

Department: _____

Any new positions necessary? (Staff, term faculty, post-docs, part-time beyond a GA or RA)

_____

Will the project require space for new positions? _____

Did you get approval for space? (Please provide a letter stating the approval of space).

Any GAs or RAs? _____

_____

_____

How many hours/week and for how many weeks? _____

Any consultants or sub recipients? _____

If yes, See Contractors & Sub recipients section

About how much effort will you / other staff put in on this project? (Think: If 5%, could you do 20 projects like this? Try not to put in 100% for summer months)

_____

_____

_____

Is there a cap on the salary? _____

Will you or others need any course releases? _____

Travel:

Will there be travel involved? _____

If so, where? _____

How many trips? How long for each trip? _____

_____

Will there be conference travel involved? _____

If so, where, when, and how long? _____ _____ _____

_____

Purchases:

What will you need to purchase for this project?

Equipment, computers, and software (for self, GA/RA, or colleagues) …

_____

- **Note:** Any equipment costing over $5,000 will need a quote (upload in Cayuse)

Supplies for recruitment: Printing / copying / mailing …

_____

Participant event: Food / event space …

_____

General supplies

_____

Will there be incentives for participants? _____

        If so, list: _____

Contractors, Vendors, & Sub recipients:

Who are they? _____

_____

_____

What tasks will they be performing? (i.e., transcription, graphic design, instructional design…)

_____

_____

_____

About how much time will they spend on the project? _____

What is their rate? (Hourly / flat fee) _____

Regulatory Compliance:

Are there any Human Subjects? _____

- IRB Approval? _____

Are there any Animal Subjects? _____

- IACUC Approval? _____

Indirect Rate and Cost Sharing:

Is indirect rate listed in the guidelines or website? _____

If not: Reach out to the sponsor for official documentation of the indirect rate (upload in Cayuse)

Will the project take place on- or off-campus? _____

Note: Off-campus IDC rate is only used if over 50% of the project using AU resources takes place off campus

Is cost sharing/cost matching required? _____

Please insert any additional information that OSP should know. (ex.: additional co-pi, collaborating institutions, etc.)