URICA RA Proposal Intake

Goal:

Improve the intake process for proposal support provided by URICA Research Administration to clarify expectations, increase efficiency, and accelerate the initiation of proposal development

Strategy:

Implement a proposal intake form that captures the most relevant data needed to initiate proposal development, sets expectations, and leverages data submitted automatically

URICA RA Proposal Intake: Setting Expectations

Proposal Intake Form - URICA

This form collects initial basic information on upcoming proposals to initiate URICA support of proposals. For guidance on routing proposals through URICA vs. Schools/Departments see:
https://urica.northwestern.edu/sponsored-research-administration/proposal-center-or-department/

Please note that we aim to complete all administrative components (excluding scientific portions) 5-business days in advance of submission date. URICA also requests that the PI be available on the day-of-submission, or a proxy is identified when availability is limited.

We appreciate receiving as much lead-time as possible for submissions, and general guidance on lead-time that will help ensure the best possible submission support is as follows:

- 3+ weeks for basic proposals
- 4+ weeks for proposals involving collaborating institutions
- 6+ weeks for large-scale/complex proposals (e.g. cost-sharing, OSR legal review, industry partners)

Yes, I understand the guidelines above: *

☐

URICA RA Proposal Intake: Form Questions

Unit (i.e. URIC, school, etc.) *
University Research Institute/Center in which a resulting award will reside (abbreviation preferred for URICs):

```
[                                                    ]
```

PI *
Last, First

```
[                                                    ]
```

Other Key Personnel
Last, First; Last, First; etc.

```
[                                                    ]
```

Sponsor *
If proposal involves a subcontract, please include both prime and flow-through sponsor (e.g. Univ. of Chicago/NSF).

```
[                                                    ]
```

Proposal Type

```
Select                                            ⌄
```

URICA RA Proposal Intake: Form Questions

Link to Opportunity/Solicitation
Optional; or upload below

Solicitation, or Other Attachments
Please upload any relevant files

Drag and drop files here or **browse files**

Project Start Date *

Project End Date *

Due Date *
Enter target date for those without sponsor deadlines

URICA RA Proposal Intake: Form Questions

Title *
Can be preliminary

[   ]

Budget Maximum or Target
Please provide the maximum or target budget total if known (specify annual or total):

[   ]

Cost Sharing *
Indicate if cost sharing is expected and type

[Select   ⌄]

Subcontracts *
Check if proposal will require subcontracts

[ ]

Subcontract Institutions
Indicate subcontract institution(s) if known

[   ]

URICA RA Proposal Intake: Form Questions

Contact Email *

PI or PI-designated administrative contact

Comments

Please provide any additional information, requests, or comments that will help URICA Research Administration support your proposal. Possible information may include budget needs, additional contacts, special requirements, etc.

☐ Send me a copy of my responses

Submit