

Proposal Preparation Form

<u>TYPE OF PROPOSAL</u>		<u>PROGRAM TYPE</u>	
<input type="checkbox"/> NEW PROJECT	<input type="checkbox"/> RESUBMISSION	<input type="checkbox"/> RESEARCH	<input type="checkbox"/> FELLOWSHIP
<input type="checkbox"/> COMPETING (RENEWAL)	<input type="checkbox"/> SUPPLEMENTAL	<input type="checkbox"/> FACILITIES/EQUIPMENT	<input type="checkbox"/> CONFERENCE

PI Name: _____ **Proposal Due Date:** _____

Title of Project: _____

Project Start: _____ **Project End:** _____

Sponsor/Funding Agency: _____

What is the Program Number: R01 Parent; Specific R01: _____
 R21 Parent; Specific R21: _____
 SBIR/STTR; Other: _____

Yes No

- Will the proposal involve **Multiple Principal Investigators**?
- Will you be including a **Cover Letter** in the proposal? (Review group request or continuous submission only)
- Will the proposal include any **Subcontractors** outside Penn?
- Will you be sharing funds working with any other UPenn departments?
- Will there be an **International Component****?
- Will the proposal involve the use of **Human Subjects**?
- Will the proposal involve the use of **Laboratory Animals**?
- Will the proposal involve **Human Embryonic Stem Cells**?
- For NIH only: Will this proposal be using a **Modular** budget?

- ❖ Please email the budget requirements to your Grant Manager. You must include:
 - PI % effort
 - Name all Key Personnel (list % effort and department if compensated)
 - List all Non-Key Personnel with individual % efforts
 - List any large/one-time costs other than travel, publications, supplies
- ❖ Draft budget numbers will be provided for your review prior to PennERA entry.

**Includes any information, technologies, or commodities to be shipped, shared or transmitted overseas to anyone, including U.S. citizens, or to a foreign national on U.S. soil.