

**IUPUI Proposal Development Services**

**Application for Proposal Development Support and Information Form**

**Instructions:** Please complete and submit this form to the IUPUI Office of the Vice Chancellor for Research via email to Dr. Janice Blum at jblum@iupui.edu. This form provides IUPUI Proposal Development Services (PDS) with important information about your proposal. We will review the details you provide and inform you of our decision regarding PDS support. *Please be aware that we provide direct support to principal investigators and other project investigators and do not work exclusively with unit support personnel*.

We support proposals from individuals at IUPUI, IUPUC, IU Fort Wayne, IU Kokomo, and IU Northwest. For optimal support, we encourage you to submit this form to us 4-6 weeks in advance of the agency deadline for “small” proposals (e.g., NIH R01, NSF, foundations) and at least 4-6 months in advance for “large” proposals (e.g. center/institute, NIH T32, NIH P30, P01’s). For NSF CAREER program and NSF GRFP proposals, please note that topic below on the form under other comments/notes. We may recommend also consulting or connecting with other IU offices, centers, institutes and data resources to improve the development of your proposal.

**Note:** Once we review your form and offer our support, we will provide a timeline for completion of all proposal components. Deadlines will be strictly enforced to ensure that all proposals we are supporting are able to meet university and agency requirements. We reserve the right to terminate support if the principal investigator is unable to meet the deadlines established in collaboration with us.

*Please fill in the shaded areas below:*

1. **Funding agency name and URL for the specific funding opportunity announcement (required):**
2. **Does the opportunity require approval through the IU Limited Submission process (mark with x)?**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Yes** | **If Yes, date of approval** | **If Yes, identification number** |
|  |  |  |  |

1. **Agency submission deadline or target submission date (specific date required):**
2. **Anticipated project dates:**

|  |  |
| --- | --- |
| **Start date** | **End date** |
|  |  |

1. **Estimated request amount (specify direct costs OR total costs) (required):**
2. **Title of the proposed project (required, even if tentative):**
3. **Project Director/Principal Investigator:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Campus/School** | **Department** |
|  |  |  |
| **Phone** | **Email** | **Office Address** |
|  |  |  |

1. **Other project investigators and collaborators (with contact information):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Project Role** | **Institution** | **Email** |
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1. **Type(s) of assistance requested** (mark x under all that apply) *(IUPUI Proposal Development Services does not construct budgets, complete/submit electronic applications, or complete/submit KC proposal development documents)***:**

|  |  |  |
| --- | --- | --- |
| **a. Identify potential funding sources** | **b. Identify potential collaborators** | **c. Provide project management** |
|  |  |  |
| **d. Review/edit technical narrative** | **e. Review/edit/compile proposal administrative****components** | **Other (specify)** |
|  |  |  |

1. **Dates the PD/PI will be away between now and the agency submission deadline:**

|  |  |
| --- | --- |
| **Dates** | **Accessible by email (yes/no)** |
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1. **Other comments or notes:**
2. **Submitted by:**

|  |  |
| --- | --- |
| **Name** | **Date** |
|  |  |
| **Phone** | **Email** |
|  |  |

**For PDS Use Only**

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| --- |
| **Assignment** |
|  |
| **Notes** |
|  |

IUPUI Office of the Vice Chancellor for Research, Proposal Development Services, March 2022

755 West Michigan Street UL1140 Indianapolis, IN 46202-5195