Enter in **Description**—Short description of the request.

Enter in **Institutional Proposal ID (IPID)** - Only enter IPIDs for New, Resubmission or Competitive Renewal proposals. If you are submitting a request related to a supplement, add that note to the comment box, but enter in the IPID associated with the original proposal here.

You can find your IPID in the Proposal Summary notice sent from ORA, in GMT, or by searching in this form by clicking on the magnifying glass.

In the search results, check the Proposal Type to ensure you have the appropriate IPID.
Review the IPID information returned to the form to ensure you have the correct IPID entered.

Select appropriate Request Type form box. This box changes based on if the IPID is funded or unfunded.

Enter in any notes you need us to know about the request in the Comments box.

If unfunded, review the special review information returned and update as needed.
Enter in **Deadline Date** — Please allow at least 4 business days for ORA to process your request, if possible.

Enter in **Delivery Type** — Indicate how the request needs to be submitted.

Enter any special submission instructions in the **Delivery Instructions** box, i.e. email address of sponsor for submission, submission system url.

If anyone other than the PI and initiator of this request need to be copied on the review or submission emails, please enter their email address in the **Please list emails of others to be included on submission notification (PI and Requestor are always included):** box.

Attach any guidelines, copy of sponsor request, draft documentation and other relevant items to the **Notes and Attachments** section. Be sure to click the add button each time to add a new file.

Click **Submit** to send the request to ORA for review. (Note: these requests do not route for unit/PI approval, so be sure to list anyone who needs notified in the notification box.)