Proposal Intake Form (Please provide as much detail as possible at this time)

Principal Investigator (PI): _____

PI School: _____

PI Department: _____

Sponsor: _____

Prime Sponsor (if applicable): _____

- Is this proposal being submitted to a Federal Agency? Yes ☐   No☐

  If no, is it: Industrial ☐   Foundation ☐   Commonwealth of PA ☐

- **Solicitation Number:** _____

  Link to Opportunity: _____

- **Submission Deadline:** _____

- **Period of Performance (POP):** _____

- **Project Title:**

- **Project Type:**
  Research ☐   Instruction ☐   Other Sponsored Activity ☐

Senior/Key/Named Personnel: Please indicate who will be PI, Co-PIs and any other named personnel

Name	College/Unit	Role

Budget Request: <mark>(If additional space is needed for any budget sections, please attach additional pages</mark>)

- **Category I Personnel Time Faculty/Staff** (PI, Co-PIs, Research Associate/Assistants, Technicians etc.): List percentage of effort or weeks/months. Is this budgeted over the calendar year? Only in the summer months (SM)? Only academic year (AY)? Calendar year (CY)?

Personnel	Name	% effort/ time	SM/AY/CY	Project Year(s)
PI				

- **Category II Graduate Assistants**: List the Grade Level (Half-time, Qtr-time, or other), whether they are fully supported for the year or only certain semesters, and also whether summer wages should be budgeted. Tuition will follow the academic year stipend amounts.

Graduate Assistant	Grade Level	Level of Support	Summer Wages (yes/no)	Project Year(s)

- **Category III Wage Payroll**: List the amount per hour, hours per week and weeks budgeted.

Employee	# of Positions	Hourly Wage	Hours per week	Weeks budgeted	Project Year(s)

- **Category IV Hourly Students**: List the amount per hour, hours per week and weeks budgeted.

Student	# of Positions	Hourly Wage	Hours per week	Weeks budgeted	Project Year(s)

- **Category V Post-Docs:**

Post-Doc	# of Positions	Base Salary	% of effort	Project Year(s)

- **Materials and Supplies**

Items (list items to be purchased and describe use)	Cost	Project Year(s)

- **Travel**

Destination	Reason	# Days	# Travelers	Project Year(s)

Provide as many cost details for this trip as possible (who is traveling, what costs will be associated)

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Provide as many cost details for this trip as possible (who is traveling, what costs will be associated)

- **Purchased Services (include facility usage fees here):**

Service	Cost	Project Year(s)

- **Software or Licenses (if any)** – must be specialized and necessary for the project

Software or License	Cost	Project Year(s)

- **Computers (if any)** – must be specialized and necessary for project, a justification will be required.

Brand and Specifications	Fee	Project Year(s)

Justification for why specialized computers/equipment required for this project:

- **Equipment** - indicate items over $5K or fabricated equipment that will become one system with a value of $5K or more (capital equipment). For fabricated equipment, include breakdown of all costs.

Equipment	Cost	Project Year(s)

- **Is Drone equipment included in your proposal?** Yes ☐   No ☐

- **External Collaborators and/or Consultants:** Yes ☐ No ☐

If yes, please indicate who will be listed on the budget. Any funded consultants will need to provide a letter indicating how the budgeted amount was calculated and their role on the project.

Name	Organization	Role	Hrs x Rate/Payment/Yr(s)

- **Subawards**: Yes ☐   No ☐

Organization Name	
Subaward PI	
PI Contact Information	
Research Administrator	
RA Contact Information	
Max Budget (if applicable)	
Cost Share Requirement	
Additional information	

Organization Name	
Subaward PI	
PI Contact Information	
Research Administrator	
RA Contact Information	
Max Budget (if applicable)	
Cost Share Requirement	
Additional information	

Organization Name	
Subaward PI	
PI Contact Information	
Research Administrator	
RA Contact Information	
Max Budget (if applicable)	
Cost Share Requirement	
Additional information	

Organization Name	
Subaward PI	
PI Contact Information	
Research Administrator	
RA Contact Information	
Max Budget (if applicable)	
Cost Share Requirement	
Additional information	

- **Other expenses not included above:**

Cost Share: Yes ☐   No ☐

  Mandatory Committed ☐   Voluntary Committed ☐   Voluntary Uncommitted ☐

If cost share, please provide details:

If this proposal is for NSF, will there be off-site research? NSF defines "off-campus or off-site research" as "data/information/samples being collected off-campus or off-site, such as fieldwork and research activities on vessels and aircraft."

Yes ☐   No ☐

If yes, you will need to prepare a safety plan **PRIOR** to proposal submission. Instructions can be found here: https://www.research.psu.edu/node/6405

  Notes/Additional Information: