**Proposal Preparation Form**

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| **TYPE OF PROPOSAL**  NEW PROJECT  RESUBMISSION  COMPETING (RENEWAL)  SUPPLEMENTAL | **PROGRAM TYPE**  RESEARCH  FELLOWSHIP  FACILITIES/EQUIPMENT  CONFERENCE |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PI Name:** |  | | | | **Proposal Due Date:** |  |  |
| **Title of Project:** | |  | | | | |  |
| **Project Start:** | |  | | **Project End:** | |  |  |
| **Sponsor/Funding Agency:** | | |  | | | |  |

What is the Program Number:  R01 Parent  R21 Parent  SBIR/STTR

Specific PAR/RFA:

Other:       Mentor (if applicable):

|  |  |  |
| --- | --- | --- |
| 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**? |
|  |  | For NIH only: Will this proposal be using a **Modular** budget? |

Space to be Used- Lab:       Office:       Clinical:

PI %Effort Committed:

Reduction of clinical time: > 20% < 20%  No

Overhead Rate: Choose an item.

Division Chief Approval: Chair Approval:

**AN NIH Document Checklist is available upon request for a list of necessary documents and formatting requirements.**

**Proposal must be in final form and ready for submission 8-10 business days prior to sponsor deadline.**