URICA RA Proposal Intake

**Goal:**
Improve the intake process for proposal support provided by URICA Research Administration to clarify expectations, increase efficiency, and accelerate the initiation of proposal development.

**Strategy:**
Implement a proposal intake form that captures the most relevant data needed to initiate proposal development, sets expectations, and leverages data submitted automatically.
URICA RA Proposal Intake: Setting Expectations

Proposal Intake Form - URICA

This form collects initial basic information on upcoming proposals to initiate URICA support of proposals. For guidance on routing proposals through URICA vs. Schools/Departments see: https://urica.northwestern.edu/sponsored-research-administration/proposal-center-or-department/

Please note that we aim to complete all administrative components (excluding scientific portions) 5-business days in advance of submission date. URICA also requests that the PI be available on the day-of-submission, or a proxy is identified when availability is limited.

We appreciate receiving as much lead-time as possible for submissions, and general guidance on lead-time that will help ensure the best possible submission support is as follows:

- 3+ weeks for basic proposals
- 4+ weeks for proposals involving collaborating institutions
- 6+ weeks for large-scale/complex proposals (e.g. cost-sharing, OSR legal review, industry partners)

Yes, I understand the guidelines above: *
URICA RA Proposal Intake: Form Questions

Unit (i.e. URIC, school, etc.) *
University Research Institute/Center in which a resulting award will reside (abbreviation preferred for URICs):

PI *
Last, First

Other Key Personnel
Last, First; Last, First; etc.

Sponsor *
If proposal involves a subcontract, please include both prime and flow-through sponsor (e.g. Univ. of Chicago/NSF).

Proposal Type
Select
URICA RA Proposal Intake: Form Questions

Link to Opportunity/Solicitation
Optional; or upload below

Solicitation, or Other Attachments
Please upload any relevant files

Drag and drop files here or browse files

Project Start Date *

Project End Date *

Due Date *
Enter target date for those without sponsor deadlines
URICA RA Proposal Intake: Form Questions

Title *
Can be preliminary

Budget Maximum or Target
Please provide the maximum or target budget total if known (specify annual or total):

Cost Sharing *
Indicate if cost sharing is expected and type

Select

Subcontracts *
Check if proposal will require subcontracts

Subcontract Institutions
Indicate subcontract institution(s) if known
URICA RA Proposal Intake: Form Questions

**Contact Email** *
PI or PI-designated administrative contact

**Comments**
Please provide any additional information, requests, or comments that will help URICA Research Administration support your proposal. Possible information may include budget needs, additional contacts, special requirements, etc.

☐ Send me a copy of my responses

Submit