

New Project Questions & Information

Faculty Member:

Project Title (working title is fine):

Project Period:

Funding Agency:

Please provide either a link to the guidelines/FOA or an electronic copy of the guidelines/FOA
URL:

External Due Date:

Your role (PI, Co-I, Subcontract, etc.):

PI's name, if not you:

PI's institution/department, if you are not PI:

List of Collaborators/Personnel			
Name	Institution or Organization	Collaborator's Role (Co-I, Statistician, Evaluator, Consultant, etc.)	Type of Collaborator (subcontract, vendor, consultant, or N/A)
Ex: Joann Ferguson	Quality Editing Services	Evaluator	Consultant

Project Overview (brief summary):

Communication

- Would you like for me to directly contact collaborators for needed materials? Yes No
- Do you prefer to be copied on all emails regarding this project or only when there is a specific issue or question that you need to be involved in? All emails Only as needed
- What else can you tell me about your work style or needs that might help during this proposal preparation?

Student Involvement

- Will you include a GRA?
 - Yes Level: MSW PhD Effort: 50% 25% Notes:
 - No
 - Note: If a GRA will be hired for an external grant, medical insurance and tuition/fees must be budgeted unless the guidelines specifically say those items are not allowed.
- Will you need space for your student(s)? Yes No
- Will a data port and phone be needed for a GRA? Yes No
- Will your GRA potentially want to count their time and effort as field placement? Yes No
If yes, please provide more information:

- Will your project involve field placement or fellowships? Yes No
If yes, please provide more information:

Budget

- As soon as possible, please provide me with an initial listing of budget items (personnel and their time commitment, GRA info, travel, incentives, supplies, etc.). I will create a draft budget and then we can revise it from there. Or, we can meet and draft a budget together.
- Will you be requesting a course buyout? Yes No
 - Note: 10% effort is required for a course buyout in one semester—20% effort for a course buyout each semester in a project year. The Director must be informed of a buyout request prior to submission.
 - Please keep in mind the advance planning that is required for course buyouts. A buyout will not be possible for the first semester of a project with a short award notice.
- Fringe benefits must be included for all personnel for external funders.
- Printing costs should be included.
- For travel, you will need to provide when, where, number of days, number of travelers, frequency or number of trips for recurring travel, and the purpose of each travel occurrence.
- Will you need specialized software for your project? Yes No
If yes, please specify:

Other

- If submitting to a foundation, Foundation Relations should be informed. I will do that.
- Don't forget to discuss shared credit with MU collaborators as early as possible.
- Final documents should be to me 7 working days prior to the external deadline (2 days for me to check for guideline compliance and put together the final package; 5 days for OSPA review)
- We will work together to create and finalize the budget.
- The Director will review the budget prior to submission.
- Can any of your project activities be categorized as Teaching? If yes, please describe.