Items Needed for myProposals Entry

The net id of all investigators (PI, Co-PI, Co-I)
Note: The net id is the first part of an email address and can be found in the campus directory

The net id of all approvers (Director/Dept Chair & Dean/Executive Director)

The Banner org codes of all parties (PI, Co-PI, and approvers)
Note: This information can be obtained from the business administrator in your college or unit

The amount of effort for each person included in the budget calculated as "person" months
Note: Multiply % effort x # of contract months to calculate # of person months. Full-time summer effort = 2.5 person months. As an example: 1/2 day per week average = 10% effort.

The start/end dates for the project

The sponsor due date and submission information (address/email/website, etc)

The budget, including the Facilities & Administrative (F&A) amount
Note: F&A, Indirect Cost Rate (ICR), and "overhead" are sometimes used interchangeably.

All application materials that will be submitted to the sponsor ("Attachments")

Two or three sentence Abstract

Project Title

Sponsor name and guidelines; e.g., Request For Proposals (RFP), Notice Of Funding Opportunity (NOFO)

Information related to compliance (IRB or ICCUA), if applicable
Note: If the project is governed by IRB or ICCUA, you will need the protocol number and status (approved, pending, expiration dates, etc).