

## 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).**