

PI PROPOSAL QUESTIONS

We look forward to assisting you with your proposal submission. Outlined below are a few generic questions and points to assist us with the submission of your proposal. This is a boilerplate document to get us started. Please review and answer the following questions. We believe that these questions will also help you prepare a strong, organized proposal.

1. Is this proposal in response to a particular agency program or Request for Applications? If so, which one?
2. What is the title of your proposal?
3. What are your proposed start and end dates?
4. Please list the name and organization of any PIs and Co-Is for this proposal.
5. Do you plan to include or need any of the following in your proposal? If so, please describe (i.e. names, organizations, specific services, size of data storage needs, etc.).
 - a) Collaborators
 - b) Subrecipients – We will need to complete the Subrecipient vs. Contractor Classification Checklist available at <http://research.ku.edu/sites/research.ku.edu/files/docs/Subrecipient-Contractor-Checklist-2-24-16.pdf>
 - c) Contractors - We will need to complete the Subrecipient vs. Contractor Classification Checklist available at <http://research.ku.edu/sites/research.ku.edu/files/docs/Subrecipient-Contractor-Checklist-2-24-16.pdf>
 - d) Consultants - We will need to complete the Subrecipient vs. Contractor Classification Checklist available at <http://research.ku.edu/sites/research.ku.edu/files/docs/Subrecipient-Contractor-Checklist-2-24-16.pdf>
 - e) Services [e.g. KU Field Station user fees, High Throughput Screening Lab fees, research file storage (<http://technology.ku.edu/research-file-storage>)]. We will need to complete the Subrecipient vs. Contractor Classification Checklist available at <http://research.ku.edu/sites/research.ku.edu/files/docs/Subrecipient-Contractor-Checklist-2-24-16.pdf>
 - f) Participants - Direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with sponsored conferences or training projects.
6. If any other personnel will be named in the proposal, please list their names, affiliations, and corresponding roles in the proposal. Please indicate, if this is a submission to a [PHS or PHS-](#)

[compliant agency](#), the names of all Investigators (including subrecipients and consultants, if applicable).

PHS defines an Investigator as any person who is responsible for the design, conduct, or reporting of PHS-compliant research. The PI is responsible for determining who is participating at the level of an Investigator on a project.

7. Is any cost share/match planned in this budget? If yes, is it required?

Please review the cost share policy at <http://www.kucr.ku.edu/depts/admin/cost.shtml>. If you will be requesting matching funds from KU Office of Research, please arrange matching funds with any other units and then contact Associate Vice Chancellor for Research, Joe Heppert (jheppert@ku.edu), as soon as possible.

8. Do you plan on identifying Haskell (HINU) in your proposal submission? If yes, please explain.

Please note: Haskell requires 4 weeks' notice prior to submission to be included in a proposal. They are very strict on this requirement. Please contact Cynthia Grounds at, cgrounds@haskell.edu as soon as possible.

9. Will this project involve partnership/collaboration with the Edwards campus?

10. Describe what your budget will support (senior and other personnel, postdoc, GRA, UG, travel, equipment, research materials and supplies, etc.). Are you planning to request funds for office supplies, furniture or computers? If so, your budget justification will need to specifically include mention of these items because office supplies, furniture and computers are normally considered indirect rather than direct costs. The justification needs to explain why this certain expense is deemed "project-specific", therefore a direct cost rather than the standard thinking of it being an indirect cost.

The Principal Investigator (PI) is responsible for ensuring that travel budgets are adequate for the travel needs of this proposed project. Approved per diem rates for lodging, meals, and incidentals by location can be found at <http://www.gsa.gov/perdiem>

11. Do you plan to use any of the following core research laboratories in your project?

- Advanced Computing Facility
- Animal Care Unit
- Bio Center
- High Throughput Screening
- Instrument Design
- Mass Spectrometry
- Microscopy and Analytical Imaging
- Molecular Graphics and Modeling
- NMR
- X-Ray Crystallography
- Biomolecular NMR
- Chemical Methodologies and Library Development (CMLD)
- Genome Sequencing
- Medicinal Chemistry
- Microfabrication and Microfluidics
- Molecular Probes
- Protein Production

- Protein Structure

See descriptions of laboratory services and contact information for these laboratories at <http://corelabs.ku.edu/>.

12. If you are submitting an NSF proposal to the BIO directorate, are you considered a Beginning Investigator?
NSF defines Beginning Investigators as individuals who have not been a principal investigator (PI) or co-principal investigator (co-PI) on a Federally funded award with the exception of doctoral dissertation, postdoctoral fellowship or research planning grants. The NSF BIO directorate does not allow duplicate proposal submissions to other federal agencies for simultaneous consideration unless the PI qualifies as a Beginning Investigator under this definition.
13. For internal reporting purposes, what keywords would you like associated with your proposal? Please identify and provide 3-5 standard keywords from the lists found at: <http://research.ku.edu/node/381>
14. Is there any additional information that was not covered above? Please consult with your Grant Specialist if you have any questions.