**Provost’s Office | Office of Research Support | The New School**

**PI Customized Support Plan**

|  |  |
| --- | --- |
| **Principal Investigator (PI):** |  |
| **Funding Opportunity:** |  |
| **Agency submission deadline:** |  |
| **ORS submission deadline:** |  |

The Office of Research Support (ORS) strives to support you on this proposal to your full satisfaction; please help us by reviewing the checklist and timeline carefully and agreeing upon internal deadlines with your assigned research administrator.

**PROPOSAL CHECKLIST**

Complete instructions for creating and submitting your proposal can be found:

[link to RFP/solicitation]

[link to PAPPG/NIH Application Guidelines, etc]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Proposal Section** | **Details** | **Preparer** | **ORS Deadline** |
|  | **Office of Research Support (ORS) completes the following:** | | | |
| □ | Cover Sheet |  | ORS |  |
| □ | Table of Contents |  | ORS |  |
| □ | SF 424/ Application for Federal Domestic Assistance |  | ORS |  |
| □ | Project/ Performance Site Locations |  | ORS |  |
| □ | R&R Other Project Information |  | ORS |  |
| □ | Budget Narrative Attachment |  | ORS |  |
| □ | Senior/ Key Person Profile |  | ORS |  |
| □ | Budget Review and Approvals |  | ORS/ Dean's Offices |  |
| □ | Institutional Review, Signature, and Submission |  | ORS |  |
|  | **Principal Investigator/Project Director (PI/PD) completes the following:** | | | |
| □ | Project Summary/ Abstract |  | PI |  |
| □ | Project Narrative |  | PI |  |
| □ | Bibliography/ References Cited |  | PI |  |
| □ | Biosketches/ Resumes |  | PI |  |
| □ | Budget |  | PI/ Budget Officer |  |
| □ | Budget Justification |  | PI |  |
| □ | Current and Pending Support |  | PI |  |
| □ | Facilities, Equipment, and Other Resources |  | PI |  |
| □ | Data Management Plan |  | PI |  |
| □ | Letters of Commitment/ Support |  | PI |  |
| □ | Collaborators and Other Affiliations |  | PI |  |
| □ | Appendices |  | PI |  |
| □ | Subaward Budget/ Justification/ Scope of Work |  | PI/Sub |  |
| □ | Human Subjects/ Research Compliance |  | PI |  |

**IDEAL TIMELINE**

|  |  |
| --- | --- |
| **3 weeks before X** | **ORS Budget & Justification Deadline** |
| **2 weeks before X** | **ORS Draft Materials Deadline** |
| **1 week (5 business days) before X** | **ORS Submission Deadline** |
| **X Date** | **Agency Submission Deadline** |

\*\*we’re flexible, we’ll work with you to customize this timeline for unforeseen circumstances

\*\*if this is a continuation/renewal - will take less time to review - can adjust timeline

\*\*this timeline is to allow us to serve you better and guarantee a successful submission… (we’ll submit without this timeline, but we can’t guarantee success)

\*\*Other agency-specific sections here, such as:

* Formatting
* Fastlane login/create proposal instructions
* eRA Commons account instructions

\*\*Subawards: Please give ORS the contact information for the relevant research administrator at the subaward institution in order to coordinate subaward documentation.

\*\*Please submit all required materials to ORS in Word document format.