



PennState
Harrisburg

Office of Research and Outreach

Date:

The Proposal Intake Form is used to communicate all proposal submission requests to the Office of Research and Outreach (ORO). The ORO will use this information to assist you during the application process. Please complete all fields to the best of your knowledge. **Please email the form to pshoro@psu.edu.**

We appreciate receiving this form 30 days in advance of a proposal due date in order to best serve your needs.

Opportunity Information				
Prime Sponsor				
Is this an external sponsor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Opportunity Name				
Due Date				
Link to Solicitation				
Is Penn State the lead?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		If No, please list lead institution		
<input type="checkbox"/> New	<input type="checkbox"/> Non-Competing Continuation	<input type="checkbox"/> Supplement	<input type="checkbox"/> Renewal Competing Continuation	<input type="checkbox"/> Resubmission

Personnel Information	
<u>Principal Investigator</u>	
PI Name	
Penn State ID (xxx#####)	
PERNR (if known)	
Title	
School	
<u>Other Key Personnel</u>	
Will there be additional key personnel within Penn State? If yes, please respond to the following:	
Full Name	

Penn State ID	
PERNR (if known)	
Title	
School/Campus	
Administrative Contact (if other campus)	
If additional space is needed, please include additional detail in Notes section.	

Subaward Information	
Will there be additional key personnel external to Penn State (subawards)? If yes, please respond to the following:	
Full Name	
Institution	
Administrative Contact at Institution (name, email)	
If additional space is needed, please include additional detail in Notes section.	

Project/Budget Information		
Functional Area:		
<input type="checkbox"/> Research	<input type="checkbox"/> Outreach	<input type="checkbox"/> Instruction
Definitions:		
<p>Research: Defined as activities that include the inquiry, experiment, or investigation to increase scholarly understanding of the involved discipline. Research activities may include laboratory research, laboratory support, survey research, equipment, research training, research dissemination and technology transfer. Activities may also include conferences for the development and exchange of research information, development of new educational methods, or evaluation of State and Federal programs.</p>		
<p>Outreach/Public Service: Defined as activities that involve technical or utilization of continuing education programs for either credit or non-credit regardless if the project is on-campus or off-campus. Activities may include the use of facilities or personnel to support conferences or workshops to disseminate information.</p>		
<p>Instruction: Defined as activities that involve teaching and training. Typical instruction projects support curriculum development and may include on-campus or off-campus instruction for credit, scholarships, fellowships, student services, instructional equipment, or improvement of instructional programs.</p>		
Proposed title:		
Proposed start date:		
Proposed end date:		
Does the RFP require cost share?	Yes	No
<input type="checkbox"/> Cash	<input type="checkbox"/> In-Kind	

Compliance: Does the project involve any of the following?			
<input type="checkbox"/> Human Subjects	<input type="checkbox"/> Animals	<input type="checkbox"/> Biohazardous Materials	<input type="checkbox"/> Radiation/Lab Safety
Export: Does the project involve any of the following?			
<input type="checkbox"/> Classified facilities or information		<input type="checkbox"/> Foreign components including the sponsor, payments to entities, visitors/collaborators, travel, delivery of goods, materials, services	

Notes	