

**Office of Sponsored Projects – Proposal Service
Proposal Development Support Request**

Please use this form to help us understand what areas of project and proposal development you would like assistance with. Clearly identifying the areas of specific support you need will enable us to efficiently assign and manage your project/proposal support request.

Name: _____ College: _____

Department: _____ MSU NetID: _____

Are you working on project ideas, looking for collaborators, and/or in search of appropriate funding opportunities for your project idea?

Please provide a brief description of your project idea(s).

Project Development

- Finding funding
- Assistance with finding/coordinating collaborators
- Identification of funding agency priorities
- Project development (discussion, and assessment of the logistics, and potential for success of your project idea(s))
- IRB, IACUC information
- Contacting program officers
- Other: _____
- Other: _____

Are you ready to move forward with preparing a proposal in response to a specific funding opportunity announcement?

Please provide the following information about your proposal:

Funding Agency: _____

FOA or funding mechanism: _____

Summary or working title: _____

Proposal Development

- Solicitation review/ Proposal strategy and planning
- Managing collaborative efforts
- Accountability to a timeline
- Data/literature review elements
- Proposal component(s) (please select all or specific areas)
 - Intellectual Merit/ Broader Impacts

- Budget and Justification
- Intro/need statement/significance
- Goals and objectives/ specific aims
- Methods/ statement of work/ approach
- Institutional capacity/ environment/resources
- Evaluation metrics/evaluation plan/locating evaluators
- Sustainability
- Dissemination
- Outreach planning (community, K-12, industry, etc.)
- Educational plans
- Other: _____
- Other: _____
- Supplemental documents
 - Personnel docs/ biosketches and collaborators, C & P
 - Letters of support/commitment
 - Mentoring plan
 - References
 - Data management plan
 - Facilities and equipment
 - Other: _____
 - Other: _____
- Peer review/expert review
- Editorial/formatting support (proofreading, graphics, readability/clarity/consistency)
- Submission tasks (portal registration, uploading, CAYUSE / review of OSP processes, policies, etc.)
- Other _____
- Other _____