**Instructions for Completing the University of Maryland School of Nursing
Faculty and Student Funding Proposal Review Form**

**PLEASE NOTE:
When you hit the "SUBMIT" button, you will receive a confirmation page.
Please print it and keep it for your records.**

Faculty Member/Student Name
Indicate the UMSON faculty member or student who will be serving as the principal investigator (PI) for the proposal. This individual will be the lead person for the proposal and the primary contact for Administrative Services Sponsored Projects Team.

Email Address
Enter the PI's campus email address.

Department
Using the pull-down menu, please choose the home department for the PI on the proposal.

If PI is a Student, Enter the Faculty Mentor Name, Department, and Email Address
Indicate the UMSON faculty member who is the student's mentor. Use the pull-down menu to choose the mentor's department. Note the mentor's campus email address.

Activity Type
Check the appropriate activity for the proposal. If Other is selected, add a short description.

Funding Source
Select either internal (UM SEED, Cancer Center, etc.) or external funding (NIH, foundations, etc.) source.

Proposal Type
Check the appropriate type of submission for the proposal from the list.

Funding Mechanism and Sponsor
Please indicate the sponsor to which the proposal will be submitted, which mechanism will be utilized, and the PA/RFA # or web link.

For a list of National Institutes of Health (NIH) research grant mechanisms, visit
http://grants.nih.gov/grants/funding/funding_program.htm#RSeries

Date Due to Sponsor
Indicate the date the proposal is due to the sponsor.

For NIH submissions, consult this calendar:
http://grants.nih.gov/grants/funding/submissionschedule.htm

If the sponsor has a rolling or continuous submission cycle, indicate the date you are hoping to submit the proposal.

If you are participating on the proposal as a subcontractor, note when the prime organization would like the subcontract paperwork.

Project Title
Indicate the tentative title of the research proposal. Kuali Coeus limits the title to 81 characters for S2S submissions. For other funders, please follow the naming guidelines if noted in the request for proposal.

Proposal Summary
Please provide a short summary of the proposal or upload a pdf if you have one.

Proposed Begin Date
Indicate the start date for the proposal.

Project Duration
Indicate the number of years that will be contained in the proposal.

Faculty Effort Per Year
Indicate the percent of effort that will be devoted to the proposal in each year.

Indirect Rate
Indicate the indirect rate applicable to the proposal. Current rates can be found at http://www.umaryland.edu/spa/developing-proposals/institutional-information-for-proposals/

Funding proposals to foundations and other non-profit entities may limit the indirect rate. This information is typically contained in the request for proposal.

Regulatory
Check all that apply for the proposal.

Other Faculty and Resources
List any and all UMSON, UMB, and VA faculty and staff included in the proposal and their project sites (specific buildings or facilities on the UMB campus that will be utilized).

Subcontracts
Indicate any and all subcontracts you will have on this proposal. Note that a consultant is not a subcontractor. Please provide the institution/university, faculty name and their administrative contact information with email and/or phone number.

Cost Sharing
Cost sharing is any effort, donated time, matching funds required, or any other item of cost needed to complete the project, but not paid for by the sponsor. If you request cost sharing, please explain why it is necessary.

Questions
If you answer yes, provide an explanation in the space that follows.