UWT Office of Research: **Support Request**

Please fill out with as much detail as you can so the UWT Office of Research can help you get started with your proposal process. Most questions require a response - please put N/A if not applicable or TBD if you don't currently have the answer. Once we receive this form, UWT Office of Research will confirm receipt by email within 5 business days and follow up with a detailed proposal submission timeline and any questions.

***For more information about sponsored research at UW Tacoma -***[***UWT Office of Research***](https://www.tacoma.uw.edu/or)***.***

Name of UWT Principal Investigator (PI)

UWT School or Academic Unit of PI

UWT PI Contact Info: *Email address, office and/or mobile phone numbers*

Funding Sponsor/Agency

Request for Proposal: *Provide link to RFP (Application, Solicitation, Invitation to apply, etc.)*

Proposal Submission Deadline *(If the RFP has a rolling submission, please put your intended submission date.)*

Title of Project *(can be tentative)*

Project Start Date

Project End Date

Is UWT the lead applicant, subrecipient or collaborator on this proposal? Pick one of the options below

* Lead applicant
* Subrecipient (subaward will be issued from lead applicant)
* Collaborator (NSF Collaborative proposals- UWT partnered with a lead institution
* Other:

If UWT will be subrecipient or collaborator, please list lead applicant’s name, institution and contact info

If UWT will be subrecipient or collaborator, please add Lead Institution’s Deadline for proposal materials from UWT *(Please confirm this asap! It’s usually earlier than the sponsor due date)*

UW Project Team Members: *List your team members and their roles on the project (Co-PI, Key Personnel, etc.)*

External Project Team Members: List organization, contact name & email address for each external collaborator; or N/A

**Cost Share or Matching Requirement:** *If not sponsor-required, the UW’s position is to not volunteer cost share except in* ***very limited*** *circumstances.) Pick one option from below*

* Yes
* No
* Unsure

**IRB:** *Do you have – or will you need – IRB approval form this project? Pick one option below*

* Yes
* No
* Unsure

If the Proposal Submission Deadline is less that 15 business days from today please mark URGENT below

* URGENT
* NOT URGENT

**Is there anything in particular you’d like us to know about this proposal?**