

ILR Sponsored Research Proposal Intake Form

PI Name _____

PI Department _____

Co-PI Name(s) (if applicable) _____

Proposal Deadline _____

Sponsoring Agency/Funder _____

Sponsoring Agency Contact Information

Contact Name & Title _____

Address _____

Email Address _____

Phone # _____

Pass-thru Agency Contact Information

(Complete this section if Cornell is a subaward or this is pass-thru funding)

Contact Name & Title _____

Address _____

Email Address _____

Phone # _____

Email Address for Submission (If applicable) _____

Link to Request for Proposal (RFP)

**If there is no RFP, attach backup correspondence providing details of the proposal invitation*

Project Title
(This can be changed later if necessary) _____

Does this project involve research? _____

IRB# (If applicable) _____

Project Start Date: _____ Project End Date: _____

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Preliminary Budget Details

Salary & Wages

Faculty & Staff

Name & Project Role	Key Personnel	Project Year(s) & Time Committed to Project (% FTE)
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Graduate Students

# of Students	Academic or Summer Appointment	Project Year(s)

Hourly Student Wages

# of Students	Hourly Rate (\$)	# Hours	Project Year(s)

Subawards (Co-PI on the project – different from consultants/contractors)

Organization/Institution	Budget Estimate	Project Year(s)

Other Direct Costs

Travel

Location	Business Purpose	Travel Estimate	Project Year(s)

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Contractors/Consultants

Name (if known)	Rate/Unit	Estimated Cost	Project Year(s)

Services

Type of Service	Rate/Unit	Estimated Cost	Project Year(s)

Materials & Supplies

Description	Rate/Unit	Estimated Cost	Project Year(s)

Participant Fees/Incentives

Description	Cost Per Participant	# Participants	Project Year(s)

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Other

Description of Cost	Estimated Cost	Project Year(s)

Compliance Questions

- ☐ This project involves human participants; use of data, biomaterials from humans (IRB)
- ☐ This project involves transactions with (including travel to) a sanctioned or embargoed country (Cuba, Iran, North Korea, Sudan, Syria, Ukraine, Russia or Belarus)
- ☐ This project involves shipments (including hand carried items) to or from another country
- ☐ This project involves ongoing operations or travel (exceeding 90 days in a calendar year) of Cornell faculty, students, or staff outside the United States
- ☐ This project involves leasing or procuring of research or office space in another country
- ☐ This project involves work in (or with) China or India
- ☐ The unit will directly hire a foreign national or U.S. citizen to work in another country (including independent contractors, but excluding sub-awards to foreign entities)
- ☐ None of these apply

Notes/Additional Information for the ILR Sponsored Research Office

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