

PIF Instructions

Proposal Intake Form (PIF)

- We strongly recommend that a PIF be submitted 30-60 days prior to the sponsor deadline. This provides time for planning and preparation of the budget and other requirements of proposal process
- CVI RMG Contact: Derek Harrison | derek2@stanford.edu
- <https://med.stanford.edu/rmg/grants/proposal-preparation---submission/proposal-intake-form--pif-.html>

Initiate a PIF for a New Proposal

- PIFs are initiated through [SeRA](#), under the “My Projects” tab
- Select “Start School of Medicine Proposal” in the right top corner, and then select SoM Proposal Intake Form (PIF) -> New Project

Transaction Home

- Once you select Start, you will be redirected to this page
- Institutional Official: Derek Harrison (RPM for CVI only)
- Select Section 1 on the left-hand side

Home

Proposal (P1)

PIF885986

Transaction Home

1. PI & Department

2. Sponsor & Budget Details

3. Project Questions

4. Attachments

5. Complete & Submit

Reports

Advanced Search

Transaction Home (Proposal Intake Form - New)

Yamini Dwarakanath
Med/Primary Care and Population Health (WHYA)

Proposal Details

Proposal Type: New

Agreement Type: --select one--

Review Stanford's [agreement type definitions](#).

Agreement Subtype: None

Institutional Official

Research Process Manager (RPM): -Select-

If you do not know the name of your RPM, you may refer to the RPM assignment list located here: <http://med.stanford.edu/rmg/contact/departamental-contacts.html>

Transaction History

Task	Status	Assignee	Assigned	Completed	Comment	Reassign
Process PIF	In Progress	Yamini Dwarakanath	09/16/2021 09:16 AM			Reassign

Actions

Next >>

ID#: PIF885986

Assignee: Yamini Dwarakanath

Status: In Progress

Actions

Save

Reassign

Review for Completeness

Submit For Approval

Terminate

Quick Links

Add Attachments

Section 1: PI & Department

- Enter your proposed Project Title under Project Information (in case of a title change after PIF submission, contact Derek Harrison)
- Enter PI name under Stanford PI. In the case of a Multiple PI/Co-PI grant, enter the Contact PI's name. PI must have a valid SUNet ID and Stanford email address

The screenshot shows a web form titled "PI & Department (Proposal Intake Form - New)". On the left is a sidebar with navigation links: Home, Proposal (P1), PIF885986 (selected), Transaction Home, 1. PI & Department, 2. Sponsor & Budget Details, 3. Project Questions, 4. Attachments, 5. Complete & Submit, Reports, and Advanced Search. The main content area has a header with the title and user information: "Yamini Dwarakanath, Med/Primary Care and Population Health (WHYA)". On the right, a box displays "ID#: PIF885986", "Assignee: Yamini Dwarakanath", and "Status: In Progress". Below the header, there are two main sections: "Project Information" and "Stanford PI". The "Project Information" section contains a "Proposal Title" field with a placeholder "If undecided enter working title". The "Stanford PI" section contains a "Principal Investigator (Contact PI)" dropdown menu with "Yamini Dwarakanath (ydwaraka)" selected. Below this, it shows "Email: ydwaraka@stanford.edu" and "Phone: [icon]". A note states: "PI is **NOT** an Academic Council member or a Med Center Line faculty. (A PI Waiver may be required)". Another note explains the policy on Principal Investigatorship (RPH 2.1) and provides a link to attach departmental approval. A final note mentions providing names in budget attachments if multiple PIs are involved.

Home

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PIF885986

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1. PI & Department

2. Sponsor & Budget Details

3. Project Questions

4. Attachments

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Reports

Advanced Search

PI & Department (Proposal Intake Form - New)

Yamini Dwarakanath
Med/Primary Care and Population Health (WHYA)

ID#: PIF885986
Assignee: Yamini Dwarakanath
Status: In Progress

Project Information

Proposal Title *

If undecided enter working title

Stanford PI

Principal Investigator (Contact PI) * Yamini Dwarakanath (ydwaraka)

Email: ydwaraka@stanford.edu Phone: [icon]

PI is **NOT** an Academic Council member or a Med Center Line faculty. (A PI Waiver may be required)

In accordance with Stanford's policy on [Principal Investigatorship \(RPH 2.1\)](#), eligibility to act as a principal investigator (PI) or co-principal investigator (Co-PI) on externally-funded projects is a privilege limited to members of the Academic Council and to the MCL faculty. If an exception has not been granted, contact your School Dean's Office or Dean of Research Office immediately.

[Click here to attach departmental approval](#) (Category: Waiver, Sub-category: PI)

Note: If multiple PIs or Co-PIs are involved, please provide names in the budget attachments on the next page.

Actions

Save

Reassign

Review for Completeness

Submit For Approval

Terminate

Quick Links

Add Attachments

Section 1: PI & Department

- List Cardiovascular Institute Operations as the Department/Division/Institute
- Primary contact: Amanda Chase | chaseama@stanford.edu
- Enter the type of location (Stanford Office/Lab or Other) and enter the building name and room # where the project will be conducted
- Optional Notifications: Yamini Dwarakanath | ydwara@stanford.edu
- If you would like your RA to be notified of this PIF, please add their anme and email address to Optional Notifications

Home

Proposal (P1)

PIF885986

Transaction Home

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4. Attachments

5. Complete & Submit

Reports

Advanced Search

PI & Department (Proposal Intake Form - New)

Yamini Dwarakanath
Cardiovascular Institute Operations (VTFZ)

Stanford Department / Division / Institute

List the Stanford Department/Division/Institute that will administer the award *

Cardiovascular Institute Operations (VTFZ)

Enter name of the individual assisting in proposal preparation (e.g. admin assistant, dept grant manager, post-doc, etc.)

Amanda Chase (chaseama)

Email: chaseama@stanford.edu Phone: (650) 497-3730

Project Location

List the locations where work for this project will be conducted. *

Add Location

Primary	Location Type	Location	Location Approved	Rental/Construction	Edit	Delete
<input checked="" type="checkbox"/>	Stanford Office/Lab	LORRY LOKEY STANFORD DAILY BUILDING (02-595) G1120	Yes	No	Edit	Delete

Optional Notifications

A notification will be sent to the PI, the submitter, and the administrator (listed above) when the Proposal Intake Form is assigned to a Research Process Manager (RPM). If other department staff should be notified, please add them below. No need to enter your RPM's name as he/she will be automatically notified.

Name	Email	Delete
Yamini Dwarakanath	ydwara@stanford.edu	Delete

Name

Actions

<< Previous

Next >>

Section 2: Sponsor & Budget Details

- List Cardiovascular Institute Operations as the Department/Division/Institute
- Primary contact: Amanda Chase | chaseama@stanford.edu
- Enter the type of location (Stanford Office/Lab or Other) and enter the building name and room # where the project will be conducted
- Optional Notifications: Yamini Dwarakanath | ydwarka@stanford.edu
- If you would like your RA to be notified of this PIF, please add their anme and email address to Optional Notifications

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Sponsor & Budget Details (Proposal Intake Form - New)

Yamini Dwarakanath
Cardiovascular Institute Operations (VTFZ)

Sponsor Details

Will Stanford be a subcontractor? *

Yes No ?

Sponsor (funding agency) *

If you cannot find the institution you are looking for, please contact your Institutional Official to have the institution added. If you cannot find the institution you are looking for, please contact your Institutional Official to have the institution added.

Funding Opportunity *

Opportunity #

Opportunity URL

Enter opportunity #, copy/paste URL, or [attach guidelines](#) (Category: Program Guidelines, Subcategory: Program Guidelines)

Sponsor Deadline *

Yes No

Target Submission Date

Proposal Start Date

Unless otherwise stated, RMG will use the start date on the program guidelines.

Proposal End Date

Section 2: Sponsor & Budget Details

- Select Yes/No for subawards in this proposal. If Yes, enter the name of the institution, the name of person leading the project and their email address.

Attach Budget Information in ONE of the following ways:

- Attach your completed Budget using your own template or the template provided by RMG
- Attach completed Budget Justification using your own template or the template provided by RMG
- Provide the information required in the text box

The screenshot shows a web form with two main sections: 'Subawards' and 'Budget'.

Subawards Section: A dropdown menu is set to 'Subawards'. Below it, the question 'Are subawards included in this proposal? *' is followed by 'Yes' and 'No' radio buttons.

Budget Section: A dropdown menu is set to 'Budget'. Below it, a instruction reads: 'Provide budgetary information in **ONE OF THE FOLLOWING** methods. Your RPM will create a draft budget and send it to you for additional edits or feedback:'. There are three options listed in a list box:

- [Attach Budget](#) (Attach your own budget or utilize one of our Budget Templates - [Excel](#) or [Word](#). Category: Detailed Budget & Justification, Subcategory: Budget - Draft.)
- [Attach Budget Justification](#) (Attach your own justification or utilize our [Budget Justification Template](#). Category: Detailed Budget & Justification, Subcategory: Justification.)
- Provide your preliminary budget details in the text box below. Please indicate the number of years of support being requested.

Below the list box, the text 'Indicate the following budget details: *' is followed by a list of required information:

- Number of years of support
- Personnel: First and last names, role, and level of effort
- Any additional budget categories and budget dollars ?

To the right of this list is a large text input area with a green circular icon in the bottom right corner.

Below the text input area, an example is provided: 'Example: 5 year budget; annual costs: John Doe, PI, 5%; Jane Doe, postdoc, 60%; supplies \$8,000; travel \$1500; UCSF \$30,000 in years 3-5, etc.'

At the bottom of the form, there is an 'Actions' dropdown menu on the left and navigation buttons '<< Previous' and 'Next >>' on the right.

Section 3: Project Questions

- Please select Yes/No for Animal Subjects
- Human Subjects: If Yes...
 - Does this study meet the NIH definition of a clinical trial, regardless of funding source?
 - If Yes, Is the Stanford Investigator responsible for registering through ClinicalTrials.gov?
 - Will you be enrolling participants outside of the United States? If this project is awarded, the project will need insurance coverage through Risk Management.
 - Will Clinical and Translational Research Unit (CTRU) Services be utilized?
 - Will Lucas Center Services be utilized?
- Please select Yes/No for Cancer Center Research
- Please select Yes/No for Human Stem Cells

[Show All](#) Compliance Data/Materials Export Control International & Global Business SLAC Training Research Risks Research Focus

▼ Compliance

Does this project involve the following (at Stanford or any subrecipient sites): ?

Animal Subjects (APLAC) * ☒ Yes ☐ No

Human Subjects (IRB) * ☒ Yes ☐ No

If you have submitted a protocol, please add it below.

Does this study meet the NIH definition of a clinical trial, regardless of funding source? * ☒ Yes ☐ No

Is the Stanford Investigator responsible for registering through ClinicalTrials.gov? * ☒ Yes ☐ No

Will you be enrolling participants outside of the United States? * ☒ Yes ☐ No

If this project is awarded, the project will need insurance coverage through Risk Management.

Will Clinical and Translational Research Unit (CTRU) Services be utilized? * ☒ Yes ☐ No

Will Lucas Center services be utilized? * ☒ Yes ☐ No

Cancer Center Research (SRC) * ☒ Yes ☐ No ?

Human Stem Cells (SCRO) * ☒ Yes ☐ No

Section 3: Project Questions

- Please select Yes/No for Data/Materials
- Please select Yes/No for Export Controls
 - Note: Export Control review will be required if "Yes" is selected for either of the questions
 - Please contact Steve Eisner (steve.eisner@stanford.edu) with any questions

▼ Data/Materials

GDPR: Will any information (i.e. personal data [?]) relating to an identified or identifiable natural person in the European Economic Area (EEA i.e. EU members, Iceland, Liechtenstein and Norway) be:

a. processed (e.g. collected, recorded, stored, used, analyzed, disclosed, published, aggregated, consulted, or destroyed) in the performance of this work, either within or outside the EEA? *

b. transferred into or out of the EEA? *

Questions regarding GDPR? Contact the [University Privacy Office](#) (650-725-1828; privacy@stanford.edu)

▼ Export Control

Stanford research must comply with US export control regulations and university policies, and must be assessed for export license applicability. For guidance refer to the [Export Controls Decision Tree](#) or contact Steve Eisner.

Will the project involve access to: *

- Third-party technical information or software source code that is [disclosure-restricted](#)
- Items on the [US Munitions List \(ITAR\)](#)? [?]

Will the project involve international shipments or hand carries of equipment, components, materials, or third-party software? *

Sponsor (or Prime Sponsor) Requires Export Control Review

Export Control review will be required prior to proposal submission. The following must be attached prior to routing for approval:

- [Statement of Work](#)
- [Program Guidelines](#)

If you have questions, consult with Stanford's Export Control Officer (steve.eisner@stanford.edu or (650) 724-7072) for guidance prior to submitting this proposal.

Section 3: Project Questions

- Please select Yes/No for International & Global Business. For guidance refer to the [Global Activity Guide](#)
- If research will be performed at SLAC, please list the building and room
- Will SLAC resources be required to perform research (e.g. computers, computer processing, laboratories, equipment)? If yes, please describe
- Please ensure your Training Certification is up to date. This will be required prior to submission

International & Global Business

Will there be any international activity as part of this project, including travel, subawards or the use of resources (e.g. funding, people, equipment, etc.) outside of the United States? *

YesNo

SLAC

Research performed at SLAC (excludes data processing and data storage) ? *

YesNo

SLAC resources required to perform research *

YesNo

(e.g. computers, chemicals, lab equipment)

Training

Training Certification

PI Training

Name	Sunet ID	Completed	Status
Yamini Dwarakanath	ydwaraka	-	Not Completed

Not Current? [Complete your PI Training](#) Issues? [Submit a STARS ticket](#)

Section 3: Project Questions

- Please select Yes/No for the listed Research Risks
- If "Yes" is selected for Infectious/Biohazardous agents, please select the agents being used
- Unmanned Flights must be approved by Stanford

Research Risks

Does your project include any of the following?

Cancer-related research *

YesNo

Human blood or body fluids *

YesNo

Infectious/Biohazardous agents *

YesNo

Are any **Select Agents?** *

Agents/toxins

Abrin

African horse sickness virus

African swine fever virus

Avian influenza virus

Bacillus anthracis

Bacillus anthracis Pasteur strain

Botulinum neurotoxin producing sp. of Clostridium

Botulinum neurotoxins

Brucella abortus

Brucella melitensis

Agents/toxins used in research

Recombinant DNA molecules *

YesNo

Radiological hazards *

YesNo

Unmanned Flying Vehicles *

YesNo

Flying Activity at Subrecipient Location *

YesNo

Unmanned flights must be approved by Stanford.

An [application](#) will need to be submitted and approved prior to flight activity.

Review the [UFV Policy](#) and submission requirements at section 7 for more information.

Section 3: Project Questions

- Please select all research focuses that apply to the proposal

▼ Research Focus

Select all that apply (required for SoM)

☒

 Disease-related Research

☐

 Engineering and Computational Research

☐

 Life-Sciences Research

☐

 Population- related Research and Healthcare Delivery

☐

 Other (for a Research Focus Area that is not listed above)

Section 4: Attachments

- Please attach any additional documents in this section
- Additional attachments must fall into one of the listed categories

Once this section is complete, review for completeness and submit

Instructions

When attaching any of the following documents, please use the following categories/subcategories:

- Budget (Category: Detailed Budget & Justification, Subcategory: Budget - Draft)
- Budget Justification (Category: Detailed Budget & Justification, Subcategory: Justification)
- Program Guidelines (Category: Program Guidelines, Subcategory: Program Guidelines)
- Statement of Work (Category: Proposal Documents, Subcategory: Statement of Work)

Add New Attachment

Attachments

Files, categories & subcategories denoted by an asterisk are only viewable by Central Office users.

Q

Go

Rows 50

Actions

No Attachments Found

Actions

<< Previous

Next >>