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

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.
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
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
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 | ydwaraka@stanford.edu
- If you would like your RA to be notified of this PIF, please add their name and email address to Optional Notifications
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 | ydwaraka@stanford.edu
- If you would like your RA to be notified of this PIF, please add their name and email address to Optional Notifications
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

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:

- 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)

Indicate the following budget details:

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

Example: 6 year budget, annual costs: John Doe, PI, 5%, Jane Doe, postdoc, 40%; supplies $8,000, travel $1500, UCSF $30,000 in years 2-5, etc.
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

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<thead>
<tr>
<th>Compliance</th>
<th>Animal Subjects (APLC)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Subjects (IRB)</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>If you have submitted a protocol, please add it below.</td>
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<td>Cancer Center Research (SRC)</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Human Stem Cells (SCRO)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
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? *
    - Yes
    - No
  - b. transferred into or out of the EEA? *
    - Yes
    - No

**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**

- Yes
- No

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) 724-7070) 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
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
Section 3: Project Questions

- Please select all research focuses that apply to the proposal

- 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