

Proposal Intake Questionnaire

Office of Sponsored Programs

WHO
WHAT
WHEN
WHERE
WHY
HOW

WHO uses this form?

- Principal Investigator/Project Director
 - And/or their representative (e.g. grad assistant, Co-PI)
- All units (AgResearch, UT Extension, CVM)
- OSP Coordinators (once the PI has completed)

WHAT is the PIQ?

- **P**roposal **I**ntake **Q**uestionnaire
- New means of notifying OSP of an upcoming planned proposal
- Online (Microsoft Forms) form with built-in logic
 - Requires NETID
 - MS Forms will not allow file uploads without being logged into a MS account in the same organization

WHEN is the PIQ used?

- For ALL types of proposals
 - New submissions
 - Resubmissions
 - Continuations
 - Subaward proposals
 - White papers/concept papers/pre-proposals
- As soon as you think you might pursue a proposal

WHEN is the PIQ **NOT** used?

(contact aggrant@utk.edu)

- Award actions
 - NCEs
 - Change of PI
 - Budget modifications (*start with agspa@utk.edu*)
- Non-monetary awards
 - MTAs
 - NDAs

WHERE do I find the PIQ?

- Online - <https://tinyurl.com/UTIA-PIQ>
- Link on OSP website - <https://utiasponsoredprograms.tennessee.edu/proposals/>
- Link in Funding Opportunities Weekly Digest
- Link in OSP staff email signatures
- aggrant@utk.edu

WHY use the PIQ?

- To provide preliminary info to OSP
 - Assign appropriate personnel
 - Allocate resources
- Work Smarter, Not Harder
 - Save time gathering info
 - Data consistency and availability
 - Automation of internal procedures

HOW to complete the PIQ?

- One PIQ for EACH proposal
- Lead admin unit should match the primary activity type of the proposal, which should also match the primary role of the PI
- Due Dates
 - Prime funding agency (sponsor) due date
 - If we are a subaward, we need both
 - Date sub materials due to lead applicant
 - Prime funding agency due date

HOW to complete the PIQ?

- Other UT campus involved – who is lead?
- REC involvement
- Co-PIs
 - ROLES VS APPOINTMENT
 - Role ON THE PROJECT
 - NOT their primary appointment
- Joint Faculty Appointments

HOW to complete the PIQ?

- Subawards
 - Basic information
 - Role/function is very important

HOW to complete the PIQ?

LIVE WALKTHROUGH