



Sponsored Projects Proposal Memo Form (SP-)

Please complete and upload this form to the InfoEd proposal record when preparing a sponsored project proposal. This information will be used to determine completeness and submission instructions for proposals that have routed to Sponsored Projects via InfoEd.

General Information

From Prepared By

InfoEd Proposal #:

Proposal Due Date/Preferred Submission Date

Original Funding Source (if applicable):

Proposal Submission Process

Please indicate how this proposal is to be submitted or processed.

Website Portal

Portal Name

Portal Application #:

Notes for Sponsored Projects (e.g. only PI can access portal, will mark as final/ready to submit when ready to review, etc.)

Email Submission (documents checked below will be submitted to sponsor unless otherwise noted)

Contact Name:

Contact Email:

Notes for

Additional Information

Please provide any additional information that may be helpful for the Sponsored Projects pre-award team regarding this proposal:

Proposal Elements