



### 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