Information required for Pre-Award Intake Form (PAIF) submission

Request type: **Pre-Proposal**

Information Needed:

- PI NetID
- Lead Unit number
- Sponsor deadline date
- Sponsor deadline time (please enter in Central Time)
- Other information (e.g. grants.gov packet submitted via Box, sponsor requires hard copies)
- Upload applicable documents:
  - Statement of Work
  - Budget
  - Budget justification
  - Representations and Certifications
  - Entire Packet
  - Other
Information required for Pre-Award Intake Form (PAIF) submission

Request type: Proposal

Information Needed:

- PI NetID
- Lead Unit number
- Sponsor deadline date
- Sponsor deadline time (please enter in Central Time)
- Other information (e.g. grants.gov packet submitted via Box, sponsor requires hard copies)
- Upload applicable documents:
  - Proposal Intake Form (PIF) (*NOTE: this form must still be uploaded, and is required*)
  - Statement of Work
  - Budget
  - Budget justification
  - Representations and Certifications
  - Entire Packet
  - Other
Information required for Pre-Award Intake Form (PAIF) submission

Request type: **Proposal Update**

Information Needed:

- PI NetID
- Lead Unit number
- Sponsor deadline date (if applicable)
- Sponsor deadline time (please enter in Central Time)
- Answer the following questions:
  - Is this proposal update for an NIH JIT?
  - Is this proposal update for an NSF Proposal Update (not a revised budget)?
  - Does this proposal update require a revised budget?
  - Does this proposal update require an institutional signature?
  - Did the status of any compliance item change?
    - If yes, please list all compliance items that are updated.
- Other information (e.g. sponsor requires hard copies)
- Upload applicable documents:
  - Proposal Intake Form (PIF)
  - Statement of Work
  - Budget
  - Budget justification
  - Representations and Certifications
  - Entire Packet
  - Other
Information required for Pre-Award Intake Form (PAIF) submission

Request type: NIH Progress Report

Information Needed:

- PI NetID
- Lead Unit number
- Sponsor deadline date
- OSP's Award ID, Grant Code, or Sponsor's Award Number
Information required for Pre-Award Intake Form (PAIF) submission

Request type: **Funded Agreement**

Information Needed:

- PI NetID
- Lead Unit number
- OSP Proposal ID
- Project Title
- Sponsor Name
- Sponsor Contact Name
- Sponsor Contact Email
- Start Date
- End Date
- Other information (e.g. requested receipt date of material)
- Upload applicable documents:
  - Award/Agreement
  - Revised Budget (if awarded budget differs from proposed budget)
  - Budget Impact Statement or revised SOW (if budget difference is 10% or more)
  - Other
Information required for Pre-Award Intake Form (PAIF) submission

Request type: **Subaward** *(NOTE: PI approval is required for subaward requests. The PI will approve electronically via PAIF, and the Pre-Award Office will not receive the request until the PI approves it.)*

Information Needed:

- PI NetID
- Lead Unit number
- Grant Code, Award ID, or Sponsor Award Number
- Answer: Is this request a new award or a modification?
- Subrecipient Name
- Subrecipient PI Name
- Subrecipient PI Email
- Subrecipient Administrator Name
- Subrecipient Administrator Email
- Subaward Start Date
- Subaward End Date (this request)
- Anticipated Project End Date
- Obligation Amount (this request)
- Total Obligation Amount (including this request)
- Total Anticipated Amount
- Other Information
- Upload applicable documents:
  - Statement of Work
  - Budget
  - Budget justification
  - Entire Packet
  - Subrecipient Profile Form
  - Subrecipient Compliance and Assurance Statement
  - Other
Information required for Pre-Award Intake Form (PAIF) submission

Request type: **Re-Grant** *(NOTE: PI approval is required for re-grant requests. The PI will approve electronically via PAIF, and the Pre-Award Office will not receive the request until the PI approves it.)*

Information Needed:

- PI NetID
- Lead Unit number
- Answer: Is this request a new award or a modification?
- Grantee Name
- Grantee Contact Name
- Grantee Contact Email
- Source of Funds
- Compliance Considerations (choose from):
  - Investigator Conflict of Interest
  - Export Control
  - Human Subjects
  - Animal Subjects
  - Radiological Materials or Equipment
  - Select Agents
  - Biological Hazards
  - Chemical Hazards
  - HIPAA
  - None
- Start Date
- End Date (this request)
- Anticipated End Date
- Obligation Amount (this request)
- Total Obligation Amount (including this request)
- Total Anticipated Amount
- Answer: What payment type would you like
- Other Information (e.g. fixed price payment schedule, grantee requires original signatures)
- Upload applicable documents:
  - Statement of Work
  - Budget
  - Budget justification
  - Entire Packet
  - Other

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1 For each compliance consideration, OSP needs the status: Pending, Approved, Not yet applied, or Exempt
Information required for Pre-Award Intake Form (PAIF) submission

Request type: **Material Transfer Agreement**

Information Needed:

- PI NetID
- Lead Unit number
- Provider Name
- Provider Contact Name
- Provider Contact Email
- Description of Material(s)
- Is this material transfer related to a sponsored project?
  - If yes, provide the Award ID, Grant Code, or Sponsor Award Number.
- Compliance Considerations (choose from):
  - Investigator Conflict of Interest
  - Export Control
  - Human Subjects
  - Animal Subjects
  - Radiological Materials or Equipment
  - Select Agents
  - Biological Hazards
  - Chemical Hazards
  - HIPAA
  - None
- Start Date
- End Date
- Answer the following questions:
  - Do you intend to modify or produce modified derivatives of the Materials?
  - Do you anticipate using Background Intellectual Property?
  - Will the Materials be used in conjunction with other materials from other provider(s)?
    - If yes, will the materials be mixed, bred, hybridized, or otherwise put together?
      - If yes, list the commercial providers or, for non-commercial providers, list the agreement number.
  - Will other University of Illinois researchers, including graduate students, in your lab use the Materials?
  - Will you transfer the Materials to another University of Illinois lab/researcher?
  - Will you transfer the Materials to a lab/researcher outside the University of Illinois?
- Other information (e.g. requested receipt date of material)
- Upload applicable documents:
  - Draft Agreement
  - Other

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Information required for Pre-Award Intake Form (PAIF) submission

Request type: Non-Disclosure (NDA)/Confidentiality Agreement

Information Needed:

- PI NetID
- Lead Unit number
- Sponsor Name
- Sponsor Contact Name
- Sponsor Contact Email
- Agreement Source (Sponsor or OSP)
- Type of Exchange
- Compliance Considerations (choose from):
  - Investigator Conflict of Interest¹
  - Export Control¹
  - HIPAA
  - None
- Start Date
- End Date
- Answer: Will anyone, other than the PI, have access to the Sponsor's Confidential Information?
  - If yes, will any students receive the Confidential Information?
- Other information (e.g. sponsor requires original signatures)
- Upload applicable documents:
  - Draft Agreement
  - Other

¹ For each compliance consideration, OSP needs the status: Pending, Approved, Not yet applied, or Exempt
Information required for Pre-Award Intake Form (PAIF) submission

Request type: **License/Data Use**

Information Needed:

- PI NetID
- Lead Unit number
- Sponsor Name
- Sponsor Contact Name
- Sponsor Contact Email
- Agreement Source (Sponsor or OSP)
- Compliance Considerations (choose from):
  - Investigator Conflict of Interest[^1]
  - Export Control[^1]
  - Human Subjects[^1]
  - HIPAA
  - None
- Start Date
- End Date
- Will this data/software be used in a sponsored project?
  - If yes, provide the Award ID, Grant Code, or Sponsor Award Number.
- Will anyone, other than the PI, have access to the data/software?
  - If yes, will students have access to the data/software?
- Other information (e.g. sponsor requires original signatures)
- Upload applicable documents:
  - Draft Agreement
  - Other

[^1]: For each compliance consideration, OSP needs the status: Pending, Approved, Not yet applied, or Exempt
Information required for Pre-Award Intake Form (PAIF) submission

Request type: **Other Unfunded Agreements**

Information Needed:

- PI NetID
- Lead Unit number
- Sponsor Name
- Sponsor Contact Name
- Sponsor Contact Email
- Agreement Source (Sponsor or OSP)
- Compliance Considerations (choose from):
  - Investigator Conflict of Interest
  - Export Control
  - Human Subjects
  - Animal Subjects
  - Radiological Materials or Equipment
  - Select Agents
  - Biological Hazards
  - Chemical Hazards
  - HIPAA
  - None
- Start Date
- End Date
- Other information (e.g. sponsor requires original signatures)
- Upload applicable documents:
  - Draft Agreement
  - Other

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1 For each compliance consideration, OSP needs the status: Pending, Approved, Not yet applied, or Exempt