

**Request for Cost Share for Proposal Writing (PW) Assistance / Editing**

PI:	Department:
Funding Agency:	Solicitation #:
Proposal Deadline:	Anticipated Proposal Budget:
Requested Proposal writer (see <a href="#">list</a> ):	
Funds requested for Proposal Writing:	
Total requested:	Requested RO match (%) <sup>1</sup> :
Budget number for PI share of expenses:	

To qualify for RO funds, please briefly address:

1. What are the primary objectives of this solicitation?
2. How will the PI/ team uniquely address the objectives? (100 words or less; bulleted list okay)
3. What qualifies the PI/team to conduct this research?
4. What assistance do you need from a Proposal Writer [check those needed]?

	Task	Start date PI → Prop. writer	Required completion date Writer → PI
	Critique a 'Value Proposition'		
	Feedback on outline / structure		
	Compile supplemental documents		
	Proposal editing		
	Other [specify]		
	Initials:	[of PI]	[of Proposal Writer]

To be completed by the Research Office:

- a. Project is competitive/non-competitive
- b. Past proposals submitted by this PI/team:
- c. Past Awards granted to this PI/team:

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<sup>1</sup> The Research Office will provide 10% of funds, per \$100K of the anticipated proposal budget [e.g., the RO will pay 100% of expenses for a \$1M; 50% for a \$500K proposal, etc.]. RO funds are capped at a 20 hour equivalent at the standard hourly rate. Extra hours and/or excess funds due to “rush” services will be the responsibility of the PI.