

Proposal Planning Form

Please submit this form to spa@bvari.org at least 15 business days prior to the official submission deadline. Note that [Indirect Cost Waiver Request](#), allowed only for certain circumstances, must be submitted to SPA at spa@bvari.org no later than 30 days (for [Early Stage Investigator](#) requests) or 2 weeks (for use of a Residual Account) prior to proposal deadline.

Principal Investigator is a VA employee? Y N

Principal Investigator (PI)

Academic Affiliation

Office Phone # + Email

Place of Performance:

Proposal Preparer *(if different than PI)*

Office Phone # + Email

Have you previously served as a VA Boston PI? *(If not, [VA R&D Committee PI approval](#) will be required.)* Y N

Project Title

Prime Sponsor / Sponsor *(If BVARI is a subrecipient, include **both** the Prime Sponsor and Sponsor.)*

Proposal Deadline

Proposal Guidelines (or [Click here to attach](#))

Budget Details

Period of Performance

PI's proposed effort on project *(All PIs must include budgeted effort and work within their 40 hour work week)* hours

Are you including MAVERIC personnel in budget? *(If yes, notify [Sabrina Russell](#))* Y N

Is Prime Sponsor or Sponsor DHHS (including NIH and CDC)? *(if yes, please confirm you have reviewed all applicable details below)* Y N

[VA employees only] Provide PI's SF50 (VA Personnel Form)

[VA employees only] VA faculty whose SF50 Personnel Form indicates tenure group 1 or 2 cannot include salary compensation in their proposal budgets due to federal policies (see [Appointment Matrix](#)).

Ensure [PHS Financial Conflicts of Interest Disclosure](#) is up-to date *(submitted within the past year or updated with new entities)*

Proposals including direct costs >\$500k per year must receive NIH program officer approval **at least 6 weeks prior to the deadline**. Please refer to this [guidance](#) on changes to NIH's Other Support, Biosketch, and eRA Commons requirements

Does the sponsor allow BVARI's indirect cost rate per the Indirect Cost Policy? Y N
(If no, please see whether an allowed exception applies and, if so, include an [Indirect Cost Waiver Request](#))

Compliance

Human subjects	Y	N	Animal subjects	Y	N	Veterans-related project	Y	N
Pharmacy costs	Y	N	International collaboration	Y	N			
Educational program	Y	N	Additional space needed	Y	N			

Proposed Subrecipients *(Please include information below if BVARI's proposal will include any subrecipients. Send separately if more than 4 are included.)*

Additional comments

As the proposed PI on this project, I certify that all information is accurate to the best of my knowledge: