



EARLIER (Engagement, Assessment, Research administration, Logistics, Integration, Editing and Reflection) is a joint initiative supported by Pre-Award Shared Services (PASS) and Research Development with a focus of reducing administrative burden in submitting large proposal efforts. When engaged, the EARLIER team will provide support to the involved faculty, administrators and leadership across the campus community. This support should be reserved for large, interdisciplinary, complex proposal submissions with a significant university-wide impact. Utilize this form to outline criteria associated with the upcoming submission to the best of your knowledge, for our offices to determine eligibility to the EARLIER services.

Sponsor		Sponsor Solicitation		Solicitation Release Date	
New Submission <input type="checkbox"/>	Resubmission <input type="checkbox"/>	If Resubmission, Date of Previous Submission		Sponsor Due Date	

Primary PD/PI Name	Role	Unit/Department	Email	Phone

Personnel Information			
UCF investigators	<input type="checkbox"/> 3-4	<input type="checkbox"/> 5-6	<input type="checkbox"/> 7+
UCF Colleges and/or Departments represented	<input type="checkbox"/> 1-2	<input type="checkbox"/> 3-4	<input type="checkbox"/> 5+
List all Colleges and Departments:	_____		
Paid external collaborators	<input type="checkbox"/> 1-3	<input type="checkbox"/> 4-5	<input type="checkbox"/> 6+

Budget Information			
Anticipated Budget Range	<input type="checkbox"/> < \$1M	<input type="checkbox"/> \$1M - \$5M	<input type="checkbox"/> > \$5M
Sponsor Required Cost Share?	<input type="checkbox"/> Yes	% Cost Share Required:	_____
	<input type="checkbox"/> No		_____
Have cost share approvals been provided by the contributing units?			<input type="checkbox"/> Yes <input type="checkbox"/> No

Other Factors for Consideration (select all that apply)
<input type="checkbox"/> Strategic Importance: UCF or Community-based
<input type="checkbox"/> Congressional (State or Federal) Support Involved
<input type="checkbox"/> Interdisciplinary
Additional Comments:

Anticipated Needs (select all that apply)
<input type="checkbox"/> Grant Writer Support
<input type="checkbox"/> Graphic Design Support
<input type="checkbox"/> Identification of potential external collaborators/community partners
<input type="checkbox"/> Document Support (supplemental documentation, peer review)
<input type="checkbox"/> Project Management
<input type="checkbox"/> Budget and Justification development
<input type="checkbox"/> External Collaboration Coordination
<input type="checkbox"/> Release for Proposal Preparation Efforts (<i>for projects that meet several EARLIER criteria with at least 5 months of preparation notice</i>)

PI CERTIFICATION: _____ DATE: _____

By submission of the E-PRF, I certify on behalf of the research team we agree to the timelines outlined by the EARLIER team. We will provide regular communication and engagement with the EARLIER Project Manager leading this effort.

LEADERSHIP CERTIFICATION*:

*Only required once approved for EARLIER Tier 3 Services**

I affirm we believe this proposal qualifies for an EARLIER submission and our unit agrees to the proposal oversight provided by the EARLIER team. Our unit shall work in consultation with EARLIER in order to secure approvals or special requests associated with this submission.

CHAIR: _____

DATE: _____

DEAN/ADR: _____

DATE: _____