

How To Submit a Research Initiation Form

The Research Initiation form can be initiated and submitted using the following link:

<https://engineering.case.edu/research-initiation>

This URL will always direct you to the current version of the PIF form.

The research initiation form does not require any passwords. After the initial form submission, you will receive (1) an email confirming submission confirmation, prior to review by the department chair and Research Dean if applicable, and (2) approval or denial messages over email with feedback from your department chair or from the Research Dean. Once you submit the form, if the PIF is approved, the application will route directly to your research team who will reach out and assist you with the next steps of the research project.

When you go to the page, it should look like the following:

CSE Research Initiation Form

Please complete the survey below.

Thank you!

PI Name

* must provide value

PI Email Address

Your full address is needed like "example@case.edu"

* must provide value

Project Title

* must provide value

Sponsor/ Agency Name

* must provide value

Solicitation or Program ID

or brief description (e.g. invited proposal) if no solicitation/
program ID is available.

* must provide value

**Is CWRU the lead on the proposal? "Proposal Lead" means
the institution submitting the final proposal to the Sponsor
or Agency providing funding.**

* must provide value

- Yes
 No

reset

**If CWRU is not the lead on the proposal, please provide the
name of the institution that is the proposal lead.**

Sponsor Deadline Date

* must provide value

  Today M-D-Y



If you have questions regarding the form questions, please reach out to your research team. Below is a list of research administration team contacts for each department.

Biomedical Engineering: team2proposals@case.edu

Chemical Engineering, Macromolecular Engineering, Materials Science & Engineering: team1research@case.edu

ECSE, CDS: ECSE_CDS_Proposals@case.edu

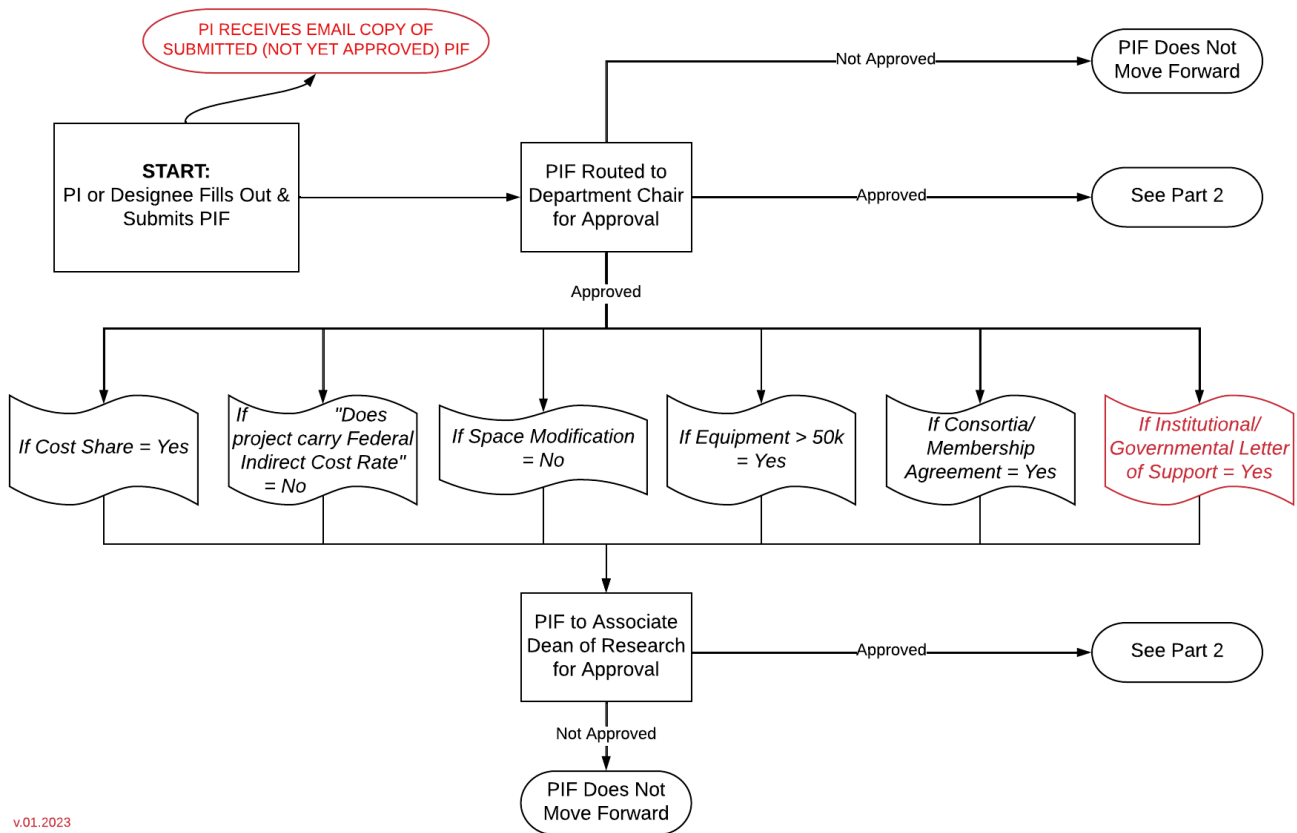
Civil, Mechanical/Aerospace: RT3_Research@case.edu

Frequently Asked Questions

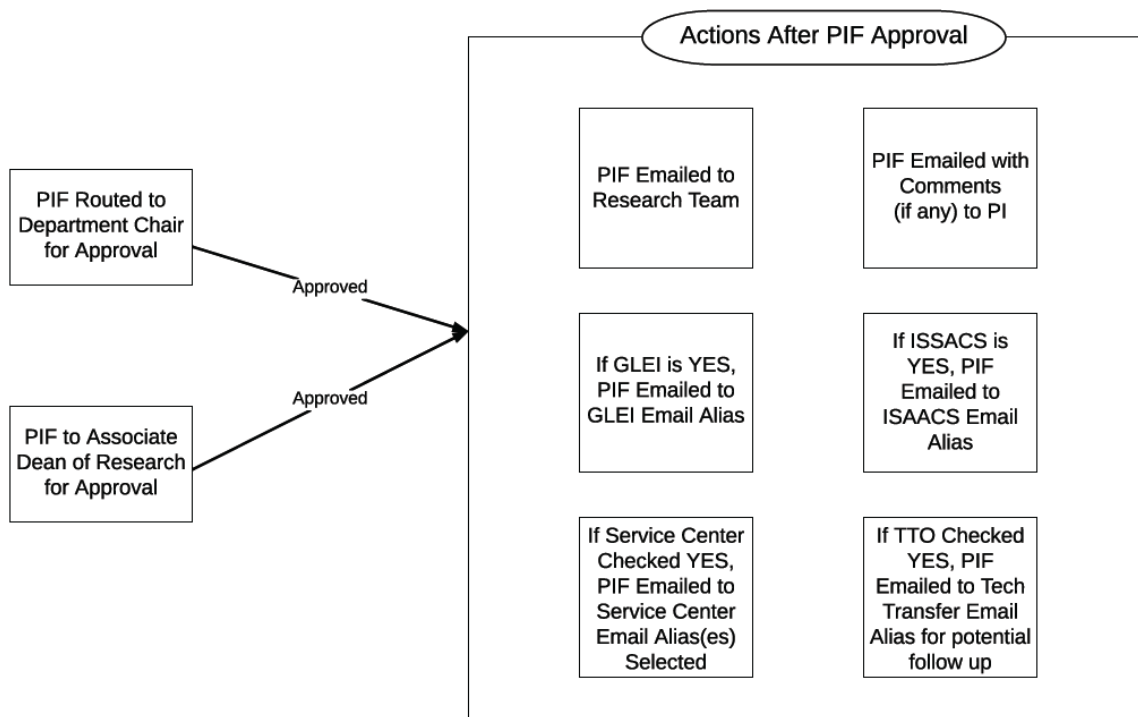
1. What is the workflow of the online PIF?

Below is a simplified representation of the PIF approval routing as of 01/2023:

PIF Routing Flow Part 1



PIF Routing Flow Part 2



v.01.2023

2. Who can submit a PIF?

The PI or their designee can submit the PIF form.

3. My PIF was not approved in the PIF system, but I made changes to it and want to re-submit for approval. How do I do this?

Please submit a new PIF form, and please indicate “revised” in the project title or description.

4. There is no solicitation or program ID for my proposal. What do I enter for the question?

Please enter a brief description, such as Company Name Sponsored Service Agreement.

5. Who can approve a PIF at the Department Chair level?

Department Chairs or their designee (Backup Approver) can approve a PIF at the Department Chair level. Similar to SPARTA approval on behalf of Department Chairs, Department Chairs and their Backup Approver should communicate regarding approving the PIF.

Both Department Chairs and their Backup Approver will receive the emailed PIF requests for approval.

NOTE: SPARTA department chair approvers (and backup approvers) are maintained in a separate system from PIF department chair approvers (and backup approvers). Approver changes SPARTA are not automatically reflected in the PIF system. Please email Ashley Solomon aes30@case.edu to make changes to the PIF Approvers for your department.

6. I am the PIF Backup Approver for a Department Chair. What do I type in the “Full Name” on the Department Chair Approval Screen?

Please type your full name.

7. **Where are the Department Chair PIF Approval Emails Sent?**

As of 1/2023, the Department Chair PIF Approval email notifications are sent to the following individuals:

Dept	Dept Name	Name	Role
392100	EMSE	Frank Ernst	Chair
392100	EMSE	Mark DeGuire	Backup Approver
392100	EMSE	John Lewandowski	Backup Approver
393100	EBME	Robert Kirsch	Chair
393100	EBME	Xin Yu	Backup Approver
393100	EBME	Horst von Recum	Backup Approver
393100	EBME	Gerald Saidel	Backup Approver
394100	ECHE	Hari Baskaran	Chair
394100	ECHE	Rohan Akolkar	Backup Approver
395100	ECSE	Pedram Mohseni	Chair
395100	ECSE	Christian Zorman	Backup Approver
395100	ECSE	M. Cenk Cavusoglu	Backup Approver
395500	CDS	Vipin Chaudhary	Chair
395500	CDS	Vincenzo Liberatore	Backup Approver
396100	EMAE	Robert Gao	Chair
397100	EMAC	Gary Wnek	Chair
397100	EMAC	Ica Manas-Zloczower	Backup Approver
397100	EMAC	Lei Zhu	Backup Approver
398100	ECIV	Xiong Yu	Chair
398100	ECIV	Huichun (Judy) Zhang	Backup Approver

8. **I am a Department Chair and I need to make a change to the person that the Department Chair or Department Chair Designee (Backup Approver) approval form routes to. How do I request this change?**

Please email Ashley Solomon (aes30@case.edu) with the change requested. Additions to the Department Chair or Department Backup Approver email alias must be confirmed by the Department Chair.

9. **What happens if a Department Chair or their Backup Approver does not respond to the PIF email and approve (or deny) my PIF in the PIF system?**

Reminders are sent to Department Chairs and the Backup Approver every 24 hours that the PIF is outstanding (has not been processed with either approve, deny, or stop project).

After two days, if a submitted PIF has not been approved or denied, then the PIF system will send an automatic email notification to Dr. Chris Zorman, Associate Dean of Research, which will allow him to approve or deny the PIF.

10. **Where are the Approved PIF email notifications sent?**

The Approved PIF email notifications are automatically sent to the appropriate research team and as of 10/21/20, to the PI email entered in the PIF.

As of 10/21/2020, the research team email aliases used in the Online PIF are as follows:

- a. Biomedical Engineering: team2proposals@case.edu
- b. Chemical Engineering, Macromolecular Engineering, Materials Science & Engineering: team1research@case.edu
- c. ECSE, CDS: ECSE_CDS_Proposals@case.edu
- d. Civil, Mechanical/Aerospace: RT3_Research@case.edu

11. **I am a Research Staff Team Manager and I need to make a change to the email address that the Approved PIF email notifications are sent to. How do I request this change?**

We recommend that Managers use the Google Groups settings to manage who receives emails to their research team aliases. Managers can read more about Google Groups [here](#) (click on the Manage Groups button). Managers can also submit a Helpdesk Request to UTech (Help@case.edu) to make certain changes to their group email alias, such as adding or removing new members.

12. I am a Department Chair and/or Research Team Member and I am not receiving the PIF emails. What should I do?

Check to see if emails from cse-redcap@case.edu are in your spam folder. If yes, select the email and click the “Mark as not spam” button (if using Gmail webmail).

Department Chairs: If this does not resolve the issue, please email Ashley Solomon (aes30@case.edu) to confirm you are set up on the email alias.

Research Team Managers: If this does not resolve the issue, please check your Google Group email settings (or request help from UTech).

13. What PIF items or conditions require approval from the Associate Dean of Research?

- Cost share is required
- Reduced indirect cost rate, less than the current federal indirect cost rate
- Space modification is needed (“Can the project be completed using existing space without modification?” answered “no”)
- Major equipment greater than \$50,000
- Consortium or collaborative agreements (“Does this competition require CWRU to become a paid member of a consortium/collaborative in order to apply or receive an award?” answered “yes”)
- Letter of Support (or Endorsement, Cost Share Commitment, or similar) (“Do you intend to include a letter of support (or endorsement letter, cost share commitment letter, or similar) from the CSE Dean's Office, CWRU Senior Leadership (President, Provost, etc.), or from a government / elected official in your proposal?” answered “yes”)
- PIF not approved by Dept. Chair after two days (see #9).

CURRENT PIF v.4.0 Questions

- Options selected to show potential additional information needed based on initial question responses.

CSE Research Initiation Form

AAA



Please complete the survey below.

Thank you!

PI Name

* must provide value

PI Email Address

Your full address is needed like "example@case.edu"

* must provide value

Project Title

* must provide value

Sponsor/ Agency Name

* must provide value

Solicitation or Program ID

or brief description (e.g. invited proposal) if no solicitation/
program ID is available.

* must provide value

**Is CWRU the lead on the proposal? "Proposal Lead" means
the institution submitting the final proposal to the Sponsor
or Agency providing funding.**

* must provide value

Yes
 No

reset

**If CWRU is not the lead on the proposal, please provide the
name of the institution that is the proposal lead.**

Sponsor Deadline Date

* must provide value

  Today M-D-Y

Intended Submission Date to Sponsor or Lead/Prime Institution

  Today M-D-Y

* must provide value

Brief Description for Department Chair

* must provide value

Expand

Proposed Project Duration (Months)

* must provide value

Months

Proposed Total Cost

* must provide value

\$ Amount

Estimated Project Start Date (optional)

  Today M-D-Y

Estimated Project End Date (optional)

  Today M-D-Y

What is PI proposed academic year effort on the project?

Please specify units of AY, e.g. 10% AY or 1 month

* must provide value

Will the project support graduate students?

* must provide value

Yes
 No

reset

Will the project support undergraduate students?

* must provide value

- Yes
 No

reset

Does the project require cost sharing?

* must provide value

- Yes
 No

reset

-- If yes, describe the cost sharing requirement and plan

* must provide value

Expand

Does the budget include off-campus collaborators?

* must provide value

- Yes
 No

reset

-- If Yes, list off-campus collaborators

* must provide value

Expand

Does the project carry the current standard Federal Indirect Cost Rate?

**Note: Federal on-campus indirect cost rate: 61%
Industry Sponsored Research & Service Agreements: 61% .**

* must provide value

- Yes
 No

reset

-- If No, Is the sponsor a registered nonprofit?

* must provide value

- Yes
 No

reset

-- If No, What is the IDC rate required by the sponsor?

61

* must provide value

What is the strategic value of the proposed project to PI, Department, & CSE

* must provide value

Expand

Can the project be completed using existing space without modification?

* must provide value

- Yes
 No

reset

-- If No, describe the plan to acquire or modify space

* must provide value

Expand

Does the proposal include a request for major equipment funding (greater than \$50,000)?

* must provide value

- Yes
 No

reset

Describe the equipment that you are purchasing

* must provide value

Expand

Does the project require human subjects?

* must provide value

- Yes
 No

reset

-- Human Subject Description

* must provide value

Expand

Does the project require animal subjects?

* must provide value

- Yes
 No

reset

-- Animal Subject Description

* must provide value

Expand

Are you working with GLEI on this proposal?

* must provide value

- Yes
 No

reset

Are you working with ISSACS on this proposal?

* must provide value

- Yes
 No

reset

Does this competition require CWRU to become a paid member of a consortium/collaborative in order to apply or receive an award?

* must provide value

- Yes
 No

reset

Please provide the full name of the group.

* must provide value

Expand

Do you intend to include a letter of support (or endorsement letter, cost share commitment letter, or similar) from the CSE Dean's Office, CWRU Senior Leadership (President, Provost, etc.), or from a government / elected official in your proposal?

- Yes
 No

[reset](#)

* must provide value

---- Select all that apply:

- CSE Dean's Office
 CWRU President's Office
 CWRU Provost's Office
 CWRU Government Relations and/or government/ elected officials
 Other: [Fill in the box]

---- If Yes: Provide additional information about the document that is being requested, from whom, and any other relevant details. For example: a letter from CWRU President endorsing proposal; an endorsement letter from Senator NAME; a cost share letter signed by CSE Dean.

[Expand](#)

Does your proposal involve or potentially involve any of the following Technology Transfer-related activities? Examples include but are not limited to:

- Yes
 No

[reset](#)

- 1. Inclusion of Technology Transfer Office in the project budget;**
- 2. Sponsor requirement for technology transfer in some form, such as technology to market plan, commercialization plan, or intellectual property management plan;**
- 3. Proposal is an SBIR or STTR;**
- 4. Use of Intellectual Property in the project (whether disclosed or intended to disclose to the technology transfer office).**

* must provide value

Does the proposed work intend to utilize services, equipment, or expertise available in a CWRU core facility?

* must provide value

- Yes
 No

reset

If yes, please select all that apply.

Advanced Manufacturing and Mechanical Reliability Center

- AMMRC

[Website](#)

reset

Center for Applied Raman Spectroscopy

- CARS

[Website](#)

reset

Cryo Electron Microscopy Core

- Cryo-EM

[Website](#)

reset

Electronics Design Center

- EDC

[Website](#)

reset

Engineering Services Fabrication Center

- ESFC

[Website](#)

reset

Microfabrication Laboratory

- MFL

[Website](#)

reset

Nitinol Commercialization Accelerator Lab

- NCAL

[Website](#)

reset

Solar Durability and Lifetime Extension

- SDLE

[Website](#)

reset

Swagelok Center for Surface Analysis of Materials

SCSAM

[reset](#)

[Website](#)

The Materials for Opto/electronics Research and Education

MORE

[reset](#)

[Website](#)

Core for Advanced Research Computing

HPC

[reset](#)

[Website](#)

Other Core

Form Submission

Name of Person Submitting(If different than PI)

Email of Person Submitting the form(If different than PI)

Department

* must provide value

Submit

SAMPLE SUBMITTED PIF SUBMISSION CONFIRMATION EMAIL (NOT YET APPROVED)

"PIF successfully submitted FOR REVIEW. Approvals are Pending. Unique Redcap id: 1007



Inbox x CSE PIF Redcap x



cse-redcap@case.edu
to me ▾

Tue, Dec 13, 2022, 2:44 PM ☆ ↶ ⋮

Your Research Initiation Request has been was submitted successfully. Approvals are pending.

Details Below.

Unique Redcap id: 1007

Field	Value
Project Title	testing
Sponsor/Agency Name	testing
Sponsor Deadline Date	12-13-2022
Intended Submission Date	12-13-2022
Brief Description for Department Chair	testing
Proposed Project Duration (Months)	999
Proposed Total Cost	999999999999999