



# BID & PROPOSAL REQUEST

## Bid and Proposal (B&P) Requirements:

- Unless the work is very preliminary, there must be an approved project in RDIS
- There must be a definite plan for a grant application submission based on the B&P
- The “owner” of the funds to be used for the B&P must be a PI or Co-Investigator of the B&P
- The “owner” of the funds to be used for the B&P must be a PI or Co-Investigator of the planned grant submission

Please remember that B&P work **is not** just continued funding for a previously sponsored project. Also, if Administrative funds are used to fund B&P work, setting up the account for a B&P **does not protect** PI Admin funds from the deadline by which they need to be spent.

1. Name of Requester:

2. Project Period

Start Date:

Estimated End Date:

3. Do you have an existing R&D approved project?      Yes      No      Project ID:

If No, anticipated R&D Approval Date:

4. Describe the purpose of this Bid & Proposal

5. If approved, how will this bid and proposal support VA research or the VA research community? (Not to exceed 100 words.)

6. Cost Estimate

Category	Description	Cost
Personnel		
Supplies		
Outside Services		
Other		

TOTAL

7. Budget Justification (Provide information for each budget category identified that supports the basis of the proposed amount)

8. Describe the plan for submitting proposals based on the work supported by the bid & proposal activities.

Sponsor:

Grant Type/Mechanism:

Anticipated Submission Date:

9. Funds Transfer from Account:

My signature certifies my approval to transfer funds from this account to the account setup for the bid and proposal expenses described above.

\_\_\_\_\_  
PAVIR Investigator Signature

\_\_\_\_\_  
Date

PAVIR Approval:

\_\_\_\_\_  
Elaine Staats, CEO

\_\_\_\_\_  
Date