SSEC Proposal Notification form

https://admin.ssec.wisc.edu/proposals/prop_request

Figure 1 of 3: This screenshot shows the first half of the request form and is generally straightforward.

The section for "SSEC Participants and role in project" is where you add information about the staff that will be supported by the proposal if it is awarded. This is not the section to ask for SSEC proposal writing resources. FTE should be expressed as a decimal and average value per year. For example, if this proposal would provide 6 months of salary per year support for the PI if funded, then you would list .5 FTE per year.

Use the "+" button to add additional staff. Use the "x" button to remove names. The dropdown list is pre-populated with SSEC staff names. If the name you are seeking is not available, please use the open text box for "Non-SSEC People FTE and Roles".

Once you have completed these sections and if you do not need SSEC proposal writing financial support beyond 2.5% for the PI, then click "Submit Request" and you're done! You will get an email confirmation of your submission for your records.

Proposal Working Title*

Proposed Project Duration (in years)*

Brief Description of Proposed Work (1-3 sentences, do not include any proprietary or restricted information)*

SSEC Participants & Role in Project*

Person	Role	Project FTE/yr
	PI	

Non-SSEC People FTE and Roles

☐ Do you require any additional proposal resources beyond your annual 2.5% (50 hours) allocation?
More info on who qualifies for 2.5% allocation

Submit Request

If you need SSEC proposal writing financial support that exceeds the 2.5% PI allocation and/or you need to request financial support for a non-PI staff member to help write the proposal, then please check the box above and continue reading the next section.

Figure 3 of 3: This snapshot shows the new section that pops up if you select the box for requiring additional proposal resources.

Please use the new section to detail what proposal writing resources are necessary by name, role, and hours of funded support needed. Use the "+" button to add additional staff. Use the "x" button to remove names. The dropdown list is pre-populated with SSEC staff names. Once competed, please "Submit Request". You will get an email confirmation of your submission for your records that includes project # guidance.

Proposal Working Title*

Proposed Project Duration (in years)*

Brief Description of Proposed Work (1-3 sentences, do not include any proprietary or restricted information)*

SSEC Participants & Role in Project*

Person	Role	Project FTE/yr
	PI	

Non-SSEC People FTE and Roles

☑ **Do you require any additional proposal resources beyond your annual 2.5% (50 hours) allocation?**
More info on who qualifies for 2.5% allocation

Additional Proposal Preparation Resources

Person	Role	Hours
	PI	

Submit Request