


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.

 **Space Science and Engineering Center - Admin**

Home Timesheet Financials Project List Class Codes Phone List Help Logout (Jenny Hackel)

SSEC Proposal Notification Form [View All](#)

This form is to communicate with SSEC leadership for internal review to ensure SSEC strategic priorities are being considered and sound financial planning. This form is required before committing your participation on these efforts. If you need to request SSEC center resources for preproposal work or other purposes, [click here](#).

* indicates required field

Requestor	Jenny Hackel jenny.hackel@ssec.wisc.edu	Pre-filled when you log in
Solicitation #* (paste link if possible, if unsolicited please enter "unsolicited" and explain in description below)	<input type="text"/>	Please paste a URL here if available.
Solicitation Deadline (leave blank if unknown)	<input type="text"/>	
Funding Agency*	<input type="text"/>	
Part of Larger Program	No	
Lead Organization* Please state what the lead organization is committing to preparing this proposal, and if the proposal will be submitted through SSEC or another organization.	<input type="text" value="SSEC"/>	

This is an open text box. Feel free to add any extra notes in this box that may be helpful for leadership (such as a unique funding agency name that isn't available in the dropdown box).

Figure 2 of 3: This screenshot shows the second half of the notification form.

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.

The screenshot displays a web form with the following sections:

- Proposal Working Title***: A text input field.
- Proposed Project Duration (in years)***: A text input field.
- Brief Description of Proposed Work (1-3 sentences, do not include any proprietary or restricted information)***: A text input field.
- SSEC Participants & Role in Project***: This section is circled in red. It contains:
 - Three columns: **Person**, **Role**, and **Project FTE/yr**.
 - Under **Person**: A dropdown menu.
 - Under **Role**: A dropdown menu with "PI" selected.
 - Under **Project FTE/yr**: A text input field.
 - To the right of the input fields: A blue "+" button and a red "x" button.
 - Below the columns: A text input field labeled **Non-SSEC People FTE and Roles**.
- Do you require any additional proposal resources beyond your annual 2.5% (50 hours) allocation?**: A checkbox with a red arrow pointing to it from a text box at the bottom of the page.
- More info on who qualifies for 2.5% allocation**: A link text below the checkbox.
- Submit Request**: A button at the bottom center.

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 completed, 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