1.0	Proposal Type	Description
1.1	New	An application submitted for funding for the first time. This also includes multiple submission attempts within the same round.
1.2	Renewal	A project for which previous years of funding have elapsed. Renewals request additional funding to continue previously awarded projects through either an announced open competition or closed competition with no guarantee of funding. Proposals of this type generally receive a new SAP Grant record.
1.3	Supplement	Supplements are proposals that request additional funding, equipment, time, etc. to expand the scope of work for a current award. NIH calls this a "Revision." Applicants should contact the awarding agency for advice on submitting applications that request additional funding.
1.4	Resubmission	The second or third attempt at getting a project funded. The first attempt was submitted as "NEW." All subsequent attempts are resubmissions of the same application perhaps addressing concerns raised by a sponsor during their review.
1.5	Task Order	Proposal requesting funds for work or services conducted under an existing Master Agreement.
1.6	Master Agreement	A Master Agreement (MA) does not procure or specify a firm quantity of services except through the issuance of individual Task Orders. This proposal contains no budget amounts; its purpose is to request Research Administration create an Institute Proposal record for the entire MA, under which future Task Orders will be created & linked.

Administrative Action, Continuation, Negotiation Only, and *Revision* Proposal Types have been converted to Service Requests. A Service Request does not require a full proposal development record be created and is a stream-lined process which requires only specific information be completed. See Service Request Types on the next page for detailed information.

Proposal and Service Request Types

2.0	Service Request Type	Description	Previously known as	Category
2.1	No Cost Extension (NCE)	A no-cost extension (NCE) allows a grantee to extend the project period end date and budget period for the sole purpose of completing grant activities. NCE requests will not be approved for the sole purpose of using unobligated balances.	Administrative Action	Award
2.2	New Sponsor Request	If a Sponsor does not display in Fibi, then it does not exist in SAP. If this occurs, a request must be made and will be routed to Sponsored Projects Shared Services. **IMPORTANT:** This process can take up to 3 business days to complete.	New Sponsor Request	Service Request
2.3	Pre-award Request	A Pre-award Request is submitted to establish a grant and cost object in SAP to record costs allocable for work being performed as described in a previously submitted proposal that has not been formally awarded by the sponsor but is expected.	Pre-award Request	Institute Proposal
2.4	RPPR/Progress Report	Sponsors often require award recipients to provide updates on the progress of the sponsored research. The Sponsor will define how often and what is required in the Progress Report(s). NIH calls these reports RPPRs. For more info: https://grants.nih.gov/grants/rppr/index.htm	Continuation	Award
3.0	**Prior Approvals** - Sponsors require Prior Approvals for different changes. Be sure to read the award and Sponsor Guidelines to know when Prior Approvals are required.			
3.1	Carryover (Prior Approval)	Carryover is a process through which unobligated funds remaining at the end of the budget period can be carried forward to the next budget period. The carryover of funds allows the Grantees to use the unused prior year funds in the current budget period.	Administrative Action	Award

3.2	Foreign Component (Prior Approval)	Foreign Component definitions vary based on sponsors. Be sure to refer to the award for more details.	Administrative Action	Award
3.3	PI Change (Prior Approval)	If for any reason, a Principal Investigator is added, removed, or replaced on a project, the sponsor must be notified and approval requested.	Administrative Action	Award
3.4	Prior Approval - Other	Use the *Prior Approval – Other* type if the requested change to an award excluding PI Change, Foreign Component, or Carryover.	Administrative Action	Award
4.0	For Use by **School of Medicine** Departments only			
4.1	Confidential Disclosure/Non-disclosure Agreement (CDA/NDA)	A Confidential Disclosure Agreement (CDA)/Non-Disclosure Agreement (NDA), is a contractual agreement which defines information the parties will share with each another, but wish to restrict from wider use and dissemination. The parties agree not to disclose the non-public information covered by the agreement.	Negotiation Only	Service Request
4.2	Data Use Agreement (DUA)	A Data Use Agreement (DUA) is a contractual document used for the transfer of data where the data is nonpublic or is otherwise subject to some restrictions on its use.	Negotiation Only	Service Request
4.3	Materials Transfer Agreement (MTA)	Material Transfer Agreements (MTAs) are contractual documents used for the acquisition of various biological and research materials, and can include data. Choose the Category – *Award* if the MTA relates to a funded agreement.	Negotiation Only	Award or Service Request
4.4	Revision (SOM Contracts only)	Revisions can include the amendment of a funded or unfunded contract.	Revision	Service Request
4.5	Unfunded Collaboration	Unfunded Collaborations are contractual agreements which do not involve any funding, excluding CDAs, DUAs, and MTAs.	Negotiation Only	Service Request