# **Project Initiation Form**

This form typically is completed to request a Research Project Manager (RPM) from the Institutional Strategic Awards (or similar) office of the University. For purposes of this form, the “project” is defined as what the RPM is being assigned to work on.

|  |  |
| --- | --- |
| **1. Date** |  |
| **2. Project Sponsor** |  |
| **3. Project Start and End Dates** |  |
| **4. RPM Level of Effort (% FTE[[1]](#footnote-1))** |  |
| **5. Is the RPM’s time cost-recoverable?** |  |
| **6. Project Title** |  |
| **7. Faculty Lead, if applicable** |  |
| **8. What is the project scope for the RPM?** |
|  |
| **9. What are the desired end results of the RPM’s involvement in the project?** |
|   |
| **10. Will the Vice President for Research (VPR) office provide any particular resources (i.e. budget, staff support, etc.)? Provide details.** |
|  |
| **11. Are there any critical deadlines or milestones the RPM should be aware of? Any periods of time with concentrated activity?** |
|  |
| **12. Are there any significant risks to organization in relation to this project? Are there specific challenges or constraints that could further impact these risks?** |
|  |
| **13. Who needs to remain apprised of project progress? What is their preferred communication channel and frequency?**  |
|  |
| **14. Is the RPM’s project part of a greater project that others are working on? If so, what is the greater project? Who else is working on aspects of the greater project? What is the budget of the overall project?**  |
|  |

1. Full Time Equivalent (FTE) refers to the unit of measurement equivalent to an individual – worker or student – one unit of a work or school day, applicable in a variety of contexts. In most cases, full time equivalents measure an [employee](https://corporatefinanceinstitute.com/resources/knowledge/economics/labor-market/) or student and/or their workload. For example, 1.0 is typically the FTE representation of an individual’s full work/school day, while 0.5 would indicate half of the original figure, generally in reference to the workday. [↑](#footnote-ref-1)