

HOW TO REQUEST A NEW SPONSOR

Overview

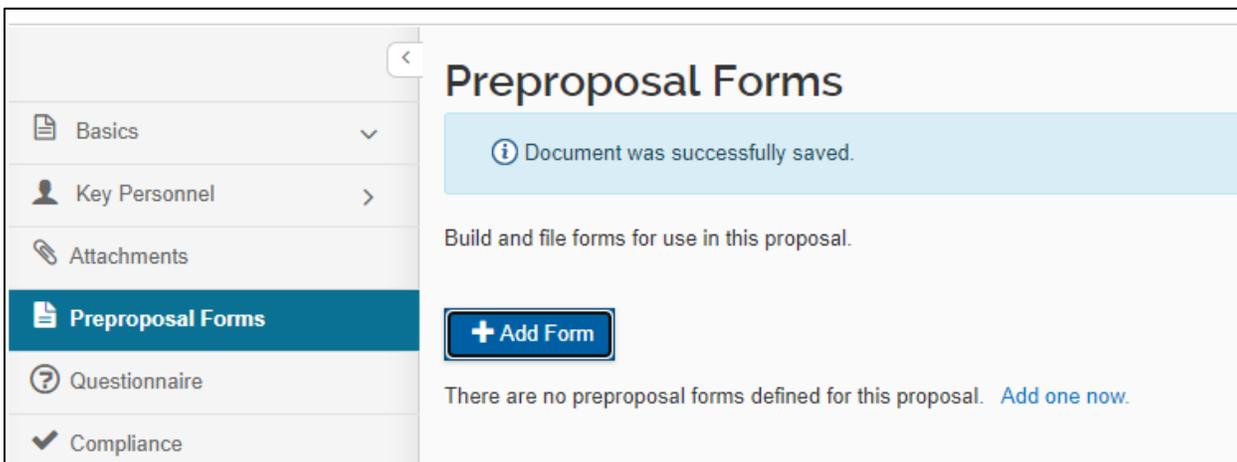
This form is to be completed if a sponsor cannot be found in the RES system. While your sponsor is being set up, use the temporary sponsor: 'New Sponsor Set Up.'

**This form should not be used to add Subaward organizations. Please use the New Organization Request form to add subaward organizations.*

You will be notified when your new sponsor becomes available for selection in RES, at which point you will update your proposal. Your proposal will not be able to be submitted for review and approval until this change has been made.

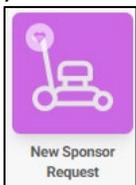
Step 1 – Access the Request a New Sponsor form one of two ways.

1). Within your proposal development shell in RES, navigate to the Preproposal Section and click **+ Add Form**. You can then choose the Request a New Sponsor form.



Or

2). On the [RES webpage](#), select the link for the RES Build Forms. This will bring you to the RES Build website and you can click on the Cost Share tile.



2a. Within the tile, navigate to the top right-hand corner and click "new."



Step 2 – Complete the form. Enter all the information requested. Anything with a red asterix (*) is required.

New Sponsor Request

This form is to request a new sponsor if you are unable to find the sponsor you are looking for in RES.

While your sponsor is being setup, use the temporary sponsor: 'New Sponsor Setup'. You will be notified when your new sponsor becomes available for selection in RES, at which point you will update your proposal. Your proposal will not be able to be submitted for review and approval until this change has been made.

Requesting a sponsor **well in advance of the deadline and desired routing date** is highly recommended for timely processing of your proposal. New sponsor setup can take up to one week to process.

Note: Do not use this form to request a new subrecipient organization. For organization requests, please use the New Organization Request Form available in RES PD.

Information

RES Proposal # 	PI Name	Sponsor Deadline <input type="text"/>
Submitted By Akashian, Sara		

Sponsor Information

Requested New Sponsor Legal Name * Type Here	Website * Type Here	
Legal/Mailing Address 1 * ⓘ Type Here		
Legal/Mailing Address 2 Type Here		
Legal/Mailing Address 3 Type Here		
Country * Q	City * Type Here	Zip Code * Type Here

Step 3 – Click “Submit.” Once the sponsor has been set up you will be notified.

*You may then update your RES proposal with the sponsor. You will not be able to submit your RES proposal for review and approval until this change has been made.

Actions