



OFFICE OF SPONSORED PROGRAMS
Notice of Intent to Submit

Date: _____

Contact Information

Name:		Title:	
Department:		Other PIs:	
Phone:	Fax:	Email:	
<i>How did you here about this solicitation?</i>			

Proposal Information (Please attach copy of RFP/NOFA)

Type:	Submission Type:	Sponsor Type:	Activity Type:
Project Title:			
Start Date:		End Date:	
Requested Amount:		Estimated Award Notification Date:	

Sponsor Information

Sponsor/Funding Agency:	
Prime Sponsor (for subcontracts):	
Program Title (if applicable):	
Due Date:	Technical Contact
Received Postmark	Name:
Electronic Hard Copy	Email:
	Phone:

Special Review Checklist

IRB approval required: Yes No	Cost share required: Yes No
IRB approval cleared: Yes No	If yes, type: Cash In-kind Other
Date cleared:	Amount:

Other Assistance

Data research	Editing/grammar	Support documentation
Proposal preparation	Budget preparation	RFP/NOFA interpretation
Proposal routing	Other:	No assistance needed

Signatures_____
Principal Investigator/Project Director_____
Date_____
Department Head_____
Date_____
Executive Staff/VP_____
Date