

Washburn University Office of Sponsored Projects GUIDE TO COMPLETING THE INTENT TO SUBMIT A PROPOSAL FORM

The Intent to Submit a Proposal (Intent) Form for is the cover form used to record and review initial project concepts. The Intent Form is required for all projects requesting funds from external sources. This form facilitates internal communication and serves as formal advance notice to the OSP and the Vice President of Academic Affairs (VPAA) of the intent to submit a request for funding (grant application) to an external sponsor. In all sponsored project opportunities, WU must submit its most competitive proposal. As such, the form will allow the OSP to track all prospective proposals and, if necessary, provide the means for facilitating an internal competition to select the most competitive proposal for submission. The properly completed form must be submitted to the OSP when the PI starts initial work on a grant proposal, or at least 30 days before the proposal deadline, whichever is earlier.

This guide should be used to assist an applicant (called the Principal Investigator, or PI) to properly complete the Intent form. Please be sure to complete all information requested, include a brief description of the project, as well as a copy of the RFP and/or grant submission guidelines, and submit the form to the OSP Director. For additional assistance regarding the grant proposal development process for the University, please contact OSP at extensions 1224 (Director) or 2040 (Sponsored Project Specialist). Copies of this form can be obtained from the Office of Sponsored Projects (OSP) or downloaded from the OSP webpage.

If the PI is approved to develop a grant proposal, the full proposal **will** require routing through the Internal Approval prior to submission to the sponsoring agency.

INTENT TO SUBMIT A PROPOSAL FORM

Section 1.

- **Title of Project:** Title of the project proposed in the grant application.
- **Sponsoring Agency Name:** Name of the agency or entity to which the receive the proposal. For subawards or pass-through funding, the sponsoring agency is the source where the funds originate.
- **CFDA or Agency RFP Number:** Notate the number associated with the Request for Proposals by the agency. In the case of federal funding, please indicate the corresponding Catalog of Federal Domestic Assistance (CFDA) number for the funding opportunity (e.g. 16.097)
- **Agency Due Date:** Enter the date the application is due to the funding source.
- **Brief Description of the project:** Attach a brief summary of the proposed project, including key project goals, deliverables, university commitments, source of grant funding and anticipated funding request.
- **Principal Investigator (PI):** The individual(s) responsible for initiating and directing the proposed project.
- **Department:** Please indicate the major academic unit(s) or other entity in which the primary PI(s) holds appointment.
- **Extension:** If on the Washburn main campus, please indicate the phone extension number for each PI. If not, please indicate the full phone number of the PI.
- **Co-Principal Investigator (PI) (if applicable)**
- **Department:** Please indicate the major academic unit(s) or other entity in which the Co- PI holds appointment.

- **Extension:** If on the Washburn main campus, please indicate the phone extension number for the Co- PI. If not, please indicate the full phone number of the Co-PI.

Section 2.

- **Required Review and Signatures of Department Dean or Director:** This section of this form is for the review and required signatures for the project proposal. The PI is responsible for discussing the proposal with the Department Chair, Director or Dean and obtaining the required signature. If the PI is the Department Dean, this section may be left blank.

Section 3.

AREA RESERVED FOR OFFICE OF SPONSORED PROJECTS

This section will be completed by the OSP Director after the Intent form has been reviewed. OSP will document the intent and provide notice to other campus applicants (if applicable). The OSP Director will then forward the form and supporting documents to the Vice President of Academic Affairs for review and approval.