

Washburn University Office of Sponsored Projects INTENT TO SUBMIT A PROPOSAL

This form facilitates internal communication and serves as formal advance notice to the OSP of the intent to submit a request for funding to an external funding opportunity. The form is required for each grant proposal. This form serves to alert and reserve the OSP resources that are necessary for sufficient discussion and deliberation to review and troubleshoot each unique proposal for accuracy, compliance, and propriety before the proposal can be timely submitted to an external funder. 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.

1. TO BE COMPLETED BY PRINCIPAL INVESTIGATOR

GRANT TITLE: _____
SPONSORING AGENCY: _____ CFDA OR AGENCY RFP #: _____
AGENCY DUE DATE: _____
ATTACH A BRIEF DESCRIPTION OF THE PROPOSED PROJECT (1 page max)
PI NAME: _____ EXTENSION: _____
DEPARTMENT: _____
CO PI NAME: _____ EXTENSION: _____
DEPARTMENT: _____

2. REQUIRED REVIEW AND SIGNATURE OF DEAN OR DIRECTOR

COMMENTS: _____ RECEIVED FOR REVIEW ON (DATE): _____

By signing, I have reviewed this form and the appended documents for all institutional commitments and approved the obligations therein. I also have reviewed the documents for any appearance of or potential for conflict of interest and hereby affirm that none exists or that any potential conflict is being managed.

DEPARTMENT DEAN: _____ DATE: _____

3. TO BE COMPLETED BY DIRECTOR OF SPONSORED PROJECTS

COMMENTS: _____ RECEIVED FOR REVIEW ON (DATE): _____

I certify that I have reviewed the proposed project and provided the following response to the PI:
DOCUMENTED INTENT NOTICE OF OTHER APPLICANTS Initials/Date: _____