

NOTICE OF INTENT TO SUBMIT A PROPOSAL

ACADEMIC RESEARCH AND SPONSORED PROJECTS

This form serves as the **initial notice** of your intent to submit a grant proposal or contract bid to any public or private funding source. All signature approvals are required before proceeding to develop your proposal or contacting prospective funding sources. Administrative approval to prepare your proposal **does not imply** approval of the final proposal. This form must be returned to the Academic Research & Sponsored Projects Office with all signatures that precede the Grants Officer signature **at least 30 days prior to the grant or contract submission deadline**. This form will initiate conversations about your proposal with those authorized to commit University support to your project. ([Directions](#))

After you have obtained the required signatures, please bring this form **along with a brief abstract of your project** to ARSP office. The form will then be taken to the remaining officials for discussion and authorization. You will be notified when the form has been completed.

ALL AREAS REPORTING TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS MUST COMPLETE THIS FORM.

Today's Date: _____

Title of project (may be tentative): _____

Project Director/Principal Investigator: _____

Submission Deadline: _____

Target Funding Source (if known): _____

Amount Requested (may be approximate): _____

Are Matching Funds required? Yes No

How will St. Mary's be required to support the project? (e.g. in kind, released time, support staff, etc.) _____

Provide the Academic Affairs [Strategic Plan Rationale/Initiative](#) that this project will support. (For example, Student learning and teaching excellence/Increase the scope of undergraduate research)

Project Summary Attachment

Special Research Protocols

Will your research involve any of the following:

- Human Subjects
- Vertebrate Animals
- Recombinant DNA
- Hazardous Substances
- Patent/Intellectual Property

Required Signature for Approval

Department Chair _____
Dean _____
Academic Grants _____
Academic VP _____
President _____

I have read and agree to follow St. Mary's *Grant Policies and Procedures*.

PD/PI Signature _____