



Oakwood University
Huntsville, Alabama

Office of Sponsored Programs
NOTICE OF INTENT TO SUBMIT

PERSONNEL INFORMATION:

Principal Investigator: Department:
Co-P.I.: Department:

P.I. CONTACT INFORMATION:

Telephone Number: Fax Number: E-mail Address:

PROPOSAL SUBMISSION INFORMATION:

Proposal Title:
Key Words Describing Proposal Subject Matter:
Primary Funding Agency:
Agency Program Title:
Agency Type: Federal State Private Other (Specify)
University Proposal Type: Research Training Sponsored Project Other

AGENCY SUBMISSION DEADLINE:

Proposed Start Date: Proposed Ending Date:
Project Location: On Campus Off-Campus/Local Off-Campus/In country International

INTERNAL REVIEW:

Does the proposal require review by the IRB IACUC
(If your project requires any of the above reviews, please submit a request to the Office of Research.)

I/We will provide the OGC with the completed proposal for review on:

Signatures: Your signature below indicates that this proposal has been authorized for submission to the agency mentioned above and that you are aware of all aspects of this proposal.

Departmental Chair Date Principal Investigator Date

Please send this form to: [LUCY A. CORT: lcort@oakwood.edu](mailto:lcort@oakwood.edu); 256.726.7470 (Fax)

A notice of intent to submit is required for all competitive solicitations submitted from Oakwood University. This notice must be submitted to the Office of Sponsored Programs (OSP) as soon as the decision is made to respond to an RFA/RFP. Early notification will enable the OSP to efficiently and effectively coordinate the final review and signature activities associated with the submission process.

The following procedure should be followed:

- ❖ Principal Investigator notifies Department Head and Academic VP of intent and discusses the strategy for developing the proposal, including plans to satisfy matching and space requirements; plans for release time; and plans for internal and/or external interdisciplinary teaming, if applicable.
- ❖ Principal Investigator submits Notice of Intent to Office of Sponsored Programs.
- ❖ Collaborators/Partners notified. Proposal Design presented and reviewed
- ❖ Writing team assembled; assignments distributed
- ❖ Proposal written, revised, refined
- ❖ Proposal sent to OSP for final review and signature
- ❖ Proposal transmitted to funding agency by OSP