

Notice of Intent to Submit a Proposal

Please complete this form as soon as you identify a potential proposal for submission.

Email to Kate Althouse at ep9934@wayne.edu

Include a copy of the Funding Opportunity Announcement and Submission Requirements

Today's Date: ___/___/___

Due Date: ___/___/___

Principal Investigator (PI): _____

Collaborators (MPI, Co-I, etc.): _____

Sponsor: _____ Funding Mechanism (R01, R21, etc.): _____

FOA (RFA/PA, etc.): _____

Proposal Type: New Resubmission Renewal Education Student/Fellowship Other

Estimated Project Budget: _____ Indirect Cost Rate (if reduced rate is requested): _____

Support Services Requested (Check all that apply):

- Space/Lab needs: _____
- Literature search Writing support Editing/Proofreading Data Entry
- Graphic design Identifying collaborators External review
- Other: _____

- Use this form to notify OHR of your intent to submit any information to a funding agency, including letters of intent (specify with or without a requested budget).
- Sponsored Program Administration (SPA) requires all proposals to be complete, final, and fully approved by all participating units three (3) business days prior to the sponsor's deadline. OHR must receive the finalized proposal with adequate time to submit the documents and secure approval.
- A detailed timeline will be provided to you that includes the process and deadlines. The services provided by OHR may be limited if adequate notice is not provided. Please note that it is in the investigator's best interest to notify OHR as soon as possible.