

# JOHNSON C. SMITH UNIVERSITY

## Office of Government Sponsored Programs and Research Notice of Intent and Commitment to Submit Proposal Form

**SECTION A:**

<b>Principal Investigator/Project Director:</b>		
<b>Title:</b>		
<b>Department:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>Email:</b>
<b>PROPOSAL INFORMATION</b>		
<b>Funding Agency:</b>	<b>Letter of Intent Due Date &amp; Time (if applicable):</b>	
<b>Program/Opportunity Title:</b>	<b>Full Proposal Due Date &amp; Time:</b>	
<b>Funding Opportunity/CFDA #:</b>		
<b>Estimated Notification of Award Date:</b>		
<b>Estimated Requested Award Amount:</b>	<input type="checkbox"/> <b>New</b>	<input type="checkbox"/> <b>Continuation</b>
	<input type="checkbox"/> <b>Renewal</b>	<input type="checkbox"/> <b>Resubmission</b>
	<input type="checkbox"/> <b>Supplemental</b>	
<b>Does this proposal require IRB Approval?</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
If yes, when will you submit an IRB application? _____ (mm/dd/yyyy)		
<b>SUBMISSION INFORMATION</b>		
<p>1. Is this a collaborative venture?   <input type="checkbox"/> <b>Yes</b>   <input type="checkbox"/> <b>No</b>   <input type="checkbox"/> <b>Unsure</b> (If yes, please continue to answer the following questions.)</p> <p style="margin-left: 20px;"><input type="checkbox"/> <b>Internal</b>   <input type="checkbox"/> <b>External</b> (Please list the names of the collaborators and their institutions below.)</p> <p style="margin-left: 20px;">Collaborator 1 _____</p> <p style="margin-left: 20px;">Collaborator 2 _____</p> <p style="margin-left: 20px;">Collaborator 3 _____</p>		
2. Is this a limited submission opportunity? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Unsure</b>		
3. Is cost sharing or matching cost required? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Unsure</b>		
If yes, what is the minimal percentage and/or amount required? _____		

**SECTION B:**

**Commitment from Applicant(s):**

1. Inform the GSPAR Office of your intent to submit a grant application **at least two months** prior to the deadline (**unless** the grantor agency or the GSPAR Office releases a late funding announcement or there are other reasonable causes).
2. Obtain approvals from your departmental chair and college dean for the proposed grant application submission.

3. Follow the procedures and submit the signed internal forms (a. Notice of Intent and Commitment to Submit Form, b. Proposal Clearance Form, c. Financial Conflict of Interest Form) to the GSPAR Office by the dates stated on the forms.
4. Have your grant development team meetings with and obtain information from GSPAR pre-award staff and budget specialists about how to develop a competitive grant proposal and reasonable budget.
5. Have your grant proposal internally and/or externally reviewed before submitting your draft to the GSPAR Office for further review.
6. Submit the DRAFTS of all the application documents to the GSPAR office **ten business days** prior to the deadline.
7. Submit the FINAL VERSIONS of all the application documents to the GSPAR office **three business days** prior to the deadline.

**Commitment from GSPAR:**

1. Inform Applicant(s) of potential funding opportunities **at least two months** earlier than the due dates of submission (**unless** the grantor agency releases a late funding announcement or there are specific requests for submission from JCSU president or vice presidents).
2. Provide grant proposal writing tips to Applicant(s) through either grant writing training workshops or individual meetings.
3. Facilitate Applicant(s) with the development of a competitive grant proposal and supporting documents and provide (minor) editing service as needed.
4. Notify Applicant(s) of any changes pursuant to the agency’s guidelines and the University policy and rules.
5. Review the application documents to ensure they are in compliance with the agency’s guidelines and the University regulations.
6. Submit the application **at least one day** before the deadline.

**By signing the Notice of Intent and Commitment to Submit Form, all parties agree to follow the procedures and abide by terms herein stated. Applicant(s) reserve(s) the right to withdraw from the application process for due cause by submitting a written notice to the GSPAR office. Failure to fulfill commitment will result in cancellation of the grant application submission.**

<p><b>Proposal Approvals and Signatures:</b></p> <p>_____ Approved    _____ Disapproved</p> <hr/> <p>Signature of PI/PD <span style="float: right;">Date</span></p> <hr/> <p>Signature of Department Chair/Head <span style="float: right;">Date</span></p> <hr/> <p>Signature of Dean <span style="float: right;">Date</span></p> <hr/> <p>Signature of the Vice President of GSPAR <span style="float: right;">Date</span></p>	<p><b>Please submit this form to Ms. Anna Wood, <a href="mailto:xwood@jcsu.edu">xwood@jcsu.edu</a>; or Mr. Jonathan Smalls, <a href="mailto:jsmalls@jcsu.edu">jsmalls@jcsu.edu</a> one week after receiving this form.</b></p> <p>Office of Government Sponsored Programs and Research</p> <p>Biddle Hall, Suite 300</p> <p><b>Tel: 704-378-3514; 704-378-1130</b></p>
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