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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Claflin University VPR/Sponsored Programs Office—Intent to Submit a Proposal** | | | | | | | | | |
| Please provide the requested information and attachments.  Email to [**spo@claflin.edu**](mailto:spo@claflin.edu)and[**vpr@claflin.edu**](mailto:vpr@claflin.edu)with “Intent to Propose” in the subject line. | | | | | | | | | |
| PI’s Name & Department: | | | |  | | | | | |
| PI’s Office/Cell Phone & Email: | | | |  | | | | | |
| Sponsor/Funding Source(s): | | | |  | | | | | |
| Title of Opportunity: | | | |  | | | | | |
| (FON) Funding Opportunity #: | | | |  | | | Track(s): |  | |
| Preliminary Closing Dates: | | | | LOI: |  | | White Paper/Pre-appl. | |  |
| Full Application Closing Date/Time: | | | |  | | Subaward(s)?  to Claflin  from Claflin | | | |  |
| Match Required? (Yes/No): | | | | Yes  No | | Organization(s): | | | |
| Special Requirements: | | | |  | | | | | |
| ***IRB:*** | A Human Subjects research request will be submitted to the IRB. | | | | | | | | |
| ***Solicitation Review Meeting (SRM):*** | | | Yes, I wish to schedule an SRM with SPO to review requirements. | | | | | | |
| No, I do not wish to schedule an SRM with SPO. | | | | | | |
| ***Please email with this form:*** | | RFP, BAA, or funding announcement (searchable pdf) copy  Project Summary (one page) (Word doc)  Period of Performance (POP)  Rough Budget Summary (one page)  PI’s Current and Pending Support/Effort Distribution Worksheet | | | | | | | |
| ***NOTE: 1. Some steps take longer. Allow at least 2-3 weeks for approval of institutional cost-share documents.***  ***2. Planning and submission of these required documents will help us submit your grant proposal on time.*** | | | | | | | | | |

**SPO USE ONLY: *Task Order #: 021015\_NSF\_VAS\_1001 (example)***

**FOR SPO USE ONLY:**

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| --- | --- | --- | --- | --- | --- | --- |
| Proposal POC: | | | Budget POC: | | | |
| Phone: | | Email: | Phone: | | Email: | |
|  | | |  | |  | |
|  | | | | | | |
| **Due Date** | **Action (applicable as checked)** | | | **Time** | | **Comments** |
|  | Proposal Review Meeting (if needed) | | |  | |  |
|  | Email LOI/Pre-application/White Paper to SPO | | |  | |  |
|  | Submit LOI/Pre-application/White Paper to Sponsor | | |  | |  |
|  | Email narratives in Word format to SPO | | |  | |  |
|  | Email budget justification in MS Excel to SPO | | |  | |  |
|  | Submit finalized, complete proposal draft to SPO | | |  | |  |
|  | Submit final package to SPO with signed approval forms | | |  | |  |
|  | Target submission date | | |  | |  |
|  | Application closing date | | |  | |  |
|  | Other Requirements/Notes (below) | | |  | |  |
|  | | | | | | |
| *To schedule a proposal review meeting (PRM), please contact Ms. Wanda Nimmons at 5544.*  *PS: To better manage the pre-award process, we ask that you kindly observe the schedule above. If for any reason the schedule cannot be met, please immediately notify me.* ***Thank you,***  ***Vice Provost for Research,*** [***vpr@claflin.edu***](mailto:vpr@claflin.edu)***; 803-535-5176*** | | | | | | |