

College of Education & Human Sciences

Intent to Submit a Grant or Contract Proposal

Completion of this form is requested of all Faculty members planning to prepare a grant or contract proposal to any government, non-profit or foundation sponsor. The form will be used to coordinate resources for support of proposal development for both internal & external submissions.

***Recommended: Submit 60 days prior to agency deadline, 90 days for complex proposals**

Today's Date:

Personnel Information:

Role	Name	Employee ID	Department/Discipline	Box #
PD/PI				
PD/PI				
Other Key Personnel				
Other Key Personnel				

Application Type (select one):

- New (new proposal/award, not part of existing award)
Continuation/Non-Competing Continuation
Existing GR#/80#:
Renewal/Competing Continuation
Existing GR#/80#:
Supplemental (additional money to an existing award)
Existing GR#/80#:

Type of Project (select one):

Basic Research Applied Research Other: Fellowship Other: Instructions Other: Public Service Other

Project Categories (select all that apply):

Behavior Research Biomedical Research Construction Katrina Related DWH Oil Spill Related MRC
MASGC Foreign Classified Confidential Congressionally-directed (earmarked) COVID-19

Project Title (if known):

Name of Funding Agency:

Weblink to FOA/PA/RFP:

CFDA # (required for Federal Sponsors):

Submission Deadline Date:

Amount Requested:

Submission Type (select one):

New Renewal Resubmission Revision

Anticipated Start Date:

Duration:

Research Performance Location:

On Campus

Off Campus

Will you work on this project during the academic year?

Yes

No

If yes, will you be seeking academic year release time?

Yes

No

Will you work on this project during the summer months?

Yes

No

If yes, will summer pay be requested?

Yes

No

Does this project include institutional cost sharing?

Yes

No

If yes, will this be:

In-Kind

Cash

Does the project budget include a request for graduate student salary from the sponsor?

Yes

No

Does the project budget include a request for graduate student tuition from the sponsor?

Yes

No

Included Activities (select all that apply):

Human Subjects Research

Animal Subjects Research

Patents, Copyrights, and/or Possible Invention

Hazardous Materials

Other (explain)

Data Security (select one):

Yes No Does any portion of this proposal contain proprietary, privileged, or sensitive information? Proposal files containing proprietary, privileged, and/or sensitive information will be submitted using a secure method of email delivery (Eagle File Transfer) if submission via a sponsor’s secure, online proposal submission system is not available or required.

RCR Training (select one):

Responsible Conduct of Research (RCR) training is required as indicated here: <https://www.usm.edu/research/program-requirements> and must be completed before any expenditure of awarded funds can occur.

Yes No N/A Has the PI and/or all appropriate project personnel completed RCR training. Not applicable indicates no project personnel are required to complete RCR training.

F&A Distribution (select one):

Standard distribution of F&A is applicable (40% E&G, 40% VPR, 10% College, 10% School or GRCL units at 100%).

Agreed upon distribution of F&A differs from the standard (attach any supporting documentation) and should be distributed as follows:

E&G	%	School	%	School	%	School	%	Other	%
General Fund									
VPR		College	%	College	%	College	%	Other	%
VP for Research									