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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**and**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:       |
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| **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******; 803-535-5176*** |