Intent to Submit a Proposal for Grant Funding Instructions

The Intent Form provides information to the Sponsored Projects Office (SPO) and states the Project Lead's intent to apply for external funding.

Complete and submit this form to the SPO (sponsoredprojects@wou.edu) as soon as a potential grantor has been identified and at least **14 business days before the grantor deadline**. All proposals for extramural support must be reviewed and <u>approved before submitting</u> to the funder. All signatures required on this intent form will be initiated by the Sponsored Projects Office.

The following information will help you navigate the information required for the Sponsored Projects Office to begin the review process of your proposal.

1. Enter the date you complete the form.
2. Enter the name of the Principal Investigator (PI)/Project Director (PD) that will take the lead on this project. Principal Investigator (used interchangeably with Project Director) is the individual designated by the university to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award.
3. Enter the email address of the PI/PD.
4. Enter the name of the Division or Center where the award will be housed (e.g., Computer Science, Abby's House, Health and Exercise Science, CELYD, etc.)
5. Enter the name of the PI/PD's direct supervisor that will approve of their participation in the project. It is the responsibility of the PI/PD to consult with their supervisor of this project prior to the submission of this form.
6. Enter the name of the anticipated Administrative Support Staff that will assist with travel, budgets, pay adjusts, purchasing and any other administrative duties associated with this project.
7. Enter the name of the supervisor for the anticipated Administrative Support Staff as designated by your supervisor.
8. Enter the name of the anticipated Project Title.
9. Enter the name of the Funding agency you are submitting this proposal to.
10. Enter the website for the funding source where more information can be found.
11. What type of funding is this considered to be: Federal, State, Foundation, Other?
12. What type of proposal are you seeking: Are you applying for a new Grant, Contract, Subaward, or project through the Foundation? Or is this project an Amendment for an existing award, Renewal of an existing award, or a resubmission/revision of a previously attempted project? If it is an amendment, renewal, or resubmission/revision, please provide your previous SPO number that was originally assigned. If this is resubmission, please provide any feedback from the funder you may have received on your previous application.
13. What is the deadline of the grant? Please enter the date and time if applicable from the funder.
14. What is the proposed dollar amount you are requesting?
15. Tell us how you heard of this funding opportunity.
16. Will this project include human and/or animal test subjects? If yes, you will need to seek approval from the Institutional Research Board and/or the Institutional Animal Care and Use Committee. For information about this process please refer to the IRB website: https://wou.edu/irb/ or or the IACUC website: https://wou.edu/iacuc/.
17. Will the project include Cost-Share/Cost-Match? Cost-Share/Match is when a portion of the project or program costs are not covered by the funding agency. While the terms may be used interchangeably, the term matching is a specific type of cost sharing, typically used when a sponsor requires the university to "match" the sponsored funding according to specified ratio. Some

sponsors require the university to reflect their commitment to a project by sharing in its costs, however not all do.

18. Provide a brief description of this project and how it will benefit WOU. This can be just a paragraph or shorter in length to capture the essence of this project you are seeking financial support for.

After you have answered questions 1 – 18 please email the form back to the SPO (sponsoredprojects@wou.edu). ***Do not complete the signature section of this form***. *All signatures will be collected directly by the SPO staff via Adobe Sign*.

The information provided can change between the time the Intent form and the grant application are submitted. For example, the anticipated project title, dollar amount requested, etc. If this is the case, be sure to keep the SPO informed as these changes occur.

If you have any questions or need assistance completing this form please contact the Sponsored Projects Office at sponsoredprojects@wou.edu and we are happy to help.

Intent to Submit a Proposal for Grant Funding

Western Oregon UNIVERSITY

Complete and submit this form to the SPO (sponsoredprojects@wou.edu) as soon as a potential grantor has been identified and at least **14 business days before the grantor deadline**. All proposals for extramural support must be reviewed and <u>approved before submitting</u> to the funder. All signatures required on this intent form will be initiated by the Sponsored Projects Office.

1. Today's Date	
2. PI/PD's Name	
3. PI/PD's Email	
4. Division or Center where the award will be housed	
5. PI/PD's Supervisor's Name and Email	
6. Name and email of Anticipated Administrative Support	
7. Supervisor Name and email of Anticipated Administrative Support	
8. Anticipated Project Title	
9. Funding Agency Name	
10. Funding Source website	
11. Type of Funding Source	☐ Federal ☐ State ☐ Foundation ☐ Other:
12. Type of Proposal (Select all that apply)	☐ Grant ☐ Contract ☐ Subaward ☐ To WOU Foundation ☐ Amendment ☐ Renewal ☐ Resubmit/Revised Prior SPO #:
13. Deadline for Submission	
14. Proposed Dollar Amount Requested	$
15. How did you hear about this Funding opportunity?	
16. Will the project include Human and/or Animal test subjects?	☐ Yes ☐ No
17. Will the project include Cost-Share/Cost-Match?	☐ Yes ☐ No
18. Brief Description of this project and how it will benefit WOU	

Western Oregon
UNIVERSITY

All signatures required on this intent form will be initiated by the Sponsored Projects Office.

Approvers (Office Use Only)	Signatures (Office Use Only)
Project Lead	
Project Lead's Supervisor (Unit Supervisor, Dean, Division Chair, Or Center Director)	
Administrative Support's Direct Supervisor (Unit Supervisor, Dean, Division Chair, Or Center Director)	
WOU Foundation, if applicable	
SPO Approval	

TOGETHER WE
SUCCEED