

Complete and submit this form to the Sponsored Projects Office (ADM 205 or [sponsoredprojects@wou.edu](mailto:sponsoredprojects@wou.edu)) no later than **five business days before the pre-proposal submission deadline**. All proposals for extramural support must be reviewed and **approved before submitting** to the funder. ***All signatures required on this 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. Funding Agency Name	
7. Funding Source website	
8. Deadline for Pre-Proposal Submission	
9. Anticipated Pre-Proposal Decision Date?	
10. Anticipated Application Deadline if invited to submit full proposal?	
11. Will you need a letter of intent signed by SPO?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Will your pre-proposal require a Budget? If yes, include Attachment B	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Who will submit the pre-proposal? If SPO, please provide the link:	<input type="checkbox"/> SPO <input type="checkbox"/> PI/PD
14. Is there anything else you would like to share about this project?	

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Approvers (Office Use Only)	Signatures (Office Use Only)
<b>Project Lead</b>	
<b>Project Lead's Supervisor (Unit Supervisor, Dean, Division Chair, Or Center Director)</b>	
<b>WOU Foundation, if applicable</b>	
<b>SPO Approval</b>	