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**The Office of Sponsored Programs**

**Notice of Intent**

*(A Form of Intent to Submit a Grant Proposal)*

**SECTION A:**

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| **PRINCIPAL INVESTIGATOR (PI) INFORMATION:** | | | |
| **NAME - Principal Investigator/Project Director:**  *(Post Nominal (PhD, Ed.D, If any.)* | | | |
| **Phone:** | **Email:** | | ***ORCID ID:***  ***(If no ID- Register here*** [***ORCID-ID Register***](https://orcid.org/register) *,* ***then enter ID#:*** |
| **Title:** *(Rank / Title: Adjunct, Asst., Assoc. Prof, etc.)* | | **College/ Department:** | |
| **JCSU’S STRATEGIC PLANS:** | | | |
| **How Does This Project Aligns With The University’s Four Pillars of Strategic Initiatives:**  \_\_\_\_\_\_\_\_\_ **Strategic Initiative Pillar 1: - Academic Innovation**-(Deliver Signature Academic Programs)  \_\_\_\_\_\_\_\_\_ **Strategic Initiative Pillar 2: - Strong Professional Outcomes**-(Be a Critical Higher Ed. Partner To Employers)\_\_\_\_\_\_\_\_\_ **Strategic Initiative Pillar 3: - Seamless Pathways for Students**-(Develop Deeper Academic Partnerships)  \_\_\_\_\_\_\_\_**\_ Strategic Initiative Pillar 4: - Cohesive Retention Strategy**-(Implement A Cohesive Retention Strategy) | | | |
| **Which (University’s) Goal/s is this Project Aligned? Objective/s?** (Briefly list the appropriate objective to that goal)  \*You may refer to the JCSU Strategic Plans 2021 -2025 (attached) distributed by the Office of the SVPAA\*   |  |  | | --- | --- | | **Goal#** | **Objective:** | | **Goal#** | **Objective:** | | **Goal#** | **Objective:** | | **Goal#** | **Objective:** | | | | |
| **PROPOSAL INFORMATION:** | | | |
| **Title For This Project:** | | | |
| **State A Brief Scope Of Your Project Idea:** | | | |
| **Funding Agency:**  **Program/Opportunity Title:**  **Funding Opportunity/CFDA: #** | | **Letter of Intent Due Date & Time (if applicable):**  **Full Proposal Due Date & Time:** | |
| **Estimated Notification of Award Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Estimated Requested Award Amount:** | | ­­­**\_\_\_\_\_ New \_\_\_\_\_Continuation**  **\_\_\_\_\_Renewal \_\_\_\_\_Resubmission**  **\_\_\_\_\_Supplemental­** | |
| **Does this proposal require IRB Approval? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_I Do Not Know**  If yes, when will you submit an IRB application? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**mm/dd/yyyy **–** Enter N/A if not known**)** | | | |
| **SUBMISSION INFORMATION:** | | | |
| 1. Is this a collaborative venture? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Unsure   (If yes, please continue to answer the following questions. Use additional sheets if necessary)  \_\_\_\_\_**Internal** *- (List Name, Title at JCSU, College and/or Department –if not the same as yours - below.)*  \_\_\_\_\_**External** - *(List Name of the collaborator/s and their institution/s below.)*   |  |  |  |  | | --- | --- | --- | --- | | NAME | TITLE: | INSTITUTION/COLLEGE | DEPARTMENT/UNIT | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |  1. Is this a limited submission opportunity? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Unsure   (The sponsor/agency limits the number of applications an institution may submit)   1. Is **Cost Sharing** or **Matching Cost** required? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Unsure   If yes to #3, what is the minimal percentage and/or amount required? **\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **CURRENT & PENDING SUPPORT (S) (***Federally or Private Funded projects you are or planned to participate****)*** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Current –Effort:%: | Pending | Submission Planned in Near Future | Anticipated Period of Performance: |
| Project/Proposal Title: | | | |
| Current –Effort:%: | Pending | Submission Planned in Near Future |  |
| Project/Proposal Title: | | | |
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| (Also, if applicable, list other agencies to which this proposal has already been submitted) **USE ADDITIONAL SHEETS AS NECESSARY** |

**SECTION B:**

**Pre-Award Dean and Dept. Chair Questionnaire for Proposal Writers**

Please answer the following general and budget related questions about your proposal, which can be used as a planning tool to augment your Notice of Intent and facilitate discussions with your Dean and/or Department Chair. These questions may also serve as a basis for GSPAR’s drafting of your budget. *If a question is not relevant, it can be left blank. Please reach out to a member of GSPAR staff with any questions.*

**General Questions**

1. Has This Proposal Been Submitted Before: Click or tap here to enter text.
2. Submission Method (e.g., Grants.gov, Research.gov, mail): Click or tap here to enter text.
   1. Do you have a current account registered with the funding agency you are submitting for? If not, please create an account and send the login information to GSPAR no later than one week before the full proposal is due to GSPAR.
3. Are you submitting a proposal where JCSU is the Prime Grantee or a subawardee?
   1. If you are submitting a proposal where JCSU is a subawardee, indicate the Prime Grantee: Click or tap here to enter text.

**Pre-Submission Approvals**

1. Do you require any letter(s) of support for this proposal? Please select all that apply.

* 1. Choose an item.
  2. Choose an item.
  3. Choose an item.
  4. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget- Related Questions**

**Senior Personnel**

1. If you are a faculty member, will you require or want course release(s) for this work? If so, how many credits?
   1. Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. No
2. If you are a faculty member, will you require supplemental or summer pay for this work? If so, approximately how much time in hours [or credits] will you need or want to commit?
3. Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. No
5. If you are a staff member, will you be requiring pay for work on a special project or salary support?
6. Yes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. No
8. (For proposals where JCSU is the Prime Grantee only): Are you planning to have any co-PIs or other Key Personnel from other institutions as subawardees?
   1. If you have identified these individuals, please provide their names and institution. Click or tap here to enter text.
9. (For proposals where JCSU is the Prime Grantee only): Have the subawardee co-PIs or other Key Personnel provided you with the following required information?

Draft Budget

Budget Justification

1. Is there anything else that should be noted about your project team, such as an FTE Program Coordinator you will need to hire? Click or tap here to enter text.
2. Have you completed a salary release authorization form with HR? If not, please complete the form and send to GSPAR.

Yes

No

1. Will there be any cost sharing? If so, what will be the source for the funds needed for the cost sharing and have you received approval from the appropriate parties for these funds? Click or tap here to enter text.
2. Does the agency limit the indirect cost rate? If so, what is the limit?Click or tap here to enter text.
3. What percentage of your effort will go towards this project? Click or tap here to enter text.
4. Refer to JCSU’s Extra Compensation Policy for more information.

**Other Personnel**

1. Are you planning or hoping to hire undergraduate or hourly student workers? Click or tap here to enter text.
2. Are you planning or hoping to hire graduate assistants? Click or tap here to enter text.
3. Will these graduate assistants be involved in helping you with research? Click or tap here to enter text.
4. How many hours per week might you need this student help, on average? Click or tap here to enter text.
5. Will this be during the academic year, summer, or both? Click or tap here to enter text.
6. Are there any other part-time individuals (university assistants, adjuncts) that you hope to or will need to pay? Click or tap here to enter text.

**Fringe Benefits**

*Fringe benefits are the university’s contributions to an employee’s retirement, medical, life, and OPEB benefits, as well as FICA, Unemployment, and Worker’s Compensation. These vary by PT or FT work as well as by individual. Rates are obtained from Human Resources and cannot be reduced or waived in any case where an employee is paid through JCSU; these are distinct from indirect costs.*

1. Are you planning to include any institutions that have never had a federally negotiated indirect cost rate in this proposal (i.e., will a de minimus rate be required?) For example, some nonprofit organizations might not have a negotiated rate.

Yes

No

Unsure

**Equipment**

1. Will you need any capital equipment (a single item or an integrated suite of items costing over **$5,000** with a useful life of at least one year)? This is equipment that will be retained at and by JCSU. If so, how much will it cost? Click or tap here to enter text.

**Travel**

1. Will you be doing any local travel (driving) for this work? Click or tap here to enter text.
2. Will you be attending any meetings or conferences? Will other individuals from the project team need to travel with you? Click or tap here to enter text.
3. In the case of conferences, have you identified – or are you targeting – any particular conferences? Click or tap here to enter text.
4. Refer to JCSU’s Travel Policy for more information.

**Participant Support Costs**

1. Will there be participants (non-employees receiving formal training or attending conferences) on this project? Click or tap here to enter text.
2. Will these trainees need to receive tuition support, fellowship stipends, subsistence costs, and/or travel support? Click or tap here to enter text.

**Other Direct Costs**

**Subawards**

1. Are you submitting a proposal where JCSU is the Prime Grantee or a subawardee?

Prime Grantee (answer questions 35a, 35b, and 35c.)

Subawardee (jump to question 36)

1. For proposals where JCSU is the Prime Grantee only: Are you planning to have any co-PIs or other Key Personnel from other institutions as subawardees? Please see this [Subaward vs. Contractor checklist](https://thefdp.org/wp-content/uploads/subrecipent_vs_contractor_checklist.pdf) from the Federal Demonstration for Partnership to determine appropriate role. Click or tap here to enter text.
   1. If you have identified these individuals, please provide their names and institution. Click or tap here to enter text.

b. For proposals where JCSU is the Prime Grantee only: Have the subawardee PIs or other Key Personnel provided you with the following required information?

Scope of Work

Budget

Budget Justification

PI CV/Resume

c. For proposals where JCSU is the Prime Grantee only: briefly describe what will the subawardee(s) be doing. Click or tap here to enter text.

1. For proposals where JCSU is a subawardee: Have you provided the Prime Grantee PIs the following required information?

Scope of Work

Draft Budget

Budget Justification

PI CV/Resume

**Materials and Supplies**

1. What additional materials, supplies and consumables [items less than **$5,000**] might you need for this work? Click or tap here to enter text.

**Other Costs**

1. Publication Fees Click or tap here to enter text.
2. Independent Consultant Services Click or tap here to enter text.
3. Equipment Rental or Usage Fees Click or tap here to enter text.
4. Other Click or tap here to enter text.

**Facilities**

1. Will you need room/lab space from JCSU’s campus to conduct your project? If so, have you received approval from the appropriate Chair or Dean? Click or tap here to enter text.

**SECTION C:**

**Commitment from Applicant(s):**

1. This form exists: 1. to obtain approvals from your departmental chair and college dean for the proposed grant application submission, 2. to primarily inform and confirm with the Office of Sponsored Programs (OSP), the intent to submit and, 3. to inform the Office of the SVPAA of your intent to submit.
2. Follow the procedures to submit the signed form to the Office of Sponsored Programs by the dates stated.
3. Have your grant development team meetings and obtain information from the OSP’s pre-award staff and budget specialists of how to develop the grant proposal and reasonable budget.
4. If possible, have your grant proposal internally and/or externally reviewed before submitting your draft to the OSP for further review.
5. Submit **FINAL VERSIONS** of application documents to the OSP **five business days** prior to the deadline.

**Commitment from GSPAR**:

1. Provide grant proposal writing tips to Applicant(s) through either grant writing training workshops or individual meetings.
2. Notify Applicant(s) of any changes pursuant to the agency’s guidelines and the University policy and rules.
3. Review the application documents to ensure they comply with the agency’s guidelines and the University regulations.
4. Submit the proposal thru appropriate agency portals **at least two days** before the deadline. (On the condition, that applicant fulfills all requirements in time).

**SECTION D:**

**SIGNATURES:**

By signing this Notice of Intent (A form of intent to Submit a Grant Proposal), all parties agree to follow the procedures and abide by terms herein stated. Applicant(s) reserve(s) the right to withdraw from the application process for due cause by submitting a written notice to the Office of Sponsored Programs. Failure to fulfill commitment will result in cancellation of the grant application submission.

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| **APPROVALS AND SIGNATURES:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of PI/PD Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Department Chair/Head Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of Dean Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature of the Vice President of GSPAR Date**  This section is to be completed by the Office of Sponsored Programs Pre-Award Staff:  Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Full Proposal Due to GSPAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **IMPORTANT:**  \*Please submit this form to:    The Office of Sponsored Programs  **Attention:**  **Dr. Cayce Jamil**  **Assistant Director of Research Development and Strategic Alliances**  Email: [cjamil@jcsu.edu](mailto:cjamil@jcsu.edu)  Biddle Hall, Suite #225 - Tel: 704-378-1069  Or  **Kya Bates**  **Research & Grant Award Specialist I**  Email: [kjbates@jcsu.edu](mailto:kjbates@jcsu.edu)  Biddle Hall, Suite #225  Or  **Samantha Ryan**  **Research & Grant Award Specialist I**  Email: [saryan@jcsu.edu](mailto:saryan@jcsu.edu)  Biddle Hall, Suite #225  **\*** If this form is processed via DocuSign, it will automatically return to the Office of Sponsored Programs. |