



## OSP Form One Notice of Intent to Submit

**To the author:** The Notice of Intent to Submit a proposal must be submitted to the Office of Sponsored Programs no later than **15 business days** before the Proposal **due date to the funder**. Please attach a PDF copy of **Funding Opportunity/ RFP**.

### Principal Investigator:

First Name	*Alfreda	Last Name	*Hester
Phone Number	*(478) 396-8644	Email	*hestera@fvsu.edu
Department	*OSP		
University/Agency	*FVSu		
Is this submission a collaboration?	*No <input type="checkbox"/>		

# Guide to Notice of Intent (OSP Form One)

## Introduction

Before any proposal, prime or subaward, is submitted to a funding agency, it must be routed through the FVSU internal review process. The *Notice of Intent to Submit Form (OSP Form One)* is the first step in the process. It should be completed and returned to the Office of Sponsored Programs (OSP) as soon as possible, but no later than **15 business days** before the agency submission date.

The internal review process for external funding proposals ensures compliance with federal, state, and institutional regulations and promotes accuracy in all budgetary and institutional information. The second step is the *Proposal Submission Form (OSP Form Two)* along with the appropriate signatures and documents should be submitted no later than **10 business days** before the agency submission date.

To complete the forms please visit [www.fvsu.edu/sponsored-programs](http://www.fvsu.edu/sponsored-programs) Select **Resource Center** .

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# Notice of Intent to Submit Form (OSP Form Two)

## Section 1 Principal Investigator

Principal Investigator:	
First Name *	Alfreda
Last Name *	Hester
Phone Number *	
Email *	hestera@fvsu.edu
Department *	
University/Agency *	
Is this submission a collaboration? *	Yes ▼
Number of Co-Principals	4 ▼

### Section 1 **Principal investigator** information.

1. Enter the first name of principal investigator.
2. Enter the last name of principal investigator.
3. Enter FVSU phone number of principal investigator.
4. Enter FVU email address of principal investigator.
5. Enter principal investigator organizational department.
6. Enter phone number of principal investigator.
7. Is this submission a collaboration?
  - 7.1. If **Yes**. Select the number of Collaborate Principal Investigator(s). Enter the **Co-principal investigator** information for each. You may have as many as **four Co-principal investigator**
    - 7.1.1. Enter first name of Co-principal investigator.
    - 7.1.2. Enter last name of Co-principal investigator.
    - 7.1.3. Enter phone number of Co-principal investigator.
    - 7.1.4. Enter email address of Co-principal investigator.
    - 7.1.5. Enter phone number of Co-principal investigator.
    - 7.1.6. Enter the University/.Agency name of Co-principal investigator.



7.2. If **No**. Go to next section Funding Source information.

## Section 2

### Funding Source Information.

Use the funding announcement/RFP to complete the funding source information section. Please be reminded the current **Indirect Cost Rate (IDC) for FVSU is 36%**. The IDC may only change if the funding agency requires such in the RFP.

Funding Source Information:	
Funding Agency/Organization *	<input type="text"/>
CFDA# (If applicable):	<input type="text"/>
Program Title:	<input type="text"/>
Indirect Cost to be captured: *	<input type="text"/>
Submission Deadline: *	<input type="text"/>
I will provide the OSP with the final proposal for review on: *	<input type="text"/>
Attach Funding Opportunity:	<input type="button" value="Choose File"/> No file chosen
Is this a Sub-Award:	<input type="text" value="-- Choose --"/>
Does this proposal require an online submission:	<input type="text" value="-- Choose --"/>
Program/Solicitation #:	<input type="text"/>
Amount Requested:	<input type="text"/>
Institution limited to one proposal:	<input type="text" value="-- Choose --"/>
<small>(The IDC Rate is 36% (on-campus) unless otherwise stated by the Funder in writing)</small>	
Is there Cost-Share associated?	<input type="text" value="-- Choose --"/>

1. Enter name of Funding Agency/Organization.
2. Enter the legal name of the Funding Agency or Organization that will be funding the proposal submission.
3. Enter CDFA number\* if applicable  
***Catalog of Federal Domestic Assistance (CDFA) is the number assigned in awarding documents to most grants and cooperative agreements by the federal government.***
4. Enter the Program/Solicitation Number
5. Enter the Program Title assigned by the funding agency.
6. Enter Indirect Cost percentage the university may capture.
7. Is the university limited to submitting only one proposal? Yes or No
8. Enter the funder's submission deadline.

9. Enter the date you will submit the final to OSP.

***\*Reminder All Proposals should be submitted to OSP no later than 10 business days before the agency submission date.\****

10. Is there cost-shared associated? Yes or No

10.1. If Yes, define the type Cash Match or In-Kind

Attach Funding Opportunity:  No file chosen  
*Files over 25 MB will not be accepted*

Is this a Sub-Award:

Does this proposal require an online submission:

11. Please attach a copy of the complete funding opportunity.

***All Funding announcement/RFP must be in PDF format and cannot be more than 25MB. If you need help saving an RFP or any other document as a PDF please visit [here](#).***

12. Is this a subaward Yes or No

13. Does the proposal require online submission? Yes or No

***\*Reminder: Make sure that you have the credentials necessary to submit electronically example username and password for grants.gov\****

- \*  I understand I am required to submit the Proposal Submission Form (Form Two) 10 business days prior to the funder submission deadline to the Office of Sponsored Programs with all requested documentation.
- \*  All proposals are due to the OSP at least 10 business days before the due date to the funder. Any proposals submitted after this time frame may not be approved for submission.

\_\_\_\_\_  
 Signature Date

**Approval:**

OSP Approval Number \*

\_\_\_\_\_  
 OSP Signature Date

**Sign electronically** ✕

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Alfreda  
  
 Hester

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

14. Click to acknowledge that you have read and understand the statement.
15. Enter your First and Last name to electronically sign the form and Click submit.
16. Once you submit the Notice of Intent Form, you will receive an email from OSP with your approval number.

**From:** [noreply@fvsu.edu](mailto:noreply@fvsu.edu)  
**To:** [Hester, Alfreda B.](#)  
**Subject:** Notice of Intent to Submit  
**Date:** Tuesday, April 21, 2020 12:39:01 PM

**[CAUTION: External Email]:** This email originated from outside FVSU. Use caution replying or supplying information, clicking links or opening attachments. If you suspect the message is fraudulent, utilize the GoSecure IDR option in Outlook, or contact the FVSU Helpdesk at 478-825-6228 or by email, [ithelpdesk@fvsu.edu](mailto:ithelpdesk@fvsu.edu).

Thank you for submitting you Notice of Intent to Submit form. Your Approval code is OSP-20001. The next form you should submit is the Proposal Submission form, please remember that all proposals are due in **OSP at least ten (10) business days** prior to funder deadline.

Please visit your Dynamic Forms home page by clicking [here](#).