
Notice of Intent to Submit Proposal

Please submit this form 30 days prior to proposal submission or at the earliest possible time you are preparing to apply for external funding. Complete, ready-to-submit proposals must be received in the Office of Research no later than five (5) working days from the Sponsor or Funding Agency deadline; otherwise your proposal might not be submitted or will be submitted without a review, which could reduce your chances of funding.

Information on university requirements, policies, procedures and compliance may be found on the Office of Research website.

Today's Date

Sponsor/Funding Agency Deadline*

Is the deadline an

Principal Investigator Name*

Principal Investigator Email Address*

Principal Investigator Department*

Will this proposal be submitted via a Center?

Yes

No

If "yes," which Center

Other

Do you plan to incorporate services from any of the service centers on campus, such as CAFÉ (Center for Advancing Faculty Excellence), CITL (Center for Innovation in Teaching and Learning), iCube (virtual reality) or STEM (educational outreach), in your project?

Yes

No

If "yes," please select the applicable centers from the list below. Select all that apply.

CAFÉ

CITL

iCUBE

STEM

Other

Have you completed the [Responsible Conduct of Research \(RCR\) \(CITI\) training modules at TTU?](#)

Yes

No

Unsure

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Preliminary Proposal Title:

Sponsor or Funding Agency*

Solicitation Number, CFDA Number, or Program Name (if known)

Anticipated START date:

Anticipated END date:

Voluntary cost-sharing or match is strongly discouraged and will require administrative approval prior to proposal submission.

Is cost-sharing or match required by the sponsor or funding agency?



Initiate discussion regarding the source of match funds with your department chair, dean's office, and other relevant offices as soon as possible. Please provide documentation of requirement from agency or sponsor.

Cost Share or Match Documentation

Is a waiver of indirect costs required?

Please provide documentation of requirement from agency or sponsor.

Indirect Cost Waiver Documentation

List any special equipment or facilities needed for this project.

How will this proposal be submitted?

Grants.gov

NSF Fastlane or Research.gov

Other Agency Portal

Email

Other | Please Specify

How may the Office of Research assist (check all that apply)?

No assistance is requested.

Budget Development

Review of Proposal Against Solicitation Criteria

Proofreading and/or Editing

Proposal Planning

Application Forms

Letter of Intent or Pre-Proposal

Graphics Support

Indicate if any of the following could apply to your proposal or contract:

Conflict of Interest

Animal Subjects

Publication Restrictions

Human Subjects

Export Controls

Intellectual Property

Do you have additional TTU personnel or collaborators on the proposal you would like to list?

Yes

No

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Outside Entities

Will the project involve outside entities?

- Yes
 No

If "yes," check all that apply

Contractors**

Subrecipients**

Volunteers

Other

**See the [Checklist to Determine Subrecipient or Contractor Classification](#) for definitions of "contractor" and "subrecipient."

Is Tennessee Tech the lead institution on this collaborative proposal?

- Yes
 No

If you decide not to submit a proposal after you have already turned in the Notice of Intent to Submit, please inform the Office of research@tntech.edu.