



OSU Institute of Technology
Workforce & Economic Development
Grant Office

INTENT TO SUBMIT FORM

The goal of the Intent to Submit (ITS) Form is to inform all appropriate individuals of your interest and commitment to submit a grant proposal to an external agency. The form will also allow the Grant Office to provide you with grant and budget development assistance. We recommend submission of this form a minimum of 90 days prior to the submission date. If you have any questions regarding the content of this form, please contact Anna Dinsmore-Hearn at 918-293-5178 or email anna.dinsmore@okstate.edu

Type of Proposal: [] NEW [] CONTINUATION [] RENEWAL [] SUPPLEMENTAL [] REVISION / RESUBMISSION
Additional Attributes: [] GRANT [] CONTRACT [] SUBCONTRACT [] FELLOWSHIP [] COOPERATIVE AGREEMENT
Submission Due Date of Grant: _____ Submit through OSUIT Foundation? [] YES [] NO

Principal Investigator/Project Director (PI/PD): _____ Department: _____

E-mail: _____ Phone: _____

Co-PI/PD _____ Department: _____

E-mail: _____ Phone: _____

Title of Proposal (Tentative): _____

Funding Agency: _____ CFDA# (if applicable): _____

Project Begin Date: _____ Project End Date: _____ Abstract Attached: [] YES [] NO

Max Amount Agency will fund, Per Year: _____ Total: _____

BUDGET SPECIFICS:

YES NO
[] [] Does this proposal involve cost sharing?
If YES, what is the source of funds: _____

[] [] Does this proposal require matching funds?
If YES, has this been discussed with your Chair? [] YES [] NO
If YES, what is the ratio: _____
If YES, what is the source of funds: _____

[] [] Does this proposal involve subcontracts?
If YES, with whom: _____
If YES, is OSUIT the lead institution: [] YES [] NO

PROJECT SPECIFICS:

YES NO

Will additional lab/room space be required for this project?
If YES, I require approx. _____ sq./ft. and have discussed this matters with _____

Will additional Office of Information Technology support be required for this project?
If YES, I have discussed this matter with _____

Will the project be located on campus? If NO, please specify where: _____

Will humans be used as subjects in this research?

Will animals be used as subjects in this research?

PERSONNEL COMMITMENTS:

YES NO

Are you planning on collaborating with anyone else?
If YES, with whom and from what department/university: _____

This proposal will request support for positions not already established within the University.
If YES, please attach information detailing position(s), source of internal support (if any) during the term of the project and the UCO commitment at the close of the project.

This proposal will provide reassignment time for the PI/PD, or anyone else working on the project.
If YES, what is the estimated % of time and effort? **Academic Year:** _____ **Summer:** _____

Will Research/Teaching Assistants be included in this proposal? **Salary Included:** _____

Signature of Principal Investigator/Project Director

Date

Signature of Dean/Supervisor

Date

Signature of Associate VP – Workforce & Economic Development

Date

Signature of Grant Writer

Date

For any additional comments, please attach a separate sheet of paper.
**Return completed and signed form to: OSUIT Grant Office, Donald W. Reynolds Training Center, Suite 108 or
anna.dinsmore@okstate.edu**