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**INTENT TO SUBMIT FOR A GRANT OPPORTUNITY**

An Intent to Submit form should be completed as soon as the PI identifies a grant funding opportunity. The Office of Sponsored Programs (OSP) cannot assist a PI/PD until a signed “Intent to Submit” form is received. **Upon receipt of the Intent to Submit form, OSP will email the form to the PI/PD’s immediate supervisor as a courtesy to alert them that a grant application may be coming.** It is the PIs responsibility to follow up and discuss the grant application with their supervisor. The form (page 1) must be completed and emailed to the Office of Sponsored Programs at grants@wvstateu.edu. Please review the instructions on page 2 and contact the OSP at 304-204-4005 with any questions.

*Grant Opportunity Information*:

1. **Principal Investigator/Project Director**: Click here to enter text.
2. **PI Department & Supervisor Name**:   Click here to enter text.
3. **Proposed Project Title**:  Click here to enter text.
4. **Proposal Type:** [ ]  New [ ]  Resubmission
5. **WVSU would be the:**[ ]  Prime Awardee [ ]  Sub Awardee
6. **Project Type: If you choose two or more types, indicate the percent dedicated for each project type below. *(e.g. 60% Outreach – 40% Research)***

[ ] Research Enter %[ ]  Extension Enter % [ ]  Outreach Enter %

 [ ]  Instruction Enter % [ ]  Institutional Support Enter %

1. **Projected Project Period**: Click arrow to select a date. **to** Click arrow to select a date.
2. **Submission Deadline**: Click arrow to select a date.
3. **Application Instructions / Forms URL:** Enter URL. Attach application instructions to email if not available online.
4. **Funding Agency:**  Click here to enter text.
5. **Total Project Costs Direct Costs Indirect Costs Cost-Sharing**

|  |  |  |  |
| --- | --- | --- | --- |
| Enter Total Project Cost. | Enter Direct Amount.  | Enter Indirect Amount. | Enter Cost-sharing. |

1. **Indirect Costs Allowed?** [ ]  Yes [ ]  No **If yes, where will activities occur?** [ ]  On Campus [ ]  Off Campus

*Critical Items & Resources Required*:

1. **Is Institutional cost-sharing required? If yes, list source.**  [ ]  Yes: List Source [ ]  No
2. **Will release time be required?** [ ] Yes [ ]  No
3. [ ] [ ] **Please indicate below the FTE committed to the project.**

 [ ]  Calendar Enter FTE [ ]  Academic Enter FTE [ ]  Summer Enter FTE

1. **Please indicate whether the grant proposes to hire new employees.** [ ]  Yes [ ]  No
2. **Will new major equipment be acquired (>$4,999):** [ ]  Yes [ ]  No
3. **Will additional space accommodations or other resources be needed?**

 [ ]  No, existing space will be used [ ]  Yes: Please explain here.

 [ ]  Other resources required: Please explain here.

1. **Purpose/Goal of Project (max 200 words)**:

Click here to enter text.

20. **Acknowledgement of responsibilities**: Please review the following statement and the WVSU OSP Pre-Award Roles and Responsibility Matrix beginning on the page below. By submitting this form the Principal Investigator (PI)/Project Director (PD) acknowledges and agrees that they have reviewed the WVSU OSP Pre-Award Roles and Responsibilities Matrix and that it is the responsibility of the Pi/PD to ensure their grant application is congruent with the Request for Proposal and grant application instructions. The Office of Sponsored Programs will assist you to make sure the application is complete.

**INSTRUCTIONS FOR COMPLETING INTENT TO SUBMIT FORM**

Please carefully review the instructions below when completing the Intent to Submit form. If you have any questions or need clarification about the information required for the form, please contact the Office of Sponsored Programs at grants@wvstateu.edu or by phone at 304-204-4005.

1. **Principal Investigator/Project Director:** Enter the name of the Principal Investigator or Project Director (PI/PD). The PI/PD is the person with the primary responsibility of preparing the grant proposal and carrying out the scope of work if the grant proposal is awarded.
2. **PI Department & Supervisor Name:** List the Department of the University in which the PI/PD works and the PI/PD’s supervisor.
3. **Proposed Project Title:** Please enter the proposed project title.
4. **Proposal Type:** Indicate whether the grant proposal/opportunity is a new proposal or a resubmission. A resubmission is a grant proposal that was previously submitted to the same sponsor and was unsuccessful in obtaining funding.
5. **Prime/Sub awardee:** Indicate whether or not the grant proposal will be submitted as a prime award or subaward. A prime award is an award that comes directly from a funding agency, usually a governmental body or foundation. A subaward is an award that is received through another entity who is the prime awardee.
6. **Project Type:** Select the university functions that the grant opportunity will support by checking the appropriate box(es). At times, grant opportunities may support more than one function. If your grant opportunity is intended to support more than one function, please select both functions and indicate the percentage of the grant that will be dedicated to each function. Double-check that the indicated percentages add to 100%.
7. **Projected Project Period**: Use the drop down arrows to select the project beginning date and ending date. This information is often found in the application instructions.
8. **Submission Deadline:** Please indicate when the grant proposal is required to be submitted. Remember that the **complete grant application and signed internal approval** form will need to be submitted to the Office of Sponsored Programs at least 7 full business days prior to the submission deadline to ensure that the internal approval process with Research Administration can be completed and the grant proposal is submitted 48 hours in advance of the deadline. Please note holidays and weekends are not considered business days. It is the PI’s responsibility to obtain the necessary non-Research Administration signatures on the Internal Approval form before submission to OSP.
9. **Application Instructions and Forms URL:** Please link to the application instructions and forms. If the instructions and forms are not available on the web, please attach the application instructions and forms to the Intent to Submit form.
10. **Funding Agency:** Indicate the entity to which the grant proposal will be submitted.
11. **Project Costs**:
* Under ‘Total Project Costs’ please enter the sum of the direct, indirect, and cost-sharing costs.
* Direct costs are those costs which will directly support the project, such as supplies, PI/PD personnel costs, travel, etc.
* Indirect costs are the cost associated with the administration of the award. Indirect costs are similar to overhead costs. These costs pay for utility costs, payment processing, administrative staff, etc. Please use WVSU’s most recent indirect cost rate agreement. For instructions on how to calculate the indirect costs, please see the OSP’s “Tips for Calculating Indirect Cost” under the “Office of Sponsored Programs” webpage found [here](http://www.wvstateu.edu/Research/Guidelines-and-Procedures.aspx).
1. **Indirect Costs**: Review the grant applications instructions to verify whether or not indirect costs are allowed.

**Grant Activities:** Select where the proposed grant activities will take place. Any property owned or leased by the University is considered on-campus, even if it is not located on the Institute campus.

1. **Cost Sharing**: Indicate whether the grant opportunity requires cost-sharing. Sometimes, grant application instructions will encourage cost-sharing but it is not required. If cost-sharing is only encouraged, please select no to this question. If cost-sharing is required, please list the source of the cost sharing if known.
2. **Release time:** Release time is typically required for full time faculty who are committing 25% or more of their time to the sponsored projects. For example, if you already have externally sponsored project where your commitment is 15% and you are proposing 10% on this opportunity, release time is generally required.
3. **Commitment to Project:** Please indicate the Full-time Equivalent (FTE) commitment for each relevant calendar type. WVSU requires at least at 10% commitment to a project from the PI/PD. Additionally, many funding agencies will only approve personnel costs for two summer months. Please double-check the grant application instructions and funding agency guidelines for effort commitment requirements and restrictions. Contact OSP if you have questions about calculating the FTE.
4. **New Employees:** Please indicate whether or not the grant will fund new employee positions (either full-time or part-time) that will be hired if the grant is awarded.
5. **Major Equipment Acquisition:** Please indicate whether or not equipment with an acquisition cost of $4,999 or more will be included in the grant proposal.
6. **Additional accommodation or other resources:** Select whether or not additional accommodations (i.e. additional space/modification of existing space) will be needed for equipment purchases. Please also indicate any other resources that will be needed that will not be included in the grant proposal such as software or maintenance costs.
7. **Purpose/Goal of Project:** Please summarize the goal/purpose of your proposed project.
8. **Acknowledgement of Responsibilities:** Please review the statement on number 20 and the WVSU OSP Pre-Award Roles and Responsibilities Matrix starting on the page below. By submitting this form, the Principal Investigator (PI)/Project Director (PD) acknowledges and agrees that they have reviewed the WVSU OSP Pre-Award Roles and Responsibilities Matrix and that it is the responsibility of the PI/PD to ensure their grant application is congruent with the Request for Proposal and grant application instructions. The Office of Sponsored Programs will assist you to make sure the application is complete.

**Pre-Award & Post Award Roles & Responsibilities for Principal Investigators and Project Directors at**

**West Virginia State University**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RESPONSIBILITY** |  |  |  |  |  |  |  |
| Contact the OSP of intention to apply for external funding |  |  |  |  |  |
| Communicate with Department Head, Dean, Supervisor, Vice President, collaborators, Co-PIs, and other participants about details of project |  |  |  |  |  |
| Develop initial scope of work/project narrative |  |  |  |  |  |
| Develop initial budget and budget justification |  |  |  |  |  |
| Request and document approval for cost sharing |  |  |  |  |  |
| Provide documentation for cost sharing |  |  |  |  |  |  |
| Prepare a final version of the proposal |
| Obtain all Non-Research Administration signatures on the Internal Approval form before submitting to OSP |  |  |  |  |  |
| Provide complete and final hard copy and electronic files of proposal to OSP 7 full business days in advance of sponsor deadline |  |  |  |  |  |
| Negotiate material transfer, confidentiality agreements and intellectual property |  |  |  |  |  |
| Seek and Obtain Internal Review Board (IRB) approval  |  |  |  |  |
| Prepare & submit protocols for research involving human subjects, animal use, and biosafety hazards |  |  |  |  |
| Verify investigators are submitting protocols to appropriate compliance committee |  |  |  |  |  |
| Provide documentation of certification and representations to sponsors |  |  |  |  |  |
| Agree to terms and conditions regarding performance clauses |  |  |  |  |  |
| Provide documentation of certifications of approvals to sponsors |  |  |  |  |  |
| Initiate requests for subawards |  |  |  |  |  |  |
| Complete time & effort reports including approving certification of other personnel |  |  |  |  |  |
| Verify allow ability reasonableness, allocability and consistency of expenditures |  |  |  |  |  |
| Initiate and encumber personnel transactions |  |  |  |  |  |
| Certify cost sharing & provide to Post-Award |  |  |  |  |  |
| Review expenditures in restricted budget categories |  |  |  |  |  |
| Initiate request for re-budgeting & cost transfers |  |  |  |  |  |
| Work with Office of Sponsored Programs to Request no-cost time extensions  |  |  |  |  |  |
| Approve payment of sub-recipient invoices |  |  |  |  |  |
| Conduct the sponsored project & provide overall oversight on all research activities |  |  |  |  |  |
| Prepare & submit technical reports & provide other deliverables to the sponsor as required |  |  |  |  |  |
| Provide oversight on the implementation of University state, and federal policies and regulations |  |  |  |  |
| Review programmatic changes to the project |  |  |  |  |  |
| Provide information for financial reports |  |  |  |  |  |
| Document cost sharing funds as required |  |  |  |  |  |
| Respond to close checklist & confirm award termination |  |  |  |  |  |
| Prepare & submit final technical report to sponsor |  |  |  |  |  |
| Prepare & submit to Business and Finance final invoices |  |  |  |  |  |