

SIUC Office of Research Development and Administration

Notification of Intent to Apply to a Grant Program

When a funding agency limits the number of proposals per institution for a particular grant program and more researchers want to apply than are allowed, the University must decide which proposals are to be submitted to the program. To facilitate a fair and reasonable decision process, principal investigators planning to submit grant applications to such a program are required to submit this Notification of Intent form to ORDA **at least 45 calendar days before the agency deadline.**

If the PI misses the deadline for notification, priority will be given to notifications of intent in the order in which they were received by ORDA.

If the notifications received exceed the number of proposals permitted per institution, the PI will be notified that a 3- to 5-page project description, 1-page budget, and PI curriculum vitas will be due to ORDA 1 week after the notification of intent deadline. The Office of the Vice Chancellor for Research (OVCR) will establish a committee to oversee the proposal selection. (Note: Holiday breaks or other circumstances may necessitate lengthening the deadline for a particular program. Any such exception will be announced in *Research Matters*, ORDA's newsletter, www.siu.edu/orda/rm, or on ORDA's home page.)

PI Name _____
Dept. _____ E-mail _____

Co-PI Name _____
Dept. _____ E-mail _____

Funding Agency and Program _____

Submission Deadline _____

Project Title _____

Brief Description of Project _____

Outside collaborators? yes____ no____
If yes, is SIUC the lead institution on the grant? yes____ no____
(Note: All subcontractors must provide a budget and an authorized institutional approval letter at time of final proposal submission.)

Grant program requires cost-sharing? yes, ____% no____
Matching funds will be requested from OVCR? yes____ no____

This form may be delivered to ORDA, Woody Hall C-206 or mailcode 4709, e-mailed as an attachment to orda@siu.edu, or faxed to 453-8038.