



Kennesaw State University Office of Research

Intent to Submit a Grant or Contract Proposal

Completion of this form is requested of all faculty members planning to prepare a grant or contract proposal to any external sponsor. The form will be used to coordinate resources for support of proposal development for both internal & external submissions.

***Recommended: Submit 30 days prior to agency deadline, 60 days for complex proposals**

Complete and submit this form via email to the Office of Research at sponprog2@kennesaw.edu. Once received a pre-award specialist will contact the PI to schedule a planning meeting.

PI Name:

PI College:

PI Department:

PI Campus:

Campus Phone Number:

Campus Email (must be @kennesaw.edu):

Type of Project: Research Service
 Instruction
 Other

Project Title (working):

Estimated Project Budget (working):

Type of Funding: Federal Private Industry Other
 State Foundation
 Local Internal



Name of Sponsor:

Weblink to RFP:

Submission Deadline Date:

Submission Deadline Time & Time Zone:

Is KSU the lead institution/prime? Yes No

If no, who is the lead institution/prime:

Sponsor Contact Name:

Sponsor Phone Number:

Anticipated Start Date: _____ Duration (in months): _____

Research Performance Location: On Campus Off Campus

Will you work on this project during the academic year?: Yes No

Will you work on this project during the summer months?: Yes No

Will you issue a subcontract/subaward to another institution? Yes No

If yes, please list the name of the institution and the name of faculty member:

Will any of the following regulated activities be involved (select all that apply)?

- | | |
|--|---|
| <input type="checkbox"/> Human Subjects Research | <input type="checkbox"/> Animal Subjects Research |
| <input type="checkbox"/> Patents/Copyrights/Possible Invention | <input type="checkbox"/> Hazardous Materials |
| <input type="checkbox"/> Other (please explain) | |

How did you hear about this funding opportunity?

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> Pivot | <input type="checkbox"/> Referred by a colleague | <input type="checkbox"/> Other |
| <input type="checkbox"/> Grants Resource Center | <input type="checkbox"/> KSU Inform | |
| <input type="checkbox"/> Foundation Center | <input type="checkbox"/> KSU OOR Listserv | |
| | <input type="checkbox"/> Previously Applied/Resubmission | |