NSU NORFOLK STATE UNIVERSITY

Office of Sponsored Programs

For OSP Use Only
Date received:
Staff Assigned: **Click Here**
Date Completed:

Reset Form

Notification of Intent to Submit Proposal, White Paper or Letter of Intent

I. Submitter Information

Date Submitted to OSP:

Principal Investigator/Project Director:

Telephone Number: Fax Number: E-mail Address:

School/Unit: Click arrow to the right to select. Department/Center:

Title of Proposal:

II. Sponsor Information

Sponsor / Agency Name: CFDA, BAA or Agency Ref. No.:

Sponsor / Agency Submission Deadline: Your Intended Submission Date:

Contact Name:

Telephone Number: Fax Number:

URL (Agency Guidelines):

Submission Address:

III. Submission Information

Have you shared your intent to submit with your Department or Center Chair? Yes ☐ No ☐

Have you shared your intent to submit with your School or Unit? Yes ☐ No ☐

Is this a collaborative venture? Yes ☐ No ☐ Unsure ☐

Is this a limited submission opportunity? Yes ☐ No ☐ Unsure ☐

Is cost sharing or matching cost required? Yes ☐ No ☐ Unsure ☐

If yes, what is the minimal percentage and/or amount required?

_____ _____

Signature of PI/PD ***Date***

_____ _____

Signature of the Department Chairperson, Director or Dean ***Date***

Submit this form to:

Office of Sponsored Programs
700 Park Avenue, E.L. Hamm Fine Arts Building, Suite 212, Norfolk, VA 23504-8060
Voice: (757) 823-9053 Fax: (757) 823-2823
Email: osp@nsu.edu