



For OSP Use Only
Date received:
Staff Assigned:
Date Completed:

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: 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
 E-mail: osp@nsu.edu ~ Voice: (757) 823-9053 ~ Fax: (757) 823-2823