



Office of Research,
Scholarship, & Innovation

Notice of Intent to Submit a Proposal

Purpose

It is important to initiate a conversation about potential grant-funded work with your Chair and Dean prior to preparing your proposal. The purpose of this form is to formally notify respective Deans, Department Chairs, and Directors, as well as the Office of Research, Scholarship, and Innovation, of your intentions to submit a proposal. This form should be submitted once a funding opportunity has been identified and at least 4 weeks prior to the submission deadline following the instructions below. Failure to submit in a timely manner may negatively impact your ability to submit.

Procedure

1. Identify an appropriate funding opportunity announcement (FOA).
2. Discuss with potential collaborators, department chairs, deans, and other invested partners.
3. Complete and submit this form via email to tkneela8@naz.edu and *all impacted collaborators, deans, department chairs, and directors*.
4. Deans, chairs, and directors will review the form and raise any concerns they may have.

Please note: Submission of this form serves to notify senior leadership that you intend to submit. ***Submission is not meant as endorsement.*** Proposal submission is contingent on sign-off via the Grant Proposal Authorization Form once the application is complete.

Name:

Email Address:

Telephone Number:

Department:

Sponsor/Funder:

Funding Opportunity Announcement (FOA) Title:

FOA website:

Submission Due Date (mm/dd/yy):

Submission Type: Electronic Paper

Proposal Title:

List Proposed Faculty or Staff (including Program Director), Department, and Chair. Please list names in a separate document if more than four (4). *If you anticipate collaboration with another institution, please indicate that here.*

Name

Department

Chair

Brief description of the scholarly activity and explain how this relates to your program/department and your research, scholarship or creative activity endeavors (Limited to 400 words). Include any resource implications, if known.