



## Minimum Notice of Intent to Submit a Proposal Request

The Office of Sponsored Programs (OSP) recommends the **Proposal Submission Timeline Guide** to be followed. OSP has established a **Minimum Notice to Submit Deadline** (15 business days or less). This request form must be completed and signed with approval or disapproval **within 24 hours** of notifying OSP, if the minimum notice of intent to submit requirements are being requested. OSP gives priority to proposals that notify OSP in a timely manner. If the request to be submitted with minimum notice is approved, the proposal will be given minimal review and reasonable efforts will be made to complete the review and submission process before the sponsor's deadline. **However, a successful submission cannot be guaranteed due to the high volume of proposals during major deadlines.** OSP is not responsible for failed submissions of any proposals that did not meet the minimum requirements of the notice of intent to submit deadline. Additionally, there is no guarantee that UNK will be able to accept the terms and conditions of any award resulting from a late notice of intent to submit a proposal.

**All fields are required unless stated otherwise. Follow the instructions carefully. Please work with the OSP if you have any questions while completing this form. Fill out as much information as you can and the OSP will route it for signatures.**

### Section A. Project Overview

\_\_\_\_\_  
PI/PD/Mentor Name

\_\_\_\_\_  
PI/PD/Mentor Email

\_\_\_\_\_  
PI/PD/Mentor Department/Unit

\_\_\_\_\_  
PI/PD/Mentor College

\_\_\_\_\_  
FOA Number or URL

\_\_\_\_\_  
Name of Sponsor (*Who is paying UNK?*)

\_\_\_\_\_  
Project Period Start Date

\_\_\_\_\_  
Project Title

\_\_\_\_\_  
Project Period End Date

Provide a draft study aims, goals, abstract or brief description of project.

Provide budget details and justification (personnel effort, travel, supplies, operating, equipment etc.)

**Section B. Is UNK submitting the proposal directly to the sponsor?**      Yes      No (If 'No', skip to Section C.)

Sponsor Deadline Date:

Sponsor Deadline Time (Central):

(Must attach published documentation such as the Program Announcement. If deadline is unpublished, attach documentation from sponsor, such as an email, to verify deadline is mandatory.)

**Section C. Is UNK the subrecipient in a lead organization's proposal?**      Yes      No

Name of Lead Organization

Lead Organization's Grant/Sponsored Programs Contact Information

Date Due to Lead Organization:

Time Due to Lead Organization (Central):

(Attach documentation of deadline from sponsor to verify deadline is mandatory.)

**Section D. Additional Information**

Will you be traveling between now and the sponsor deadline?      Yes      No

Reason for Late Notice of Intent to Submit (select only one '1' reason)

New PI/PD

Late/Unexpected Invitation to Participate in Project

Late Discovery of Opportunity

Unaware of the Minimum Notice of Intent to Submit Deadline

Other - Explain

Provide explanation for the need for the request to be considered for OSP's Minimum Notice to Submit Deadline.

Does the sponsor allow submission to future grant cycles?      Yes      No

If yes, please provide a reason your proposal must be submitted this grant cycle and not the next grant cycle.

## **Signatures**

By submitting this request and providing my signature below, I acknowledge and agree that my proposal is outside OSP normal guidelines for submitting proposals and is subject to final review and approval by the Associate Vice Chancellor for Research and Creative Activity (AVCRCA). If approved, my proposal shall be reviewed in the order in which it is received subject to other proposals submitted prior to the deadline and other existing commitments. I agree to be responsive to OSP and understand that efforts will be made to submit the proposal but there is no guarantee that the proposal will be submitted in time to meet the sponsor's deadline.

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*PI/PD/Mentor Signature*

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*Date*

By signing this request form, I confirm that I have reviewed this request, discussed the proposal status and progress with the PI, and, if approved by the AVCRA, ensured that OSP will have all the required information to support this proposal.

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*PI/PD/Mentor Department Chair Signature*

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*Date*

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*PI/PD/Mentor College Dean Signature*

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*Date*

**AVCRCA and Director of OSP will review this exception request. The AVCRCA will have final approval authority.**

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*Director of the Office of Sponsored Programs Signature*

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*Date*

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*AVCRCA Approval Signature*

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*Date*