

NOTICE OF INTENT

Grant and contract submission

TODAY'S DATE: _____

The purpose of this form is to ease the proposal planning process for PIs and for Development staff. Please complete and submit the form to your Development Specialist. A detailed budget, budget narrative and scope of work must be submitted to CSE no later than 10 working days prior to submission date. We cannot guarantee CSE workload accommodation and meeting sponsor deadlines with less than 10 days.

Principal Investigator/Project Director Information:

Last name: _____ First name: _____
Title/position (e.g. Assistant Professor, Associate Professor, etc.): _____
Department/Center: _____ Dept. Chair or Center Director: _____
College/Division: _____ College Dean or Division VP: _____

Co-PI/PD Information:

Last name: _____ First name: _____
Title/position (e.g. Assistant Professor, Associate Professor, etc.): _____
Department/Center: _____ Dept. Chair or Center Director: _____
College/Division: _____ College Dean or Division VP: _____

IMPORTANT INFORMATION FOR PI. PLEASE ACKNOWLEDGE:

- COURSE RELEASE (RT):** I understand that I am required to inform Chairs and Deans of anticipated released time (RT) and additional employment, for ALL CSUC personnel on the project, prior to Campus Approval routing.
- COST SHARE:** I understand that if cost share/match is a requirement of this grant and the cost share is provided by my college, I will inform my college Dean, prior to Campus Approval routing.
- WORK AUTHORIZATION:** I understand that both myself and personnel listed on my grant must be authorized to work lawfully in the United States for Chico State Enterprises. (In accordance with the Immigration Reform and Control Act of 1986, proof of employment eligibility and identification are required at the time of hire. Please direct questions about this to Faculty Affairs office.)
- GRANT SPENDING:** In order to spend on this grant, I **MUST** receive clearance (and a project number) from CSE.

Proposal Information:

Funding agency/sponsor/prime applicant you will submit proposal to: _____

- If you have the RFP/RFA/FOA, please email it to your Development Specialist, along with this Notice of Intent.

Proposal Deadline _____ (If no submission deadline is required, identify the anticipated submission date, or "ASAP" if applicable.)

Your proposal title: _____

Target date to submit: _____ Will you (PI) submit or will CSE? PI CSE Not sure

Project start date: _____ Project end date: _____

This research will involve:

- Human Subjects Vertebrate animals Volunteers Minors Disabled Elderly

Sub-awards to be issued by Chico State Enterprises (CSE is lead applicant)

Name of institution(s): _____