

**Intent to Submit a Proposal for Grant Funding**  
 Questions? Contact FLO, Office of Sponsored Programs  
 ([holte3@spu.edu](mailto:holte3@spu.edu); 206-281-2218)



If you intend to write a grant proposal, you must submit an electronic copy of this form to the Faculty Life Office at least three weeks prior to the due date, but preferably as soon as you have decided to apply. All sponsored research proposals are submitted through the FLO Office for Sponsored Programs.

Today's Date	
Principal Investigator (PI)	
Department, School	
PI Contact information (email & phone)	
Co-PI (at SPU or other Institutions)	
Lead Institution	SPU      Other      Name
Anticipated Project Title	
Brief Project Abstract (2-4 sentences)	
Funding Agency (Murdock, NIH, NSF, etc.)	
Website for RFP	
Federal Program Announcement (PA) or CFDA#	
Type of proposal	Letter of Intent      New proposal continuing project New Project      Revised / Resubmit
Type of project	Research      Curriculum Development Instruction/Training/TA      Equipment Public Service/Outreach      Contract Other (please describe)
Earliest funding date of awarding agency	
Deadline for Submission (Date & PST Time)	
Type of submission	U.S. Postal Service Postmark      On-line submission Email      Other (describe)
Approximate amount to be requested	\$
Allowable fringe benefits (OPE) and/or indirect costs (% or amount)	

## Intent to Submit Proposal for Grant Funding

Questions? Contact FLO, Office of Sponsored Research ([holte3@spu.edu](mailto:holte3@spu.edu); 206-281-2218)

Does the RFP require SPU cost sharing or SPU matching funds?	No	Yes	Amount/percentage?
	Fund   ORG   ACCT#		
Will SPU be a sub-award?	No	Yes	
Will there be other sub-awards?	No	Yes	(Name)
Will the grant include the use of human subjects? If Yes, status of IRB application	No	Yes	
	Pending	IRB# & Approval Date:	
Will the grant affect faculty load?	No	Yes	Overload - or -
		Yes	Load release # of credits:
(Include tentative explanation how department may handle load implications: adjust curriculum, hire adjunct etc.)			
If the granting agency requires proof of training (e.g. Protecting human subjects responsible conduct of research, or conflict of interest), are training certificates on file with FLO? Certificates must be on file before the grant will be submitted.	No	Yes	N/A
<b>Conflict of Interest:</b> Any proposed project or relationship with external funders requires the disclosure of significant financial interest that present an actual or potential conflict of interest for investigators involved in this project. A conflict of interest is defined as the Investigator(s), spouses, or dependent children in aggregate having a greater than 5% equity investment or receipt of \$5,000 or more from the proposed funder.	Will this proposal pose a conflict of interest?  No      Yes      (see below)  Provide disclosure in hard copy to the Research Integrity Officer as instructed by SPU policy. <a href="https://spu.edu/administration/faculty-life-office-new/scholarship-grants-and-awards/office-of-sponsored-programs/responsible-conduct-of-research">https://spu.edu/administration/faculty-life-office-new/scholarship-grants-and-awards/office-of-sponsored-programs/responsible-conduct-of-research</a> .		
<b>Office</b>	<b>Signature</b>	<b>Date</b>	
Principal Investigator			
Department Chair			
Dean or Dean designee (Signature indicates that the Dean understands and approves the financial, load and curricular implications for Seattle Pacific University.)			
Received by Office of Sponsored Programs			