

**HAMPTON UNIVERSITY
INTENT TO SUBMIT A PROPOSAL**

Proposals with established deadlines should be submitted to the Office of Sponsored Programs for processing at least 7(SEVEN) days prior to the deadline. The proposal should be in its final draft when submitted for approval. Rev: Apr 22, 2011

Select One: New _____ Continuation _____ Renewal _____

Date: _____ School and/or Major Area: _____

Principal Investigator, person writing the proposal, or person to contact regarding proposal:

Phone: _____ Funding Agency: _____

Program: _____ Solicitation Number: _____

Deadline date for submission of proposal: _____

Estimated Value of Grant/Contract: \$ _____ Projected number of years of project: _____

General nature of proposal and relationship to existing program (Select One):

Research _____ Training _____ Other _____

Brief Description: _____

Will Project Require Release Time: Yes _____ No _____

If yes, explain _____

Additional Space? No _____ Yes _____

Matching Funds? No _____ Yes _____

If yes, explain _____

Is Indirect Cost Rate (IDC) less than current university rate? No _____ Yes _____

(List rate, attach documentation from the agency or a detailed justification) _____

Is Technology/Equipment/Instrumentation included in budget? No _____ Yes _____

If no, explain _____

Are Travel funds included in the budget? No _____ Yes _____

If no, explain _____

Signed (Principal Investigator/Project Director): _____

AUTHORIZATION TO PROCEED

Department Chair/Supervisor

School Dean/Budget Executive

Vice President for Development
(Foundation/Corporation/Individuals Only)

Provost (or Vice President)

Associate Vice President Office of Governmental Relations