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***Intent to Submit Grant Proposal***

*The Intent to Submit form is an internal requirement for submitting grant proposals. It is to be completed once funding has been identified and a decision has been made to prepare a proposal. Your completion of this form enables the Office of Sponsored Programs (OSP) to better serve you. We appreciate your cooperation!*

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| --- | --- | --- | --- | --- | --- |
| **Today's Date:** |  | **Due Date:** |  |  |  |

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| --- | --- | --- | --- |
| **Principal Investigator:** |  | | |
| **Department:** |  | **Phone:** |  |

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| --- | --- | --- | --- |
| **Co-Principal Investigator (if applicable):** |  | | |
| **Department:** |  | **Phone:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Title:** |  | | |
| **Project Title:** |  | | |
| **Sponsoring Agency:** | |  | |
| **Announcement Number:** | | |  |

**Please attach the solicitation with this form.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **If Collaborating, then list:** |  | | | | | | |
| **Collaborating Agency/ies:** |  | | | | | | |
| **PI w/ Collaborating Agency/ies:** |  | | | | | | |
|  |  | | | | | | |
| **Is TCU the Lead Institution?** | **Yes** |  | **No** |  |  |  |  |

**The OSP invites you to meet with us for further assistance. Please forward or email this form to the OSP as soon as possible. We are located in Sadler Hall, Suite 1015 or TCU Box 297023. We look forward to servicing your proposal needs.**

FOR OSR USE ONLY

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| **Received in the OSP** | Date: |  | | | | | |
| **Received Subcontractor form from PI:** | Yes | No | Date: | | |  | |
| **Received Solicitation from PI:** | Yes | No | Date: | | |  | |
| **Reviewed with PI:** | **Yes** | **No** | Date: | | |  | |
|  |  |  |  |  |  | |  | |