|  |  |
| --- | --- |
| **DATE** |   |
| **PI NAME** |   |
| **Full-Time Faculty? Yes or No** |  Yes [ ]  No [ ]  |
| If proposed PI is not full-time faculty, dean or director must request exemption to this requirement. |
| **OTHER PI’s or CO-I’s** |  |
| **TELEPHONE NUMBER** |   |
| **DEPARTMENT and COLLEGE** |  |
| **EMAIL** |   |
| **AGENCY** |  |
| **PERIOD OF PERFORMANCE** |  |
| **LEAD INSTITUTION (If not AAMU)** |  |
| **CFDA#** |  |
| **PROGRAM SOLICITATION #** |  |
| **PROGRAM TITLE** |  |
| **AGENCY DEADLINE** |  Date/Time:  |
|  **If AAMU is subcontract, date due to prime (lead institution)** |  |
| **AAMU PROPOSAL TITLE** |  |
|  **AMOUNT** |  |
| **LIMITED SUBMISSION**  |  (YES or NO)  |
| **Is Cost-Share or Matching Funds required or proposed?** |  Yes [ ]  **or** No [ ] . **If YES**, complete and submit the [Cost-Share Form](https://www.aamu.edu/research-economic-development/sponsored-programs/_documents/aamu-cost-share-guidelines.pdf) available under the Pre-Award Forms Section on the ORSP website. |
| **Is reduced IDC rate required** **by agency?** |  YES or NO. NO If YES, what percentage? \_\_\_\_\_\_\_\_\_\_\_ |
|  **Is this a new proposal or continuation/renewal?**  |  New [ ]  Continuation or renewal [ ]  |
| **Will AAMU issue a Teaming Agreement, Subaward or Subcontract proposal to another?**  |  (YES or NO)  |
| **If yes, to whom?** |  |
| **Date to submit draft proposal to OSP** **(10 working days prior to agency due date)** |   |
| **Date to submit final proposal to OSP** **(4 working days prior to agency due date)** |   |

Return the *Notice of Intent to Submit* form to OSP (OSP@aamu.edu) at least **30 days prior** to the proposal due date or as soon as a decision to propose has been made. Carnegie Building - 2nd Floor, Normal, AL 35762 Telephone: (256) 372-5675 Fax: (256) 372-5030