Appendix C
OSPRA Grant Application
Pre-Notification form
External Grant Application Pre-Notification Form

Office of Sponsored Projects and Research Administration (OSPRA)

To facilitate the processing of grant applications, OSPRA requires the submission of this form a **minimum of 15 business days** prior to the grant submission deadline. Please submit the form electronically to sponsored.projects@usi.edu

**Date:**

### Principle Investigator (PI) Information
Name: 
Phone: 
Email: 
Department:

### Funding Agency Information
Name of Agency: 
Website: 
Specific Program Name: 
*Please provide the grant guidelines (attach or provide a link to their location on the web)*

### Grant Application Information

- **Submission Method**
  - ☐ Electronic / Web form
  - ☐ Email
  - ☐ Hard copy via regular mail
  - ☐ Other Method - Describe

- **Submission Deadline Date (date, time, and time zone):**

- **Maximum award amount:** $

- **Agency Specific Budget Form:**
  - ☐ Provided
  - ☐ Not Provided

- **Award Availability** *(Is this a one-time funding opportunity or is this available on recurring basis ex. annually)*
  - ☐ One-time funding opportunity
  - ☐ Recurring opportunity
  - ☐ Do not know

- **Cost-Share**
  - ☐ Required
  - ☐ Not required
  - ☐ Do not know

- **Will international travel be a part of this proposal?**
  - ☐ Yes
  - ☐ No
  - ☐ Undecided

If yes, list the destination city/country:

*Please note that it is the PI’s responsibility to contact Travel Services and Risk Management for updated international travel policy information. You may also visit the U.S. Department of State website on travel warnings: travel.state.gov*

**Names, roles and contact information of all key people involved in the proposal development (besides PI):**
A brief description of the project:

My signature below indicates that I have read and understand the USI OSPRA Grant Management Guide (available at: http://www.usi.edu/ospra/grant-management-guide) and agree to follow the terms set forth in the preparation, submission, and administration of this application.

Principle Investigator: _____________________________  Date: ________________________

Once this form is received, OSPRA will create an application package in Cayuse 424, USI’s grant proposal development software. PI’s will receive notification that they have access to the application package and may begin uploading documents into Cayuse 424. For more information on this process and using Cayuse, visit our website at usi.edu/ospra or contact your grant administrator:

Grant Administrator for:

- Academic Affairs
- College of Business
- College of Liberal Arts
- Outreach and Engagement

Rebecca Deeg: rdeeg@usi.edu, 228-5149

Grant Administrator for:

- College of Nursing and Health Professions
- Pott College of Science, Engineering, and Education
- Student Affairs

Emily Lynn: eslynn@usi.edu, 465-1126