

PREVIEW

Pre-Notice for USI External Grants or Contracts

To facilitate the processing of all external grant applications and contracts (including subrecipient and vendor contracts), OSPR requires the submission of this form a **minimum of 15 business days** prior to the grant application/contract proposal submission deadline.

For more information on the processing of external grants or contracts, please visit the [Grants and Sponsored Projects](#) page of the OSPR website.

Principal Investigator (PI) Information:

First Name:

Last Name:

E-mail:

Phone:

PI's Department Information

Department:

Department Chair or
Direct Supervisor
Name:

Chair or Direct
Supervisor E-mail:

Is this project a grant or contract?

☐ Grant

☐ Contract

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Grant Funding Agency Information:

Name of Granting
Agency:

Website:

Specific Program
Name:

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Grant/Contract Submission Method

- ☐ Electronic/Web form
- ☐ Email
- ☐ Hard copy via regular mail
- ☐ Other method:

Please upload a copy of the proposal guidelines or opportunity announcement if this information is not available on the website entered for a previous question.

Drop files or click here to upload

Does the proposal have a set deadline date?

- ☐ Yes, there is a set deadline date.
- ☐ No, there is no set date (e.g., a revolving or continuous submission period).

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Submission Deadline Date (mm/dd/yyyy)

Will the PI be off campus and/or traveling (i.e., limited availability) during the 15 days prior to the proposal deadline or submission?

- ☐ Yes
- ☐ No

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Please provide an alternative contact person and contact phone number and e-mail to use during the time the PI will be traveling:

Contact Name

Contact Number

Contact E-mail

Maximum Award/Contract Amount \$

Is there an Agency-specific Budget Form?

☐ Provided

☐ Not Provided

☐ Not Sure

Is the Award/Contract available on a recurring basis?

☐ One-time funding opportunity

☐ Reoccurring opportunity

☐ Not Sure

Is Cost Share required?

☐ Required

☐ Not required

☐ Not Sure

Will international travel be a part of this proposal?

- ☐ Yes
- ☐ No
- ☐ Undecided

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Please note: 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

List the destination city and country:

Names, roles, and contact information of additional key people involved in the proposal development:

Will USI personnel, equipment, or facilities outside of the PI's department be utilized for this project?

Please note: If the project will involve USI personnel, equipment, or facilities outside of the PI’s department, the grant application will need to include a signed Memorandum of Understanding (MOU) between the PI and the Dean or Director of the collaborating USI entity regarding the agreement to share resources, and whether and how the collaborating USI entity will be reimbursed for any costs incurred.

- ☐ Yes
- ☐ No
- ☐ Not Sure

Please provide a brief description of the project:

By typing my name below I agree to read the USI OSPR Grant and Contract Management Guide (available [here on the OSPR website](#)) and agree to follow the terms set forth in the preparation, submission, and administration of this grant application / contract proposal.

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Please click the SUBMIT button.

Upon submission, you will receive a copy of your response for your records.

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Submit

Thank you for notifying OSPR of your upcoming grant/contract proposal.

PIs must also complete the [USI Investigator Significant Financial Interest Determination Form](#) with each external grant or contract submission. Once completed, please submit this form to Rebecca Deeg (rdeeg@usi.edu) and OSPR (sponsored.projects@usi.edu).

Once OSPR has received this Pre-Notice, an application package will be created in Cayuse 424, USI's grant and contract proposal development software. For more information on this process and using Cayuse, visit our website at usi.edu/sponsored-projects or contact your grant administrator:

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

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