**External Grant and Contract Application Pre-Notification Form**

**Office of Sponsored Projects and Research Administration (OSPRA)**

To facilitate the processing of all external grant applications and contracts (including subrecipient and vendor contracts), OSPRA requires the submission of this form a **minimum of 15 business days** prior to the grant application/contract proposal submission deadline. Please submit the form electronically to sponsored.projects@usi.edu

**Principal Investigator (PI) Information**

Name:

Email:

Phone:

Department:

**Will the PI be off campus and/or traveling during the 15 days prior to the proposal deadline?** [ ]  Yes [ ]  No

**IF YES:** Please provide an alternative contact person or contact phone number if the PI will be out of the office/traveling during the 15 days prior to the proposal deadline:

**Grant Funding Agency Information**

Name of Granting Agency:

Website: Specific Program Name:

**Contract Agency Information**

Name of Contractor Agency/Company:

Source of funding for contractor:

Website: Specific Program Name:

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| --- |
| ***Please provide the grant / contract guidelines or RFP (attach or provide the web link)*** |

**Grant Application / Contract Proposal 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 / contract amount: $ Agency Specific Budget Form: ☐Provided ☐Not Provided

Award/ Contract Availability *(1-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:** *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*

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| **Contracts Only:** ***Attach Funding Source and Contract Relationship verification form completed and signed by Contractor.*****Please Note:**  *For individuals listed on federal contracts, OSPRA will confirm the “E-Verify” status of those individuals with HR.* |

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

**Will USI personnel, equipment, or facilities outside of the PI’s department?** [ ]  Yes\* [ ]  No [ ]  Not Sure

*\*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.*

**A brief description of the project:**

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

Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Once this form is received, OSPRA will create an application package in Cayuse 424, USI’s grant and contract 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/contract administrator:**

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

**Grant and Contract Administrator for:**

* **Academic Affairs**
* **College of Business**
* **College of Liberal Arts**
* **Outreach and Engagement**
* **College of Nursing and Health Professionals**
* **Pott College of Science, Engineering, and Education**
* **Student Affairs**