

<b>SUBJECT:</b>  <b>Intent to Submit a Proposal</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  07-1-002
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1      Of 2</b>
	<b>Responsible Authority:</b> Executive Director, Office of Sponsored Programs	

**I. Purpose and statement of operational policy underlying the procedure.**

The policy helps to ensure that:

1. No duplicate or multiple proposals are submitted for the same grant opportunity.
2. The proposal is in the best interest of the major area and the college.
3. College has resources or the grant will provide resources to fulfill the obligations of the project, if funded.
4. Policies of the college are followed and college is aware of its obligations.

**II. Applicability/Scope**

Applies to all faculty and staff members who wish to submit a proposal to secure external funding

### III. Process for Implementing Procedure

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Faculty/ Staff	Complete the Intent to Submit a proposal form and have signed by all the personnel as mentioned on the form and submit it to the OSP with a copy of the proposal on flash drive.	At least one week before the dead line.
	At the minimum an abstract or summary of the proposal along with budget and budget justification pages must be submitted to the Vice President and Chief Academic Officer and the Executive Director of OSP for approval after the approval of the immediate supervisor.	This should take place at least one week before the dead line.
	Consult the Executive Director of OSP for the proper format and budgetary constraints.	As soon as the Intent to Submit form is approved by appropriate officials.

### IV. Related policies/References for more information

Please see:

1. The Intent To Submit Proposal Form
2. Guidelines to write a proposal

Authorizing Official: <u>M. I. Shah</u>	Authorization Date: <u>10/10/2011</u>
Title: <u>Executive Director, Office of Sponsored Programs</u>	



**OFFICE OF SPONSORED PROGRAMS (OSP)**  
Proposal Submission Approval Request

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**Title of Proposal:**

**Principal Investigator or Program Director:**

**Submission Deadline:**

*(Please contact OSP to retrieve proposal, if deadline is less than (10) days)*

**Attachment Checklist**

Proposal Summary

Budget

Budget Justification

**APPROVALS:**

\_\_\_\_\_  
Immediate Supervisor or  
Chairperson  
Date

\_\_\_\_\_  
Head of the Unit  
Date

\_\_\_\_\_  
Mr. Jim Dugger  
Vice President and Chief Financial Officer  
Date

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Please Return to OSP for submission  
Attention:  
M. Iqbal Shafi (901-435-1386), [muhammad\\_shafi@loc.edu](mailto:muhammad_shafi@loc.edu)  
Or  
Teresa Weaver (901-435-1394), [teresa\\_weaver@loc.edu](mailto:teresa_weaver@loc.edu)

**Proposals submitted by  
Dr. M.I. Shafi, Executive Director  
Office of Sponsored Programs**