

THE  
**LeMoyne-Owen**  
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

<b>SUBJECT:</b>  Intent to Write a Proposal	<b>Effective Date:</b> July 1, 2011	<b>Policy Number:</b> 07-1-001
	<b>Supersedes:</b> Policy: Date:	<b>Page</b> 1 <b>Of</b> 2
	<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. There is no duplication of efforts,
2. There is no conflict among faculty and staff members that two persons will not write for the same grant unless is permissible.
3. The proposal is in the best interest of the major area and the college.
4. College has resources or the grant will provide resources to fulfill the obligations of the project, if funded.

**II. Applicability/Scope**

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

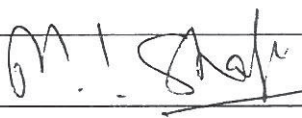
### III. Process for Implementing Procedure

Responsibility	Action	Timeline
Faculty/ Staff	Complete the Intent to Submit a proposal form and have signed by all personnel mentioned on the form and submit it to the OSP before writing a proposal.	Within a week before starting the writing process.
PI/PD	Consult the Executive Director of OSP for the proper format and budgetary constraints.	At the time of budget development.

### 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></u>	Authorization Date: <u>10/10/2011</u>
Title: <u>Executive Director, Office of Sponsored Programs</u>	



**OFFICE OF SPONSORED PROGRAMS (OSP)**  
Intent to Submit Proposal Approval Request

Title of Proposal: \_\_\_\_\_

Principal Investigator (PI) or Program Director (PD): \_\_\_\_\_

**Submission Deadline:**

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

Funding Agency: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Number of years: \_\_\_\_\_

Release time requested for PI or PD: \_\_\_\_\_ %

Release time requested for \_\_\_\_\_ (number(s)) faculty members

Release time requested for each faculty member:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Any additional space requirements: Yes / No Any additional technology requirement: Yes/No

If yes, please explain at the back of this page.

Human subjects: Yes/ No Vertebrate animals: Yes / No

*(If Human Subjects involved IRB approval is needed)*

**Attachment Checklist**

Proposal Summary

**APPROVALS:**

\_\_\_\_\_  
Chairperson/ Immediate Supervisor (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Muhammad I. Shafi, Ph.D.  
Executive Director

\_\_\_\_\_  
Date

\*\*\*\*\*

Please return a hard copy or an electronic copy to the Office of Sponsored Programs:

muhammad\_shafi@loc.edu

teresa\_weaver@loc.edu

**Summary Page to start with**

*(This will be modified as proposal develops following funding agency guidelines)*

- A. **GOAL: (One sentence)**
  - B. **OBJECTIVES: (3-5 major objectives)**
    - Objective 1: (One sentence)
    - Objective 2(One sentence)
    - Objective 3(One sentence)
  - C. **Need for this kind of research: Review of literature :** (five to ten sentences)
  - D. **Activities:** (1-2 sentences for each)
    - Activity for Objective 1
    - Activity for Objective 2
    - Activity for Objective 3
  - E. **Expected Results:** (1-2 sentences for each)
    - Expected Result for Activity for Objective 1
    - Expected Result for Activity for Objective 2
    - Expected Result for Activity for Objective 3
  - F. **Time lines:**
    - a. Expected time needed for each activity by objective followed by activity
    - b. Duration of the project
  - G. **Responsibilities:**
    - If more than one person in involved
- Needed For NSF proposals (Items H and I below only)
- H. **Intellectual Merit:** (2-3 lines)
  - I. **Broader Impact:** (2-3 lines)
  - J. **Budget:** Total amount of funds requested
  - K. **Evaluation:**
    - a. Formative (1-2 sentences for each)
    - b. Summative (1-2 sentences for each)
  - L. **Dissemination of knowledge**

*Not: It will be of tremendous help to develop the whole proposal after these items are filled out as outlined)*