I. PURPOSE

The purpose of this SOP is to coordinate the efforts of the RAS units and the Principal Investigators (PIs) so that PIs are successful in submitting grant and contracts and are not excluded from competition due to institutional miscommunication. It is strongly encouraged that PIs notify the RAS 45 days, and at minimum 30 days, prior to submitting an application to sponsors for the purpose of receiving awards. In order to facilitate the submission process, this SOP will enable the RAS to gather all of the information required to ensure proper development of the proposal, in accordance with agency guidelines.

NOTE: If this is a complex award or involves subcontracts, PIs should notify the RAS 75 days, and at minimum 60 days, prior to agency deadline.

II. INTRODUCTION

The RAS coordinates the submission process to:

- Ensure proper development of budgets, administrative sections, and other regulatory and compliance documents in accordance with agency guidelines
- Protect Emory’s applicants from being eliminated from competition because of internal miscommunication
- Provide current and future applicants with helpful information and key contacts that may help secure an award; and
- Ensure that applications are submitted in a timely manner

III. PROCEDURE

1. Notify of Intent to Submit
   a. At minimum, once a month, the Pre Award Administrator will send an email to all Faculty members in the departments served by RAS unit with an attached Intent to Submit Form (see Associated Document 2. Notice of Intent to Submit a Grant or Contract Proposal Form), asking PIs to complete the form and return to RAS by email. PIs may also transmit the information requested on the form (proposal due date, sponsor, application type, collaborators, regulatory activities, deadlines, etc.) via email, telephone, meeting or other applicable web application in lieu of completing the paper form.
   i. Rather than waiting to hear from the Pre Award Administrator, the PI may also notify the Pre Award Administrator at any time of intent to submit an application for an extramural sponsored project by emailing, calling, submitting an applicable web form, or requesting a meeting with the Pre Award Administrator
ii. Additionally, a PI can also notify the Pre Award Administrator by email to request the form

b. Once a Pre Award Administrator receives notification of Intent to Submit from a PI (either via email, telephone, meeting, web form, or form), the Pre Award Administrator documents the Intent in an internal tracking system that keeps track of all notices from PIs with relevant information (such as PI name, due date, application type, date notification received, etc.) and ensures all information is accurately represented on notification of intent to submit.

i. If PI does not submit all required information or if Pre Award Administrator identifies information that is not accurate or requires clarification, Pre Award Administrator will follow-up with PI as necessary

c. Pre Award Administrator then reviews the sponsor requirements with the PI, including whether a Letter of Intent is required by sponsor.

d. Refer to the Research Proposal Application Process SOP #1002 for next steps after a Pre Award Administrator receives the Notification of Intent to Submit from a PI.

IV. RESPONSIBILITY

Principal Investigator (PI)

- Notifies Pre Award Administrator of intent to submit and provides requested information to Pre Award Administrator according to recommended timelines
- Reviews sponsor requirements

Pre Award Administrator

- Contacts all faculty members in the departments served by RAS unit regarding intent to submit according to recommended timelines
- Ensures all information is accurately represented on the notification of intent
- Follows up with PI on information provided, as necessary
- Documents intent to submit in RAS internal tracking system

**************************************************************END OF SOP**************************************************************

RAS CENTRAL NOTES:

- Strip checklists/templates from SOP and keep them separate
- With REDCAP is the notice of intent to submit form still necessary
This checklist is a supporting document for SOP #1001, Notification of Intent to Submit. The steps outlined below are a list of the procedures. Please review the SOP prior to completing this checklist for further information and clarification on this process.

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<table>
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<tbody>
<tr>
<td>□</td>
<td>1. At minimum, once a month, send an email to all Faculty members in the departments served by RAS unit with an attached Intent to Submit Form</td>
</tr>
<tr>
<td>□</td>
<td>2. Once notification of intent to submit from PI is received, provide continuous support and guidance to PI as outlined in SOPs # 1002 and 1003 (see Step 3 below)</td>
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<tr>
<td>□</td>
<td>3. Document the Intent in an internal tracking system that keeps track of all notices from PIs with relevant information (such as PI name, due date, application type, date notification received, etc.)</td>
</tr>
<tr>
<td>□</td>
<td>4. Ensures all information is accurately represented on the notification of intent</td>
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<td>5. Follows-up with PI regarding information provided, as necessary</td>
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<td>6. Reviews the sponsor requirements with the PI, including whether a Letter of Intent is required by sponsor</td>
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**Continue to the following SOPs, as appropriate:**

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SAMPLE FORM

Notice of Intent to Submit a Grant or Contract Proposal

Completion of this form is requested of all Faculty members planning to prepare a grant or contract proposal to any governmental, corporate, or foundation sponsor. It will be used to coordinate resources for support of proposal development. (Note: Faculty can also provide information required by email, telephone or in-person)

Please complete this form and email it to your local Research Administration Services (RAS) at [add RAS email address] as early as possible.

<table>
<thead>
<tr>
<th>PI/PD Name</th>
<th>Today's Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Telephone Number</td>
<td>Email Address</td>
</tr>
<tr>
<td>Collaborator(s) (please list)</td>
<td></td>
</tr>
</tbody>
</table>

What is the principle activity proposed? Select one

Type of Project? Select one

Working Title?

Have you identified a funding source? Select one Which one?

If NIH, mechanism (e.g., R01, P-series, etc)? RFA/PA/Other Identifier?

RFA/PA/Program Web Link or URL? Prior Approval

Limited Funding (Yes or No) Internal Submission (Yes or No)

Deadline Dates for Grant/Contract Submission

<table>
<thead>
<tr>
<th>Letter of Intent Deadline Date:</th>
<th>Mode of Transmission? Select one</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Proposal Due Date:</td>
<td>Mode of Transmission? Select one</td>
</tr>
<tr>
<td>Primary Contact Name/Phone/Email:</td>
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</tr>
<tr>
<td>Duration of the Project (Years)</td>
<td>Maximum Annual Budget Allowed</td>
</tr>
</tbody>
</table>

Is cost sharing or matching required or anticipated?

Will the project involve subcontracted activities? Select one

Location(s) of majority of activities

Will any of the following regulated activities be involved (select all that apply)?

- Human Subjects Research
- Animal Subjects Research
- Primates
- Device Trial
- Hazardous Materials/Toxic Chemicals
- Regulated Biological Materials
- Recombinant DNA
- Patents, Copyrights, and/or Possible Inventions
- Radiation
- Material Transfer Agreements
- Export Controls