

Notice of Intent to Submit Grant or Subaward Proposal

Complete this form if you will be submitting a proposal on behalf of the UAB School of Education as the Primary Principal Investigator, Project Director, or Subaward PI.

Purpose: The completion of this form serves the purposes of notifying the necessary SOE personnel of your *Intent* to submit a proposal and getting their approvals to proceed. *Proposal Submission should follow the established School of Education Internal Grant Submission Process and Timeline.*

Directions: Complete both pages of this form and obtain the signature of your the Dept. chair (and the Chair of the Other Dept., and/or Dean, if needed). The form must be completed with all required signatures at least 20 full business days in advance of the sponsor's deadline.

Principal Investigator's Name: _____ Blazer ID: _____ Date: _____

FUNDING SOURCE INFORMATION

Sponsor (Agency)/Funding Source: _____

Title of Sponsor Funding Program: _____

Solicitation/RFP/FA #: _____ Sponsor Submission Deadline Date: _____ and Time: _____

PROPOSAL INFORMATION

Working Proposal Title of your Proposal: _____

Activity Type: Research Training Other: _____

Proposal Type: New submission Resubmission Competing Continuation Other: _____

Funding Amount sought: _____ Sponsor's F&A (Indirect Cost) rate allowed: %
or Check here if UAB's approved F&A rate is allowed:

What % Cost Sharing (also known as "matching" or "institutional support") is required? % (If none, enter "0")

Start and End Dates of Proposed Project: From _____ To _____

Abstract: Provide brief description of proposed program in the box below or attach document.

Personnel: Please complete the table for everyone who would work on the proposed project beginning with yourself:

Name	BlazerId	Department or Institutional Affiliation	Role on Project	% Effort per yr.	Summer ("S") or Academic ("A") yr. effort?	Yrs. on Project

Please list all Subcontractors or Consultants you expect to use on the project. (If none, enter "NA")

Will any project work take place off UAB premises? No Yes

If Yes, how much? % and where? _____

PRE-AWARD ASSISTANCE REQUESTED

Independently, and together with your Department Chair, select the appropriate support services below to be provided by the SOE Office of Research, Grants and Faculty Development.

Mapping out a timeline with deadlines for proposal tasks

Reviewing proposal documents for compliance with funder rules

Facilitating a Proposal review team

General Proofreading

Identifying additional faculty collaborators

Developing or Reviewing Budgets and Budget Justifications

Identifying Community Partners

Checking for Completeness

Reviewing proposal for conformance with required elements of solicitation

Staff from the School of Education Office of Research, Grants and Faculty Development will contact you by email upon receipt of this form to set up a meeting to discuss your needs. Please understand that types of help the Office can provide you is dependent on the amount of notice given.

Required Approvals: This form is set up for electronic signatures via Adobe Sign. The Dean's signature is only necessary when cost sharing is required or personnel from both Departments are involved.

PI's Dept Chair

Dean, School of Education

Chair of Other Dept
(required if faculty from the other SOE Dept are listed in the Personnel Table above)

Form Submission: After the form is completed and approved with all necessary signatures, Adobe Sign will send a copy to Lawrence Moose (lmoose@uab.edu), who will forward a copy to Dr. Scott Snyder, SOE Assoc. Dean for Research and Monique Silas, SOE Director of Administrative and Fiscal Affairs.