



Intent to Submit Form

To facilitate effective planning and ensure we can provide the necessary support for your proposal, we request that you complete this form at your earliest convenience. Early notification will greatly assist us in managing our workload and providing timely assistance to all applicants. Please complete the Intent to Submit form for any proposal that requires routing for approval in Novelution. We request you submit the Intent to Submit form as soon as you are aware of a proposal submission.

Completing this form will provide the SMHS grants team with the necessary information to support you in submitting a strong application. The SMHS grants team will assist in the following areas:

- **Budget Creation**
 - Ensuring accurate salary and fringe rates
 - Correct calculation of the Indirect Cost Base
 - Verification of effort percentages and personnel availability
- **Budget Justification Review**
 - Ensuring all requirements are included in your justification
 - Checking for accuracy and consistency between the justification and the budget
- **Guidance and Assistance on Additional Forms**
 - Subaward documents
 - Indirect waiver or reduction form
 - Voluntary Cost Share form
 - IRB, IACUC, and IBC compliance
 - Export Control Reviews
 - PI reduction of effort request
 - Institutional Letter of Support

By completing this form, you will enable our team to:

- **Provide Personalized Support:** Tailoring our assistance to meet the specific needs of your proposal.
- **Streamline the Submission Process:** Ensuring all necessary components are accurately completed and submitted on time.
- **Enhance Proposal Quality:** Offering expert guidance to strengthen your application and increase its chances of success.

We appreciate your prompt attention to this matter and look forward to supporting you in your grant submission process. Thank you for your cooperation.

~Your SMHS Grants Team~

