
Intent to Submit

The Office of Sponsored Programs (OSP) strives to provide support for all individuals seeking to apply for external funding. In order to assist in your endeavors, the Office of Sponsored Programs provides Consultation Sessions, Proposal Review, and Proposal Revision services. All proposals being submitted must be initiated with a *Notification of Intention to Submit a Proposal* Form, including after-the-fact submissions. The OSP is responsible for documenting all potential proposals and notifying the PI who will be working with them to prepare the proposal.

For most projects, the cutoff date for submitting proposals to OSP is 8 to 10 weeks before the sponsoring agency's proposal submission deadline. Complete, ready-to-submit proposals can undergo an expedited review and must be received in the Office of Sponsored Programs no later than 3 weeks before the sponsor or funding agency deadline. Failure to adhere to the timelines above can result in your proposal not being submitted or submitted without a review, which could reduce your chances of funding.

[Read about and complete an Intent to Submit Form](#)