



**FOR OFFICE OF SPONSORED PROGRAMS (OSP) USE ONLY**

DATE ASSIGNED:

COORDINATOR NAME:

PHONE:

EMAIL:

*Florida A&M University  
Office of Sponsored Programs*

**INTENT TO SUBMIT PROPOSAL**

Date: \_\_\_\_\_

Principal Investigator (PI) Name: \_\_\_\_\_

School/College: \_\_\_\_\_

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

PI Email Address: \_\_\_\_\_

PI Telephone Number: \_\_\_\_\_

Proposal Due Date: \_\_\_\_\_

Proposal will be submitted to the funding source agency by?   OSP           PI

Which method will the proposal be submitted?   Email           Online           Postal Service

Funding Source Agency Name: \_\_\_\_\_

Is FAMU the lead organization on this proposal?   Yes           No

- If No, list the lead organization and the date the documents are due to the lead organization.   Organization \_\_\_\_\_           Due Date \_\_\_\_\_

Is the proposal an institutional proposal (such as a white paper), which limits the number of proposals that can be submitted per institution?   Yes           No

Does the proposal require a match or cost-sharing?   Yes           No

Funding Opportunity Announcement Link: \_\_\_\_\_

*Office of Sponsored Programs  
400 Foote-Hilyer Administration Center  
Tallahassee, Florida 32307  
Phone: (850) 599-3531  
E-mail Address: [proposals@famu.edu](mailto:proposals@famu.edu)*

**Note: Intent to Submit Proposals must be submitted at least 5-10 business days prior to proposal submission due date.**