

Please submit this form to OSR&P at least thirty (30) days before the agency deadline date.

**VIRGINIA STATE UNIVERSITY**  
Office of Sponsored Research and Programs  
Division of Research and Economic Development

**GRANT OPPORTUNITY NOTICE OF INTENT**

**1. Funding Agency**

<b>Agency/Foundation Name:</b>
<b>Program Name:</b>
<b>Solicitation # or CFDA #:</b>
<b>Website where program guidelines can be found:</b>
<b>Proposal Deadline:</b>

**2. Senior/Key Persons**

<b>Investigators</b>	<b>Internal Partner (i.e. a VSU employee)</b>	<b>External Partner (e.g. a subcontractor)</b>	<b>School/Department</b>
PI			
Co-PI			
Co-PI			
PI's tel. #:	PI's Fax #:		

**3. Budget**

Will there be any cost sharing? Yes      No      If yes, please [click here](#).

Does the agency limit the indirect cost rate for this proposal? Yes      No  
If yes, what is the limit?

The VSU negotiated Indirect Cost Rate is 51.1% of Salaries & Wages for on-campus projects. We can make exceptions to this rule only when the funding agency puts a cap on the Indirect Cost Rate or the Indirect Cost Rate is not allowed. In this case, we need to see the written guidelines from the funding agency, or have a contact person who can verify the rate.

**4. Does the agency limit the number of submissions allowed per institution?** Yes      No  
If yes, what is the number of allowed submissions per institution?

**5. Has the proposal been submitted before?** Yes      No  
If yes, please consider attaching the reviews of your application.

**6. Enter any questions or concerns here:**

**7. Please attach a brief abstract of your project along with a preliminary project budget.  
Either attach the budget and abstract in separate files or use the forms provided below.**

**8. Check the box to the right to acknowledge having read and understood all instructions and requirements detailed [here](#) in regard to Proposal Development and Submission and [here](#) in regard to Research Compliance at VSU:**

**Abstract**

Project Director:	
Project Title:	

## Budget

Project Title:				
Project Director:				
Start date:				
End date:				
	<b>Budget</b>	<b>University</b>	<b>Granting Agency</b>	<b>Total</b>
A	Student support - stipend, travel, subsistence			
B.1	Project Directors - Release-time salary			
B.2	Project Directors – Summer salary			
C.1	Staff - Full-time or Release-time salary			
C.2	Staff - Part-time or summer salary			
D.1	Secretarial and Clerical – Full-time salary			
D.2	Secretarial and Clerical – Part-time salary			
E	Trainees or Assistants			
F	Total Salaries and Wages (B through E)			
G	Staff Benefits (30% of B.1,C.1 , & D.1)			
H	Part-time Benefits (7.65% of B.2, C.2, D.2, and E)			
I	Total Salaries and Wages & Benefits (F+G+H)			
J	Consultants and Guest Lecturers			
K	Travel			
L	Laboratory and Instructional Materials & Services			
M	Office Supplies, Communication & Publicity			
N	Other			
O	Total (I through N)			
P	Indirect Costs (the VSU rate is used automatically):			
	(1) VSU Rate - Total Salaries & Wages x 51.1%			
	(2) Modified Total Direct Costs x rate specified by grantor, or			
	(3) Indirect cost rate specified by grantor			
Q	Total (A+O+P)			
R	Institutional Cost Sharing (3 <sup>rd</sup> party contributions)			
S	Total Support Requested			

