

## MSM Intent to Submit Form (effective 08/12/2024, until amended)

The grant application submission process requires the participation primarily of the department, the Office of Sponsored Programs (OSP) and the Grants Management Office (GMO). At times, it could involve other departments of the institution.

All applications, including consortium arrangements, submitted for extramural funding, regardless of the mechanism of submission or the sponsoring agency, should be VALIDATED by GMO and REVIEWED, APPROVED and SUBMITTED by OSP.

The "Intent to Submit" form is the first step in this process. It's purpose is to:

- 1. Gather preliminary information about an upcoming proposal submission
- 2. Inform the appropriate persons that you are applying for a grant either as MSM being the prime submitter or as being the sub-recipient with another entity.
- 3. Alert OSP and GMO of the pending submission for workload balance.
- Capture pertinent information for data analysis (research areas, types of proposals and sponsors, etc.)

## Peer-Review is required if:

- This submission is for an R01 or equivalent application and this is your first time submitting.
- 2. You were not successful over the past two years with a proposal submission.
- 3. This is a limited submission: a funding opportunity where the sponsor restricts the number of applications/proposals that an institution may submit.

Once you click "Submit" a copy of the Intent to Submit Form will be routed to the following persons/units as appropriate:

- If the agency type is Private Office of Institutional Advancement: sfisher@msm.edu, mthomas@msm.edu and jrosenberg@msm.edu
- · Chief Scientific Officer: gtosini@msm.edu
- · Office of Research and Development: ord@msm.edu
- Office of Sponsored Programs: osra@msm.edu
- Grants Management Office: gmo@msm.edu
- Clinical Trials Office: clinicaltrialsoffice@msm.edu
- · Institutional Review Board: irb@msm.edu
- IACUC Committee: iacuc@msm.edu
- Export Compliance: jmulcahey@msm.edu

Select

- Your Department Chair
- Your Department Director of Finance & Business Operations (DFBO)

PLEASE NOTE: If you decide not to pursue an application after submitting the Intent to Submit form, email the same parties listed above, and inform them all of your decision.

\*ATTENTION\* Form will expand as questions are answered!

## SECTION A: MSM Principal Investigator

MSM PI Full Name: *		
MSM PI's Job Title: *		
MSM PI's E-mail: *		
MSM PI Phone Number: *		
MSM PI's Unit: *		•
Pl's Chair/Center/Institute Director	(Name, Email): * ed in a Center/Institute for Research, please select the correspond	dina director

MSM PI's DFBO (Name, Email): * "t" Logic
Who is your Director of Finance and Business Operations or AVP?
Select ▼
MSM Personnel Information ***
Other MSM Investigators? * "t" Logic "t"
Are there any other MSM investigators included on this application?
Select
Number of Additional MSM Investigators * "Ta Logic "Ta L
smallest number possible is 1. If there are 0 additional investigators, please answer "No" to "Other MSM Investigators?". If there are 3 or more additional investigators, please use the "Add"l Co-Is" field.
Co-Investigator #1 (Name, Phone, Email): * "t"
Co Investigator #1/a Chair (Nama Email) * ***
Co-Investigator #1's Chair (Name, Email): * "L"
Co-Investigator #2's DFBO (Name, Email): * "["
Add'l Co-l's (New Line for Each Co-l): * "["
Other Personnel? (Full Names and Roles): * "ta Logic "ta
e.g. Students, Post-doc Fellows, Research Scholars/Assistants, Research Coordinators/Directors/Managers; enter "N/A" if not applicable.
SECTION B: Program Announcement Information **
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Function Category: * "T"
Select ▼

Are you submitting an R01 for the first time? * "["
If yes, a peer-review is required. Submit proposals for pre-reviews using the InfoReady Platform (msm.infoready4.com).
Select
Has a submission been successful in the past 2 yrs * ";"
If you have not had success in the past 2 years, a peer-review is required. Submit proposals for pre-reviews using the InfoReady Platform (msm.infoready4.com).
Select
Are You Submitting A Limited Submission? * Tabogic Tab
If yes, a peer-review is required. Submit proposals for pre-reviews using the InfoReady Platform (msm.infoready4.com).
Select
Provide A Description Of The Limited Submission: * "["
Application Type: ★ "T*
Select -
Sponsor Type: * [*t_* Logic] *t_*
Select
If Sponsor Type Is "Other", Please Specify: * "[
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Sponsor Name: * Ta Logic Ta
Who disperses funds to MSM?
Solicitation/Funding Opportunity Link: * "",
Funding Opportunity Announcement Name: * "t"
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Funding Opportunity Announcement #: * "["

Select ▼
Project's Expected Start Date: * *La
Project's Expected End Date: * "  " " "
Chancer's Culturiosian Deadline: * [84]
Sponsor's Submission Deadline: * ["t" Logic "t" Logic "t
External Collaborations *C
Is MSM The Lead?: * "Ta Logic "Ta
If MSM is the Lead, then the Lead PI is an MSM Employee. If MSM is not the lead, go back to "Sponsor Type" and select "Federal Flow-Thru".
Select ▼
If Yes, Will A Sub-Recipient Be Included? * Tabogic Tabel Table Ta
Select
Lead Research Administrator Information? * "["
Sub-Recipient Institution Name (MSM Is Lead): * "\textsq"
If there is no sub-recipient please go back to "If Yes, Will A Sub-Recipient Be Included?" and select "No".
Sub-Recipient Research Administrator Information? * ***
If there is no sub-recipient please go back to "If Yes, Will A Sub-Recipient Be Included?" and select "No".
Sub-Recipient Due Date? * "Ta Logic" "Ta Log
This is the date that your complete packet needs to be submitted to the Lead institution.
Number of external PIs/Co-Is: *
Enter a number from 0 to 4. If there are more than 4, please include the additional external investigators' information in the section for description of your project.

External PI / Co-I #1 (Name & E-mail): * "\"	
External PI / Co-I #2 (Name & E-mail): * "L"	
External PI / Co-I #3 (Name & E-mail): * "\".	
External PI / Co-I #4 (Name & E-mail): * "["	
External 11/ 50-1 #4 (Name & E-mail).	
SECTION C: Proposal Information 🖫	
Project Title (Enter The Full Title): * ° \(\tau_a^c\)	
Focus: * "t"	
Select	
Select	
Provide A Brief Summary Of The Proposed Project: * "t" Logic "t"	
SECTION D: Financial Conflict of Interest (FCOI) ***	
,	
Have You Completed Conflict of Interest Training? * *[-	
FCOI Training Link; If you have FCOI questions related to your research, contact jmulcahy@msm.edu.	
Select	•
Have You Completed The FCOI Disclosure Form? * "Ta Logic "Ta	
FCOI Disclosure Form Link; If you have a technical question regarding the disclosure form or obtaining your training certificate, please	
contact Mr. Ware from the Compliance department at compliance@msm.edu.	
Select	•

Are You Requesting Additional Space? * ****
If so, complete the <u>Space Request form</u> and upload the completed document as an attachment to this form.
Select
Are You Requesting Renovations To MSM Facilities? * "Ta Logic" "Ta Logic" "Ta Logic"
If so, complete the <u>Space Request form</u> and upload the completed document as an attachment to this form.
Select
Human Subjects Involved? * "Ta Logic "Ta Logic "Ta
If "Yes", this form will be routed to irb@msm.edu.
Select ▼
Is This A Clinical Trial? * T <sub>a</sub> Logic T <sub>a</sub>
If "Yes", this form will be routed to clinicaltrialsoffice@msm.edu.
Select ▼
Provide A Brief Synopsis Below: * "T" Logic "T"
IRB Review Status: * Tabogic Tabel Logic Table Logic T
Select
IRB Approval Date: * Ta Logic Ta
Are Vertebrate Animals Involved? * "ta Logic "ta
Select ▼
LACHO Barian Clatura & Francisco Brit
IACUC Review Status: * "t" Logic "t"
Select
IACUC Approval Date: * "Ta Logic "Ta
(43)
IACUC Protocol #(s): * "t" Logic "t"
enter "N/A" if unknown/unsure.

Env	rironmental Health & Radiation Safety Involved? * "T <sub>a</sub> Logic" "T <sub>a</sub> "	
If "Y	es", this form will be routed to cbynum@msm.edu.	
Se	elect	•
Sele	ect Agent Research (CDC Approval) Involved? * "t" Logic "t"	
If "Y	/es", this form will be routed to cbynum@msm.edu.	
Se	elect	•
Coll	laboration With The VA/Use Of Facilities/Data? * "[a Logic "[a	
-	t <sub>a</sub> Logic   4	
Se	elect	•
Will	I there be Non-MSM Individuals On Campus? * "t" Logic "t"	
		•
Se	elect	•
Ex	port Compliance Questions 🏗	
Are	Foreign Nationals Involved? * "C"	
If "Ye	'es", this form will be routed to jmulcahy@msm.edu.	
Sel	lect	•
Shin	pping, Transferring, Etc. To A Foreign Person? * Tabogic "Tabogic"	
	es", this form will be routed to jmulcahy@msm.edu.	
Sel	lect	•
If Ye	es, Please List The Items And Detail How? * "Ta Logic "Ta	
Fo	reign Activities Question ™	
10	reign Activities Question -	
Any	Other Foreign Activities (Check Applicable): * "T" Logic "T" Logic "T"	
If an	ny of the activities are checked, this form will be routed to jmulcahy@msm.edu.	
Sel	lect	•
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Αιι	achments 4	
(	Optional Attachments (Please Describe)?: "\tag{a}	
	File Unlead to	
	File Upload *t**	
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	Drag and drop files here or browse files	
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