

Notice of Intent (NOI) and Proposal Preparation HARD Deadlines Effective May 1, 2022

NOI Submission Deadlines

- The Notice of Intent (NOI) is due no less than 4-6 weeks prior to the sponsor deadline.
- The NOI is due based on factors that influence proposal development time requirements.
- NOIs received past the 4–6 week notification window may be refused for development.
- It is a violation of PSU policy to submit proposals on your own, without the authorization of the PSU Authorized Official.

4 Weeks Notice

- A single subawardee/subcontractor
- Domestic sponsors only
- Pre-proposals that include budgets
- PSU as a Subaward from another entity

6 Weeks Notice

Grants that include any one of the following:

- 2 or more subawards/subcontracts
- Cost sharing of any kind
- F&A waiver requests
- Collaborations with PSU units outside the CAS or commonwealth campuses
- International sponsor
- International component of any kind
- Early review of terms and conditions by OSP
- Inclusion of Small Business Purchasing Plan
- Student or fellowship grants
- Engagement with PSU Foundation or Corporation relations

Grant Document Submission Deadlines

Grant documents will not be accepted or changed after the deadline dates below. Proposal development will stop and the grant will not be submitted.

Two Weeks

- Budget
- Budget Justification
- F&A Waiver Approval in place
- Cost Share/Match approvals
- Project Title
- Biographical sketch(s)
- Current and Pending Support
- Conflict of Interest
- All miscellaneous docs
- Subaward budgets and all related documents

One Week

- All IAF Approvals Complete

3 Business Days

- Project/Technical Narrative
- References Cited
- Abstract/Summary