

Notice of Intent and Proposal Preparation HARD Deadlines Effective for deadlines on May 1, 2022 and beyond

- 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 other PSU units or 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

- The **HARD** deadline list below includes, but is not limited to the **FINAL** documents required to complete application development and grant submission.
- Documents received and/or changes requested after these deadlines will be refused. Proposal development will not progress, and the proposal/grant application 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