

**NOTICE OF INTENT TO SUBMIT A GRANT APPLICATION**

Research Administration recommends that proposals be submitted to the office three (3) weeks in advance before the deadline.

In addition, the [Significant Financial Interest Disclosure Form \(SFI\)](#) must be completed and attached prior to submission. You must provide up-to-date [CITI Program](#) certificates of the Responsible Conduct of Research and Conflicts of Interest.

Today's Date \_\_\_\_\_

Principal Investigator \_\_\_\_\_

Department \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Agency \_\_\_\_\_

Program Announcement # or URL \_\_\_\_\_

Title of Project \_\_\_\_\_

Deadline Date \_\_\_\_\_

Proposed Start Date \_\_\_\_\_

Proposed End Date \_\_\_\_\_

Proposal Purpose      Research       Training       Equipment       Other

1. Is this a federal grant?  Yes  No
2. Are other institutions involved?  Yes  No
  - o If yes, please list other institutions involved: \_\_\_\_\_
  - o Is Hunter the lead?  Yes  No
  - o If no, indicate lead institution: \_\_\_\_\_
3. Does this proposal include or require any of the following?
  - o Human subjects (include surveys, interviews, observations, etc.)  Yes  No
  - o Animal subjects or facilities  Yes  No
  - o Cost-sharing or matching funds  Yes  No

**CITI Training**

**Yes                      No**

Have all the PIs and Co-PIs taken the CITI Conflict of Interest Training?	<input type="checkbox"/>	<input type="checkbox"/>
Has everyone involved in this project taken the CITI Responsible Conduct in Research Training?	<input type="checkbox"/>	<input type="checkbox"/>
If you are using human subjects, have all persons involved with the research project been certified through CITI Training?	<input type="checkbox"/>	<input type="checkbox"/>

**Export Controls**

**Yes                      No**

Does this project include the export of materials (including technical or electronic data) to other countries or provide access to such materials through foreign collaboration that may be restricted by Export Administration Regulations (EAR), International Traffic in Arms Regulations (ITAR), or by the Office of Foreign Assets Controls (OFAC)?  <i>If yes, certain licensing procedures must be followed. Please contact Arita Winter at the Human Research Protection Program (HRPP) office with this process at <a href="mailto:aw4338@hunter.cuny.edu">aw4338@hunter.cuny.edu</a>.</i>	<input type="checkbox"/>	<input type="checkbox"/>
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Principal Investigator Signature \_\_\_\_\_

Date \_\_\_\_\_