

Instructions for Preparing the Notice of Intent to Apply Form

- Access the portal at: <https://www-ucoll.fdu.edu/upgrants/>
- You will be prompted to login via FDU SSO Authentication (Single Sign On)
- You will see the screen as per below. Click on “External Grants”



Image Description: A cropped screenshot of a webpage. At the top in a gray bar is the title “Fairleigh Dickinson University Office of Grants and Sponsored Projects (GSP)”. Below are two large links in red text. The first one says “Internal Grant Competitions”. The second says “External Grants” and has a green circle around it, indicating to click on it. At the bottom of the image is the FDU logo followed by a general site footer containing various links.

Notice Of Intent to Apply Form Instructions

- To get started, click on the “New Notice of Intent to Apply” link as shown below. Completing and submitting this form will begin the routing process for authorizations.

Screen #1



Image description: A cropped screenshot of a webpage. At the top in a gray bar is the title “Fairleigh Dickinson University Office of Grants and Sponsored Projects (GSP) External Grants”. Underneath are two buttons. The first says “<< Go Back” and the second says “Logout.” Underneath are two large text links. The first says “New Notice of Intent to Apply” and has a green circle around it and red arrow pointing to it indicating the user should click on it. The second link says “Edit/Update submitted Notice of Intent to Apply”. At the bottom of the image is the FDU logo followed by a general site footer containing various links.

Department/School

- Select your Department/School from the drop-down list.

Screen #2

FAIRLEIGH DICKINSON UNIVERSITY
Office of Grants and Sponsored Projects (GSP)
External Grants

<< Go Back Logout

Choose a School/Department from the list: Choose One Please

Choose One
Accounting, Taxation, and Law
Department of Biological Sciences (METRO)
Department of Biological Sciences (FLORHAM)
Department of Chemistry, Biochemistry, and Physics (FLORHAM)
Department of Chemistry, Biochemistry, and Physics (METRO)
Department of Communication (FLORHAM)
Department of Communication (METRO)
Department of Criminology and Criminal Justice (FLORHAM)
Department of Criminology and Criminal Justice (METRO)
Department of Literature, Language, Writing, and Humanities (FLORHAM)
Department of Literature, Language, Writing, and Humanities (METRO)
Department of Mathematics and Computer Science (FLORHAM)
Department of Social Sciences and History (FLORHAM)
Department of Social Sciences and History (METRO)
Economics, International Business, and Finance
International School of Hospitality and Tourism Management
Management and Entrepreneurship
Marketing, Information Systems, and Decision Sciences
School of Arts (FLORHAM)

FAIRLEIGH DICKINSON UNIVERSITY
338-8803

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Image description: A cropped screenshot of a webpage. At the top in a gray bar is the title "Fairleigh Dickinson University Office of Grants and Sponsored Projects (GSP) External Grants." Underneath are two buttons. The first says "<< Go Back" and the second says "Logout." Underneath is the text "Choose a School/Department from the list:" followed by an expanded dropdown. The dropdown contains a long list of various departments within FDU. To the right of the dropdown is a submit button. At the bottom of the image is the FDU logo followed by a general site footer containing various links. These elements are partially obscured by the dropdown.

Investigator Data

- Complete the Investigator Data below
- Add all FDU Co-Principal Investigators and Co-Investigators with whom you are collaborating.

Screen #3

Notice of Intent to Apply

<< Go BackLogout

University authorizations, in the form a fully-endorsed Notice of Intent to Apply, are required for each extramural proposal *PRIOR TO* submission. The Principal Investigator/Program Director (PI/PD) must

- Notify your Dean/Director and Chair (if applicable) at least 3 weeks before the application deadline.
- Notify the Office of Grants and Sponsored Projects 2 weeks prior to the application deadline.
- All final documents must be received by the Office of Grants and Sponsored Projects at least 3 business days prior to sponsoring agency deadline, e.g. to NIH, NSF.

INVESTIGATOR DATA

Principal Investigator/Director Information

Principal Investigator/Director FDU ID:

Principal Investigator/Program Director Name:

School/Department: College (if applicable):

Email: Phone: Campus:

Co-Principal Investigator/Co-Program Director Information ←
Co-Principal Investigator/Co-Program Director Name:

Department/Program: School/College:

Email: Phone:

Academic Percentage: Semester: Summer Months [check all that apply]: June July Aug

Other Co-Principal Investigator/Key Personnel

Principal Investigator | FDU | School/Department | Phone | Email | Academic Perce | Spring or Fa
June July Aug

←

Co-Investigator Information

Co-Investigator Name | FDU | School/Department | Phone | Email | Academic Perce | Spring or Fa
June July Aug

←



Image description: A cropped screenshot of a webpage. At the top is the title "Notice of Intent to Apply." Underneath are two buttons. The first says "<< Go Back." The second says "Logout." Underneath are instructions for filling out the form on this page. The bulk of the image is a form with many text fields. Some are filled in as an example. The image focuses on a section of the form labelled "Investigator Data." There are green arrows pointing to the text "Co-Principal Investigator/Co-Program Director Information," the button "add more principal investigators," and the button "add more co-investigators."

Proposal Data



In addition to the data fields that are self-explanatory...

- Add the title of the agency's solicitation or program name.
- Upload the draft Project Narrative and other supporting documents of your choosing as PDF files. You have an option to replace the documents, at a later time, by clicking on "Update Submitted Notice of Intent to Apply" as shown in Screen #7.
- Complete the "Agency Information" as found on the Solicitation including agency sponsor Point of Contact when available.
- Complete the Budget Request adding the estimated Direct Costs, F&A Costs (i.e. Indirect Costs), if applicable, and Cost Sharing/Matching required by the agency if applicable. Lastly complete the Total Costs or sum of these categories.
 - Add \$0 if some categories do not apply.
 - Feel free to comment as needed.

PROPOSAL DATA

FDU Internal Deadline:  

Project Title:

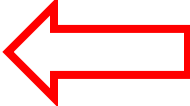
Proposed Start Date:  Proposed End Date: 

Submission Type: Location:

Program Announcement:

Upload draft Proposal Narrative and proposal related documents:



SFI upload: No file chosen Please review the [Significant Financial Disclosure\(SFI\) policy](#)


No file chosen (only .pdf files) 

No file chosen (only .pdf files)

No file chosen (only .pdf files)

Agency Information


Agency Deadline:  

Agency: Agency Type: 

Contact Name: Phone Number: Email:

BUDGET REQUEST

Total Direct Costs: Total F&A Costs: Total Costs:

COST SHARING/MATCHING COMMITMENT 

Yes, there is matching commitment No, there is no matching commitment

Comments:

Image description: A cropped screenshot of a webpage. It is a continuation of the form shown in "Screen #3" above. This image focuses on the sections titled "Proposal Data" and "Budget Request". The section "Proposal Data" contains a variety of text, file upload, and date selector fields. There is a red arrow pointing to the file upload fields labelled "Upload draft Proposal Narrative and proposal related documents:" There are also red arrows pointing to the fields "FDU Internal Deadline", "Agency Deadline" and "Agency Type." In the section "Budget Request," the fields where the user can enter costs have a green box around them and a red arrow pointing to them. At the bottom of the image is a button labelled "Save."

Institutional Commitment/Compliance Data

- Complete the section Institutional Commitment/Provisions on the left-hand side, checking all that apply. Resource commitments can be covered by your proposal costs or required in addition to sponsor funding. For example, provide an explanation if you are ordering a large piece of equipment that may require FDU facilities costs beyond sponsor funding, e.g. space, installation costs, ongoing maintenance, etc.
- Complete the section on "Research Compliance" on the right-hand side, checking all that apply. If the Committee Review and/or Training completion dates have not been finalized, enter "Pending" in the date boxes. Examples:
 - If you've completed the required CITI training, enter the dates of completion for each training module/category.
 - Human Subjects Projections: If your project involves human subjects research or if you are not sure, please contact the FDU IRB Compliance Manager as soon as possible: kim_diccianni@fdu.edu

Screen #5

INSTITUTIONAL COMMITMENT/COMPLIANCE DATA	
Institutional Commitments/Provisions	Research Compliance
<p>Indicate all Resources to be allocated by the University, e.g., faculty/staff effort by checking all that apply below. Project costs for personnel (faculty, staff and students), non-personnel, and indirect costs (F&A) are typically provided by the sponsor, with the exception of mandatory cost-share. Explain and/or specify any Other University Resources that may not be sponsored and/or require FDU Cost-Share in the space provided below.</p> <p><input type="checkbox"/> Subcontracts</p> <p><input type="checkbox"/> Other Resources * <input type="text" value="If checked, Specify:"/></p> <p>*Indicate anticipated use of FDU facilities and resources for your proposed investigation that are beyond those currently available to you.</p> <p><input type="checkbox"/> Technologies that are considered non-conforming, large-scale or specialized. If checked, please provide an explanation of these technologies for IT review, any anticipated initial and ongoing support from IT, etc. [Provide a brief description of IT requirements for your project, justification of ongoing costs (purchases and licenses), data management and confidentiality protections or concerns, etc.]</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p><input type="button" value="Save"/></p>	<p>The University provides for Research, Ethics and Compliance Training under the Collaborative Institutional and Training Initiative (CITI) online program in conformance with federal regulations. Please indicate all that are required and that apply by checking the appropriate boxes and providing completion dates or "pending" if the committee review and/or training requirements are in progress but not yet completed.</p> <p>Human Subject Protections CITI Training in Human Subject Protections must be renewed every three (3) years. Does your project involve the use of human subjects? <input type="radio"/> Yes <input type="radio"/> No Committee Review Date: <input type="text"/></p> <p>Animal Care and Use in Research CITI Training in Animal Care and Use must be renewed every three (3) years. Does your project involve the use of vertebrate animals? <input type="radio"/> Yes <input type="radio"/> No Committee Review Date: <input type="text"/></p> <p>Responsible Conduct in Research (RCR) Training All key personnel involved in the design and/or conduct of the proposed research must complete CITI RCR training prior to proposal submission. CITI RCR training must be renewed every three (3) years. <input type="checkbox"/> Responsible Conduct of Research (RCR) Training Completion Date: <input type="text"/></p> <p>*Contact the FDU Compliance Coordinator for RCR assistance at x2219 (Metro). <input type="button" value="Save"/></p>

Image description: A cropped screenshot of a webpage. It is a continuation of the form shown in "Screen #3" and "Screen #4" above. The image focuses on a section of the form titled "Institutional Commitment/Research Compliance Data." There are a variety of form fields and text instructions for filling out those fields, presented in two columns. The subtitle in the first column, "Institutional Commitments/Provisions," has a green box around it and a red arrow pointing to it. The subtitle in the second column, "Research Compliance," also has a green box around it and a red arrow pointing to it.

Approvals

- Once you have completed the form "Approve" under your name and date, then click the "Submit Request" button at the bottom of the page.
- You will receive an email confirmation in your FDU inbox.
- A notification will be sent to all the stakeholders involved in the Notice of Intent to Apply approval process.

Screen #6

APPROVALS	
Principal Investigator/Program Director	Co-Principal Investigator/co-Program Director
Melody Bobe-Galeano	
<input type="radio"/> Approve Date: <input type="text"/>	<input type="radio"/> Approve Date: <input type="text"/>
Department Chair	Department Chair
Ron West	
<input type="radio"/> Approve Date: <input type="text"/>	<input type="radio"/> Approve Date: <input type="text"/>
Dean/School Director	University Director, Grants and Sponsored Projects
James Almeida	Carolynn Julien
<input type="radio"/> Approve Date: <input type="text"/>	<input type="radio"/> Approve Date: <input type="text"/>
University Provost	
Carolynn Julien	
<input type="radio"/> Approve Date: <input type="text"/>	

Image description: A cropped screenshot of a webpage. It is a continuation of the form shown in "Screen #3," "Screen #4" and "Screen #5" above. The image focuses on a section titled "Approvals" and contains a variety of different form fields. The fields under "Principal Investigator/Program Director" are highlighted in yellow and have a green box around them and red arrow pointing to them. At the bottom of the image is a button labelled "Submit Request" with an image of a checkbox next to it. This button has a green box around it and a

red arrow pointing to it. Next to it is a button labelled "Cancel Request" with an image of an "X" next to it.

Edit/Update your submitted Notice of Intent to Apply

- To edit/update your submitted Notice of Intent to Apply, click "Edit/Update submitted Notice of Intent to Apply" link as shown below. Upon clicking the link you will see Screen #8, you Notice of Intent to Apply Dashboard.
- "Updating" the form will not reactivate the routing process. It is only intended to permit data updates as the form is being circulated for approvals.

Screen #7



Image description: A cropped screenshot of a webpage. At the top in a gray bar is the title "Fairleigh Dickinson University Office of Grants and Sponsored Projects (GSP) External Grants." Underneath are two buttons. The first says "<< Go Back" and the second says "Logout." Underneath are two large text links. The first says "New Notice of Intent to Apply". The second link says "Edit/Update submitted Notice of Intent to Apply" and has a green circle around it and red arrow pointing to it indicating the user should click on it. At the bottom of the image is the FDU logo followed by a general site footer containing various links.

Notice of Intent to Apply Dashboard

- The Notice of Intent to Apply Dashboard as shown below will allow you to “Edit/Update”, “Print”, and “Archive” your submitted proposals.
- After you “Archive” a record, you CANNOT edit it. You have to “Activate” it to edit it.
- If you have any technical questions regarding the Notice of Intent to Apply, please contact Nandini Janardhan at nandini@fdu.edu.
- If you have any proposal related questions, contact Carolyn Julien at c.julien@fdu.edu.

Screen #8

Notice of Intent to Apply

<< back LOG OUT

Faculty ID	Last Name	First Name	Date Received	Approved Status			
0832295	Minne Proctor	School of Arts (FLORHAM)	2021-08-23 09:45:37	<input type="checkbox"/>	Edit PDA		Archive

ARCHIVED RECORDS

Faculty FDU ID	Last Name	First Name	Date Received	Status	
				<input type="checkbox"/>	Activate Record

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Image description: A cropped screenshot of a webpage. The title at the top is “Notice of Intent to Apply.” Underneath that is a button that says “<< back” and a button that says “Log Out” with a power button icon next to it. Underneath that is a table with the column headers “Faculty ID”, “Last Name”, “First Name,” “Date Received,” “Approved Status” and then three columns with no headers. The first of these three columns contains an icon that depicts a pencil writing on paper with the words “Edit PDA.” The second column contains an icon that depicts a printer with a blue box around it. The third column contains an icon that depicts a paper coming out of a folder with the word “Archive” on it. There are different colored arrows pointing to the columns in this table. Underneath is another table titled “Archived Records” with the columns “Faculty FDU ID,” “Last Name,” “First Name,” “Date Received,” “Status,” and a column with no header. The table has no content except for the unlabeled column, which contains an icon that depicts a piece of paper coming out of a folder with the words “Activate Record” on it. The icon has a red box around it. At the bottom of the image is the FDU logo and the site footer which contains various links.