



**OFFICE OF SPONSORED PROGRAMS (OSP)**  
**Intent to Submit Proposal Approval Request**

**Title of Proposal:** \_\_\_\_\_

**Principal Investigator (PI) or Program Director (PD):** \_\_\_\_\_

**Submission Deadline:**

*(Please contact OSP to retrieve proposal, if deadline is less than (10) days)*

Funding Agency: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Number of years: \_\_\_\_\_

Release time requested for PI or PD: \_\_\_\_\_ %

Release time requested for \_\_\_\_\_ each faculty member:

Release time requested for each faculty member:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Any additional space requirements: Yes / No Any additional technology requirement: Yes/No

If yes, please explain at the back of this page.

Human subjects: Yes/ No Vertebrate animals: Yes / No

*(If Human Subjects involved IRB approval is needed)*

**Attachment Checklist**

Proposal Summary

**APPROVALS:**

\_\_\_\_\_  
Chairperson/ Immediate Supervisor (Signature) \_\_\_\_\_  
Date

\_\_\_\_\_  
Muhammad I. Shafi, Ph.D. \_\_\_\_\_  
Date  
Executive Director

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Please return a hard copy or an electronic copy to the Office of Sponsored Programs:

[muhammad\\_shafi@loc.edu](mailto:muhammad_shafi@loc.edu)