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**From:** dhall@live.uvi.edu  
**Sent:** Friday, August 31, 2012 5:07 PM  
**Subject:** Research Proposal Submission Process

E-Memorandum

**To:** Members of the University Community  
**From:** Dr. David Hall, President  
**Date:** August 31, 2012  
**Subject:** Research Proposal Submission Process

As we commence a new academic year along the pathway to greatness, I would like to take this opportunity to emphasize the importance of grants and contracts to the advancement of the University. Because of the dedication and commitment of faculty and staff to the business of seeking and acquiring grants and contracts, our academic experiences have been enriched and our students have benefited greatly from the outputs of these grants.

Therefore, it is of vital importance that I keep the University research community informed of procedures to follow when submitting proposals to funding agencies for extramural research support. Extramural research proposals are those proposals that seek funding from agencies outside of the University that is used to support a research program or project. These agencies may include federal, state, local government or private businesses.

With immediate effect, all faculty and staff members wishing to write a proposal must contact the Office of Sponsored Programs (OSP) to obtain a 'Notice of Intent to Submit a Proposal' form. This form is used internally by OSP to prepare for proposal submissions and to gather pertinent information such as funding sources, agency requirements, institutional cost-match source, collaborators, departmental approvals and initial budget amount.

All extramural proposals must be submitted through the Office of Sponsored Programs and must reach OSP five business days before agency deadlines. This is to allow for the necessary reviews including adherence to the terms of the Request for Proposal (RFP), adherence to University Indirect Cost policy, budget verification and routing for institutional signatories to take place. Proposals not submitted through OSP will not be honored by the University.

Attached for your reference is the 'Notice of Intent to submit a Proposal' which is also available on the OSP website at: [http://www.uvi.edu/sites/uvi/Pages/Forms.aspx?s=RE&sectionCode=Sponsored\\_Programs](http://www.uvi.edu/sites/uvi/Pages/Forms.aspx?s=RE&sectionCode=Sponsored_Programs).

An Office of Sponsored Programs Fact Sheet is also attached for your reference.

Should you have any questions concerning this procedure and the memo, please contact Mr. Olusola Ewulo), Director of Sponsored Programs at ext. 1202 or [olusola.ewulo@live.uvi.edu](mailto:olusola.ewulo@live.uvi.edu). Thank you for your assistance, cooperation and continued support of the University of the Virgin Islands.