**Notice of Intent to Apply**

**Limited-Submission External Grant Competition**

**Please complete the following information and email to Kathleen Koch at** [**kjk@uwm.edu**](mailto:kjk@uwm.edu) **as soon as possible.** **Notices received after an announced deadline may be disqualified.**

The Office of Research (OR) will hold an internal competition only if the Notices of Intent received exceed the number of submissions allowed by the grant sponsor. OR will provide the Principal Investigators with information about the competition and the internal pre-proposal requirements. If you have questions, contact Kathleen Koch at [kjk@uwm.edu](mailto:kjk@uwm.edu).

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| **Principal Investigator** | |
| **Name:** |  |
| **Department:** |  |
| **Email:** |  |
| **Phone:** |  |

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| **External Grant Opportunity** | |
| **Sponsor:** |  |
| **Program Title:** |  |
| **Program Track/Focus (if applicable):** |  |
| **Funding Opportunity Number:** |  |
| **Pre-Proposal Deadline (if any):** |  |
| **Full Proposal Deadline:** |  |
| **Your Potential Project Title:** |  |

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| **Potential UWM Co-PIs** |
| Please provide their names, departments. |

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| **Potential Non-UWM Co-PIs** |
| Please provide their names, institutions, and departments. |

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| **Suggested Internal Reviewers** |
| Name four to five UWM faculty who are knowledgeable in the area of the intended proposal and would not have a conflict of interest (see definition below) serving as panelists.  **1.**  **2.**  **3.**  **4.**  **5.** |

**Conflict of Interest:** Individuals with whom you or anyone on the project has:

1. A close personal relationship or family membership; or
2. Been a collaborator or co-author within the last two years; or
3. Competitive concerns; or
4. Requested and received feedback on the current or a prior version of the proposal

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| **Absence of Conflict Verification** |
| Please check the box if the statement is true.  ⬜ Neither I nor any of my co-investigators has a conflict of interest with the named reviewers. |

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| **Reviewers to Exclude** |
| Most proposals will be evaluated by a multidisciplinary review panel. You may identify individuals whom you prefer we DO NOT contact in composing the panel. |

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| **Internal Review Process** |

If an internal competition must be held for the funding opportunity identified in this Notice of Intent, the following process will take place:

1. Each internal competition is treated as a new competition. Pre-proposals selected to go forth in a previous internal competition are not guaranteed selection in a new competition.
2. The suggested reviewers identified in this Notice of Intent will be contacted and asked to serve as an internal reviewer.
3. If we cannot secure a sufficient number of panelists from the list of suggested reviewers (e.g., lack of availability, conflicts of interest), we will contact the PI and ask for additional names.
4. If we still cannot secure a sufficient number of reviewers, we will contact faculty who previously served on review panels for this program (if applicable) or are familiar with the subject material.
5. Internal reviewers will receive (1) the internal pre-proposals, (2) the review criteria to assess the pre-proposals per the sponsor’s selection criteria, (3) the sponsor call for proposals, and (4) review sheet.
6. Internal reviewers will be asked to review the pre-proposals based on the review criteria provided, rank the proposals (if needed), and to provide meaningful feedback on the review sheet.
7. Depending on the specific program, the time remaining until the external deadline, and/or having a consensus in the rankings, the internal reviewers may meet in person to discuss the pre-proposals and select the one(s) to go forth, or the Interim Vice Provost of Research will make the final decision.
8. Upon the final selection, Proposal Development Services will prepare the reviewers’ comments (the identity of the internal reviewers will remain confidential) and send them to the PI identified on this Notice of Intent.
9. Questions regarding this process should be directed to Kathleen Koch at [kjk@uwm.edu](mailto:kjk@uwm.edu) or 229-3699.