



University of the Virgin Islands

Standard Operating Procedure (SOP) Title: Proposal Notice of Intent	SOP Number: OSP-PROPOSAL-002
	Office of Accountability: Office of Sponsored Programs

I. PURPOSE

This standard operating procedure establishes the requirements for submission of a Notice of Intent to the Office of Sponsored Programs (OSP) in relation to sponsored project proposals to external sponsors.

II. DEFINITIONS

1. **Principal Investigator (PI) or Project Director (PD)** is the individual designated by UVI and the Sponsor as the person responsible for overall administrative, fiscal, scientific, and technical direction, and conduct of a sponsored project. When there are other PIs on the project they are referred to as Co-PIs. In these cases, the PI assumes the role of lead PI.
2. **Co-Principal Investigator (Co-PI)** is the individual who shares responsibilities for the sponsored project with the PI.
3. **Co-Investigator (Co-I)** is the individual shares responsibilities for performing work under the sponsored project, but does not have fiscal authority unless delegated by the PI.
4. **Sponsored Project** is considered any externally funded research, training, evaluative testing, or public service project directed by UVI PI as part of their university work that requires the university to perform a specific project.
5. **Proposals** are sponsored project submissions including, but are not limited to, new, continuation, renewal, revision, resubmission, subrecipient federal flow-through, and supplemental funding.
6. **Subrecipient** is a non-federal entity that receives a subaward from UVI to carry out part of UVI's primary award.

7. **Notice of Intent (NOI) Form** is the internal required form used to notify OSP of a PIs intent to submit a proposal for an upcoming deadline.

III. ROLES AND RESPONSIBILITIES

1. **Principal Investigator/Unit Administrator**

- a. Ensure the NOI is completed via Softdocs.

2. **Department Chair and/or Center Director**

- a. Promote faculty and staff awareness of this procedure.
- b. Review and approve the NOI for the following:
 1. Consistency with specific unit objectives and policies and procedures;
 2. Personnel listed are available and qualified to participate; and
 3. There would be sufficient facilities and equipment to support the project.

3. **College/School Dean**

- a. Promote faculty and staff awareness of this procedure.
- b. Review the NOI to ensure the project would align with collegiate objectives, and any project-related commitment of University funds and other resources would be consistent with collegiate objectives.

4. **Office of Sponsored Programs (OSP)**

- a. Add the upcoming proposal on internal tracking sheets and ensure OSP resources will be available.
- b. OSP will review for the following:
 1. Review the guidelines and provide comments and resources to the PI, as needed; and
 2. Confirm the senior personnel are registered in any required electronic system; and
 3. Notify any subrecipients listed of the required forms and deadlines for their documents to be submitted to UVI.

IV. PROCEDURES

The NOI form allows OSP to coordinate resources in order to provide assistance to the PI with any required registrations and resources needed to prepare the proposal for submission.

The PI or their designee, must complete the NOI form via Softdocs and obtain approvals from their Chair and/or Director. If a Co-PI included in the NOI is from another

department the secondary department Chair and/or Director must approve as well. If the PI or Co-PI holds a Chair and/or Director position approval must be obtained from the Dean of the school or college.

A completed NOI form must be submitted to OSP at osp@uvi.edu at least 10 business days prior to the sponsor submission deadline. When submitting the form to OSP please copy the appropriate Dean(s) on the e-mail submission. Should the PI or Co-PI hold a Dean position please copy the Provost on the e-mail submission to OSP. This form is required for submission of Letter of Intent and Pre-Proposals if the OSP review is required as outlined in the Proposal Review and Submission SOP. If an NOI is submitted with the Letter of Intent or Pre-proposal a secondary NOI is not required if selected by the sponsor to submit full proposal.

V. REFERENCES

Proposal Review and Submission SOP (OSP-PROPOSAL-003)

Notice of Intent Form - via Softdocs

2 CFR part 200 "Uniform Administrative Requirements, Costs Principles, and Audit Requirements of Federal Awards

VI. HISTORY

1. Revision 0: Approved March 4, 2021
2. Revision 1: Approved May 22, 2026

SOP APPROVAL

Signature: Jatasha Haralson
Jatasha Haralson, Director of Sponsored Programs

Date: May 22, 2026