

Notice of Intent Template

[Insert Date]

Re: [Name of the Funding Opportunity Announcement (FOA) and FOA Number]

Dear Limited Submissions Administrator:

Please accept this letter of intent to indicate that [insert college/department] intends to submit an application responsive to the [FOA Name and No.] by the internal submission deadline of [Date] by 5 pm.

[insert name here] will serve as the Principal Investigator (PIs) and [insert name(s) here] will serve as the Co-Investigator or an investigator.

Our project, [insert title] plans to address [please provide a **brief** statement in 2-3 sentences describing your project].

Sincerely,

[Insert Signature]

[Name, Title, email & phone]

E-mail this completed form to research@musc.edu