



PROPOSAL SUBMISSION NOTIFICATION FORM

Earlier notification = Greater level of Admin support

First and Last Name of PI:

Today is:

I am writing to notify you I will be submitting a Proposal to the following Sponsor:

The Solicitation link or number/RFP/BAA/etc. is:

This proposal is due on:

The first and last names of my collaborators are:

The email addresses for my collaborators are as follows:

The start date is:

The end date is:

The Title is:

The scope of work requires we budget for the following: (enter level of effort required for known personnel, names of conferences for travel and amount per year, supplies, equipment, computing needs, etc.)

Email form or copy and paste this information into an email to jthomas@Jhu.edu