INTENT TO SUBMIT

DECLARING INTENT IN LEO
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• Summary
The intent to submit is the first step in securing your place in the ORSP submission queue. So, please send your intent to submit a proposal to ORSP as soon as you have identified a potential funding source for your idea, research, or creative activity.

It is not necessary to have a complete draft of the proposal in hand to initiate a discussion.
ROLES AND RESPONSIBILITIES

• Applicant should start early, collect preliminary data, and establish internal deadlines with ORSP Sponsored Programs Manager.
• Applicant often begins writing application several months prior to application due date.
• Applicant is ultimately responsible for the timely submission of the grant.
• ORSP Sponsored Programs Manager will facilitate the submission by assisting with the proposal development; reviewing and approving proposals; managing the proposal submission process; and negotiating, accepting, and activating the award.
Pivot at Ohio University Connects Faculty and Researchers to:

- The most comprehensive, editorially maintained database of funding opportunities available with more than 28,000 opportunities including research, training, scholarships and fellowships. Opportunities are added daily from government, institutions, foundations, and corporate sponsors.

- International coverage spanning US, UK, Europe, Latin America, Australia/New Zealand, South Africa and more.

- Automated funding opportunity matching and email alerts based user profiles and specified funding interests.
LEO has the capability to create an Intent to Submit based on a funding opportunity in the Pivot database. When accessing Pivot while on the Ohio University campus or logged on with your Ohio University account, scroll down to the bottom where you will see a link to LEO:

Click the link

For questions or support, contact ORSP at orsp@ohio.edu; 740.597.6777
DECLARE INTENT FROM PIVOT

LEO’s response will depend on the status of the opportunity for which you are applying. For most opportunities, you will be presented with the basic Intent to Submit form:

Check here to automatically fill in your details

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A ticket will be generated and assigned to the PI's Grant Manager.
If OHIO University will be a subrecipient on this project, select "Subrecipient" and fill in the additional details:
DECLAIM INTENT FROM PIVOT

A ticket will be generated and assigned to the PI’s Grant Manager

Welcome to the ORSP Service Center
Ticket Number 2060 (Assigned)

*Originator: Shields, Joseph
PI/PO: Shields, Joseph
*Source: LEO
*Action Category: Proposal
*Action Type: Intent to Submit
*Description: Shields, Joseph (VP For Research) sent an Intent to Submit for the funding opportunity "Field Initiated Projects Program (Research)."

Form Information:
Sponsor: United States Department of Health and Human Services (HHS)
PI: Shields, Joseph
PI Email: shield1@ohio.edu
PI Phone: (740)593-0271
Submission deadline date: 04/01/2017
Submission deadline time: 5:00 PM
OU Status: Subrecipient
Lead Institution: Another University
Institutional Contact Name: John Doe
Institutional Contact Phone: (555) 555-5555
Institutional Contact Email: d@another.edu
Comments:

*Email: shield1@ohio.edu
Phone: (740)593-0271
*Date/time received: 03/28/2017 at 4:07 PM
Due Date: 04/01/2017
Assigned: Bethany Spurrier

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DECLARE INTENT FROM PIVOT

• LEO will automatically create a Service Center ticket with the details of your Intent to Submit and send you an email.
• Your Grant Manager will contact you to schedule the proposal preparation milestones.
• You can monitor the ticket status in the ORSP Service Center module in LEO.

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DECLARE INTENT FROM PIVOT
LIMITED SUBMISSIONS

If the Funding Opportunity you are applying for is a Limited Submission (marked in Pivot) you will be required to request to submit using the Limited Opportunity Request Form:

Provided comments and justification here.

Limited Requirements will be listed here.
• After you submit a Limited Submission Request, ORSP staff will evaluate your request along with any other requests to submit for the same opportunity.
• You will be notified of the decision and what to do next.
DECLARE INTENT FROM PIVOT OPPORTUNITY NOT IN LEO

- Due to interface limitations with Pivot, ORSP staff must manually upload Funding Opportunities into LEO in order for them to be processed.
- In the rare event you attempt an Intent to Submit before the Funding Opportunity has been uploaded, LEO will create a ticket requesting the upload of the missing Opportunity.
- Once the Opportunity has been loaded, ORSP will contact you and you will be able to continue with your Intent to Submit.

Welcome to the ORSP Service Center
Ticket Number 2061 (Assigned)

*Originator: Shields, Joseph
*PI/PO: 
*Source: LEO
*Action Category: Funding Opportunities
*Action Type: Funding Opportunities (PIVOT)
*Subject: LEO: Missing Pivot Opportunity
*Description: Shields, Joseph (VP For Research) attempted to access an Intent to Submit for a funding opportunity in Pivot that hasn't been loaded into LEO. Opportunity Link: https://pivot.ohio.edu/funding_opp/122101
WHEN AN OPPORTUNITY IS NOT IN PIVOT

- While Pivot contains a comprehensive database of Funding Opportunities, there may be some opportunities not available through Pivot.
- In those cases, you can enter the necessary details about the Funding Opportunity through LEO.

Access the Intent to Submit page from the home page in LEO:
WHEN AN OPPORTUNITY IS NOT IN PIVOT

These fields are added to the Intent to Submit request.

You can either upload the Sponsor’s guidelines, enter them into this text field, or put the web address for the sponsor’s guidelines in the text field.
WHEN AN OPPORTUNITY IS NOT IN PIVOT

• As with Funding Opportunities in Pivot, LEO will automatically create a Service Center ticket with your Intent to Submit details.
• Your Grant Manager will contact you to continue the proposal preparation process.
• You will receive an email with the ticket details, and can monitor the ticket status in the ORSP Service Center module in LEO.

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TIPS

• Submit Early
• Read the guidelines
• Establish realistic internal deadlines

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