



**RESEARCH GRANTS MANAGEMENT OFFICE (RGMO)
FACULTY OF MEDICINE AND HEALTH SCIENCES (FMHS)
STELLENBOSCH UNIVERSITY (SU)**



**PROCEDURE AND REGULATIONS REGARDING
SUBMITTING AN INTERNAL LETTER OF INTENT TO INFORM RGMO OF THE INTENTION
TO APPLY FOR INTERNATIONAL FUNDING**

SCOPE: This document applies to all Stellenbosch University (SU) Faculty of Medicine and Health Sciences (FMHS) researchers submitting proposals for international sponsored projects (grants), including subcontract proposals.

BACKGROUND AND REASON FOR THE REGULATION: Researchers of the SU FMHS apply for research funding through international sponsored programs. Submitting the best proposal possible is in the best interest of all parties involved. Early engagement of the RGMO allows Principal Investigators (PIs) to submit proposals of the highest quality and with the highest probability of success. An Internal Letter of Intent (ILOI) is required to enable RGMO to plan for assistance and to identify potential overlapping of projects.

RESPONSIBILITIES

1. The RGMO is responsible for developing and communicating this procedure to the FMHS research community and PIs.
2. All SU FMHS departments, divisions, units or centers submitting international sponsored proposals are responsible to comply with this regulation. PIs on a grant proposal are ultimately responsible for adhering to the regulations.
3. The PIs are responsible for submitting an ILOI to the RGMO as soon as he/she decides to apply for international funding.
4. The Head of the Department (if applicable) must be aware of the application, must together with the PI sign the ILOI and must be willing to arrange for a scientific review of the application.

PROCEDURE

1. PIs planning to submit a research proposal for **international funding** must send an **Internal Letter of Intent (ILOI)** to the RGMO **preferably 60 days but not later than 30 days before the application due date of the sponsor, allow for adequate internal scientific review by peers.**
2. The PI informs the RGMO with the ILOI by email (addressed to the RGMO manager, Mr Eugene Baugaard eugeneb@sun.ac.za and Dr Christa de Vries cdevries@sun.ac.za of the intent to apply for the sponsored project.
3. In the subject line of the email, add the following information: Intent to apply for grant: PI Name, Sponsor, and Application Type. ***Eg. Intent to apply for grant: J Jacobs, NIH, R01***
4. Provide the names and contact details of collaborators.
5. **Attach a one (1) page ILOI, containing the following information, to the email:**
 - Sponsor Name
 - Number of the call
 - The sponsor's application due date
 - Preliminary Title
 - Preliminary Specific Aims
 - Name & signature of the Head of Department
 - Name & signature of the PI
6. The RGMO will follow a "first-come, first-served" protocol for all proposal submissions.
7. Vice Dean of Research of SU FMHS reserves the right to retract any proposal submitted by individuals who lack substantive preliminary specific aims.

ACRONYMS AND DEFINITIONS

PIs	Principal Investigator(s) is the primary individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.
RGMO	Research Grants Management Office
ILOI	Internal Letter of Intent