NOI / LOI / EOI Sign-off procedures  
MUN Faculty of Humanities and Social Sciences

When applying for a grant, you may have to submit a Notice of Intent (NOI), Letter of Intent (LOI), or Expression of Interest (EOI). The signature requirements for these submissions depend on the nature of the submission. Please see below to determine if your NOI, LOI, or EOI requires approval. For further information, please contact Bradley Cooper at bradley.cooper@mun.ca or at 864-8603.

Screening/Selection Type

- Applicable if the NOI/LOI/EOI will be screened by a selection committee (either internally at Memorial, of externally at the funding agency) before going on to the full application stage.
- These must follow the normal grant signature process (see the FAQ “When do I need Faculty of Humanities and Social Sciences sign-off?” for further details). In brief:
  - If the MUN researcher is the primary applicant
    - You must fill out the Faculty of Humanities and Social Sciences grant application approval form (available from [http://bit.ly/2adZ1X9](http://bit.ly/2adZ1X9)) so that the letter can be signed off by the Department Head, Associate Dean of Humanities and Social Sciences (Research), and Research Grant and Contract Services (RGCS) whether or not the sponsor requires a signature.
    - Institutional approval will also be required for all co-applicants on the application, whether they are at MUN or at an external institution.
    - Exception: For RDC Ignite NOIs, you do not need to fill out the Humanities and Social Sciences approval form. The signature space on the NOI itself is sufficient.
  - If the MUN researcher is a co-applicant
    - Follow the normal grant signature process for co-applicants on an external grant.
    - Note: Not all external institutions require institutional approval from co-applicants. To avoid delays once your application has been accepted to the full competition, it is best to have your LOI/NOI/EOI approved prior to submission.

Why do we require signatures in this case?

- To confirm that the researcher has the time, availability, and ability to complete the project.
- To confirm the involvement of all co-applicants.
- To confirm cash and in-kind commitments.
  - When the funding agency invites the applicant to proceed to the full application stage, they expect the commitments in the Intent Letter to be present in the full application, thus these must be confirmed at the Intent stage.

Registration Type

- Applicable when the NOI/LOI/EOI is used as part of a registration procedure, but does NOT undergo screening or selection to go forward to the full application stage.
  - Eg. NSERC Discovery grants.
- The funding agency usually uses these submissions to anticipate the number of applicants and to arrange appropriate adjudication committees.
- In this case, the submission does not need to be signed. The investigator can submit their notice themselves.

Any other scenarios

- If in doubt, contact Bradley Cooper at bradley.cooper@mun.ca or at 864-8603, who will talk to the Research Grant and Contract Services on your behalf.