Starting a Notice of Intent

- Go to http://www2.med.wisc.edu/oacnoi/
- Register by selecting “Click here to register”, and provide:
  - The name of the applicant organization.
  - The email address for the applicant organization, if possible, or your email address. Please note that correspondence on the status of the Notice of Intent submission will be sent to this email address.
  - A username that can be shared with colleagues, as appropriate.
- An email will be sent to the address provided with the organization’s username and temporary password. Upon initial entry into the Notice of Intent site, you will be asked to change the password.
- A username and password are required to access the Notice of Intent. Please share with your colleagues, as appropriate.
- Upon return to the site, select “click here if you’ve received your username and password” to access the Notice of Intent.

Helpful Hints

- Remember to Save Data often.
- Navigate the pages via the left navigation bar or the Table of Contents (Checklist), or by using the < Prev or Next > buttons. Each of the navigation methods also saves new or changed data.
- Press Help for detailed instructions on how to complete the page.
- ❌ indicates that required information is missing. Press 🔄 to find out which fields must be filled out to complete the page.
- ✔️ indicates that all required information has been provided.
- Once all required pages are marked with a ✔️, you may attest to and submit your Notice of Intent.
- Print hard copies using PRINT NOTICE OF INTENT.

Technical Assistance

- Mary Jo Knobloch, Program Officer, (608) 265-2284, knobloch2@wisc.edu

Important Requirements

- Notices of Intent must be submitted via the web site by 5:00PM on Friday, June 10, 2011.
- All items in the Table of Contents (left navigation bar) are required unless otherwise indicated.