Purpose
Define the procedure for processing pre-proposals through OSP.

Introduction
Funding opportunities sometime require the submission of a pre-proposal (also known as a pre-application, concept paper, white paper, Letter of Inquiry or Letter of Intent) prior to submission of a full proposal. The pre-proposal often includes a brief summary of the project, a list of the personnel involved, and may or may not require a budget, cost estimate or cost sharing for the project. Sometimes, only one or two of these items are required in a pre-proposal. Typically the sponsor will review all the pre-proposals and invite a limited number of applicants to submit a fully developed proposal for review.

Procedure
Pre-proposals requiring any of the following elements should be routed through RAMSeS for unit-level and institutional review and approval.

1. Solicitations containing terms and conditions that legally bind the University if the proposal is awarded;
2. Obligations of the University to submit a full/final proposal without possible revision to the pre-proposal budget and narrative;
3. Certifications and assurances obligating the University if the proposal is awarded;
4. Sponsor limits on the number of pre-proposals allowed to be submitted per institution;
5. Submission through a sponsor-required electronic submission system that requires OSP to review and approve the pre-proposal, such as routing through FastLane of many NSF pre-proposals. This is required simply for planning purposes. As NSF and other Federal sponsors move towards increased pre-proposal submission followed by invited full proposals, OSP and unit approvals necessitate sufficient time for review and submission.

If all of the foregoing criteria are not applicable to a given pre-proposal submission, then the pre-proposal may be excused from RAMSeS routing and OSP approval even if any of the following conditions apply:
1. Signature is required from an authorized University official;
2. A non-binding detailed budget or budget estimate. Note, however that it is the responsibility of the PI to include the appropriate F&A rate in the pre-proposal in such instances.

3. Non-binding institutional commitments are noted, such as:
   a. cost sharing/matching funds;
   b. faculty release time;

4. Partnerships with industry/schools or universities are identified; or

5. Conflicts of interest may apply.

Colleges may also institute college-specific requirements for submission of pre-proposals. Contact the College Grants Administrator and/or Associate Dean for Research for additional information.

Exceptions