

	<b>DIVISION OF RESEARCH &amp; GRADUATE STUDIES</b> <b>OFFICE OF SPONSORED PROGRAMS</b>  <b>PROCEDURE</b>	
	<b>Authority: Maryellen OBrien, Director OSP</b>  <b>Title: Preproposal Procedure</b>	<b>Classification Number:</b>   <b>First Issued: May 3, 2011</b> <b>Last Revised:</b>

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

Preproposals must be routed in RAMSeS for full review and approval if any of the following requirements apply to the pre-application:

1. terms and conditions that legally bind the University if the proposal is awarded;
2. the University is obligated to submit a full/final proposal without possible revision to the preproposal budget and narrative;
3. certifications and assurances obligating the University if the proposal is awarded;
4. limited submissions, in other words, the program has a limit on the number of proposals or pre-proposals it will accept from a university;

Preproposals **do not** require routing in RAMSeS if only the following apply. However, the items listed below may be required by the sponsor as part of a preproposal submission, but is not all inclusive of the many elements of a preproposal that might be required by the sponsor.

1. the signature of the authorizing official of the University
2. a detailed budget rather than an overall cost range. It is the responsibility of the PI to use and apply the correct F&A rate.
3. institutional commitments such as:
  - a. cost sharing/matching funds,
  - b. faculty release time,
4. partnerships with industry/schools or universities
5. conflict of interest (i.e., consulting, financial, or managerial role with the sponsor; family member(s) have other potential conflicts of interest)

**IMPORTANT:** The OSP will continue to sign preproposals that request and authorized institutional signature. East Carolina University is not bound to accept awards for projects submitted by an investigator directly to a sponsor without prior approval from the Office of Sponsored Programs.

Colleges may institute college specific business rules that require PI compliance. Contact the College Grants Administrator and/or Associate Dean for Research for information.