Pre-proposals, Letters of Intent, and White Paper Submissions

Depending on the information being presented or requested by a sponsor will determine if a Pre-proposal, Letter of Intent (LOI) or White Paper needs to be routed through UFIRST, e-mailed to the Division of Sponsored Programs, or submitted directly by the PI.

Below is DSP’s matrix to assist units in choosing the correct routing process.

<table>
<thead>
<tr>
<th>Yes - Institutional Signature Required</th>
<th>Yes Budget detail provided or cost sharing committed</th>
<th>No budget detail provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route through UFIRST proposals</td>
<td>PI submits to DSP at <a href="mailto:ufproposals@ufl.edu">ufproposals@ufl.edu</a></td>
<td></td>
</tr>
<tr>
<td>No - Institutional Signature Required</td>
<td>Route through UFIRST proposals</td>
<td>PI submits directly to sponsor</td>
</tr>
</tbody>
</table>

Notes:

Institutional Signature means a signature from the Division of Sponsored Programs. This includes DSP Submission in sponsor electronic systems such as Fastlane.

Budget detail means a line item budget or categorical breakdown. It does not include lump sum or a total dollar amount being provided or submitting to a program with a stated cap amount and no detailed budget is being provided.

Contact Information:

Division of Sponsored Programs (DSP)
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352-392-3516
Website: www.research.ufl.edu