

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

The information being presented/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. Use the flowchart below to choose the correct routing process.

- If a pre-proposal is required to route through UFIRST, then the [UF/DSP internal deadline policy](#) will apply.
- Institutional Signature means a signature from the Division of Sponsored Programs (DSP), which can include DSP submission in sponsor electronic systems such as Fastlane, NSPIRES, ProposalCentral etc.
- A line item budget or categorical breakdown **DOES** meet the definition of budget detail. Budget detail does **NOT** include a lump sum or a total dollar amount (i.e. \$450,000) being submitted to the sponsor.
- Inclusion of explicit personnel effort commitments regardless if compensation is requested **DOES** meet the definition of budget detail.
- If a subrecipient is included, the subrecipient’s Authorized Organizational Representative (AOR) must provide an email approval or a signed letter of intent confirming the details provided, even if only a lump sum or total budget amount is being provided.

