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.

![Flowchart]

Is budget detail provided, effort committed, or cost share committed?  

YES ➔ Route a proposal through UFIRST  

UF/DSP Internal Deadline Policy applies

NO ➔ Is institutional signature required?  

YES ➔ Email ufproposals@ufl.edu to request signature/submission

NO ➔ PI submits directly to Sponsor  

(Remember to follow your internal Department/College rules)