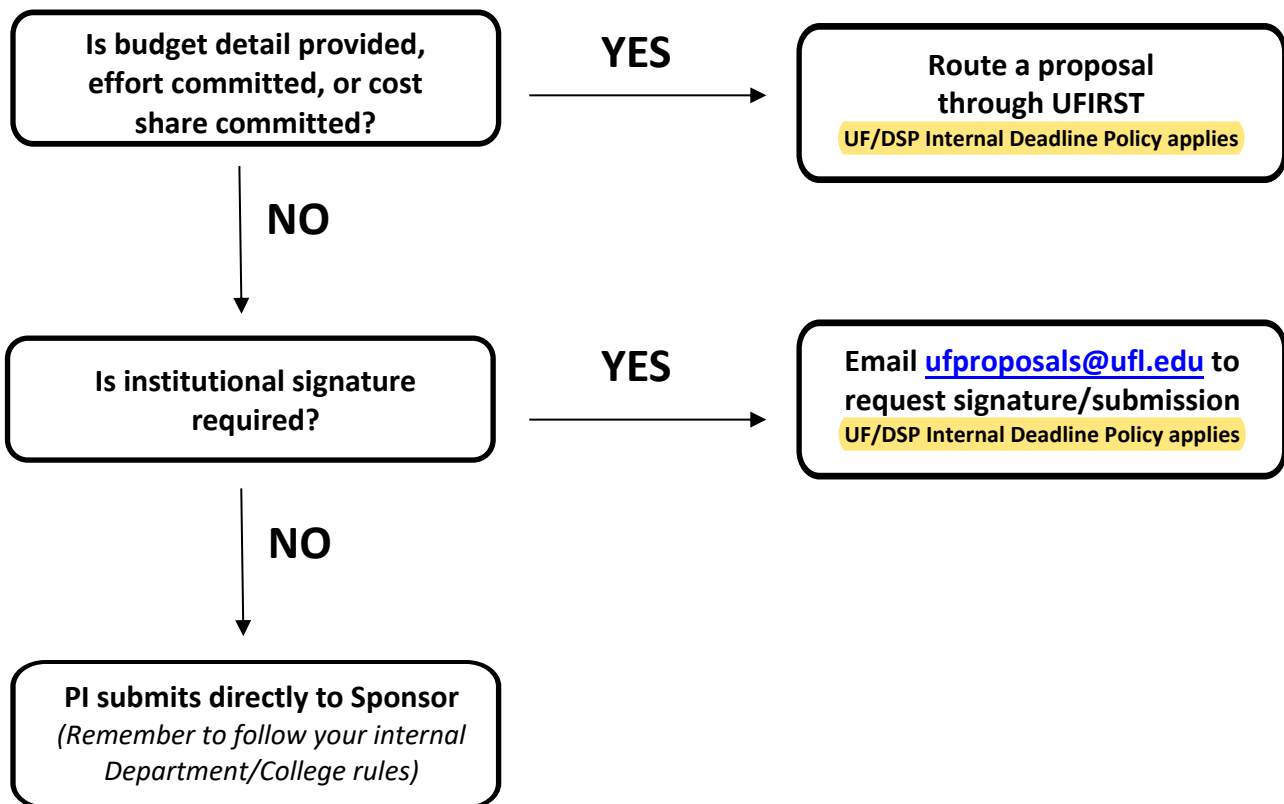


Pre-proposals, Letters of Intent, and White Paper Submissions

If certain information or approval is required by the sponsor, the Pre-proposal, Letter of Intent (LOI) or White Paper needs to be routed through the Division of Sponsored Programs (DSP) prior to submission. Use the flowchart to choose the correct routing process. All pre-proposals that require UFIRST routing or institutional signature must follow the UF/DSP internal deadline policy. Note: the pre-proposal submission process ONLY applies to pre-proposals. Final proposals of any kind, i.e.. any submission that the sponsor could respond to with an award notice, are subjects to all standard proposal processing guidelines.



Notes:

Pre-proposals that include a line-item or categorical budget (budget detail), explicit personnel effort commitments (regardless of whether compensation is requested), or cost sharing require a UFIRST proposal.

Institutional Signature means a signature from the DSP, which can include DSP submission in sponsor electronic systems such as Research.gov, NSPIRES, etc.

If a subrecipient is included in the pre-proposal, the subrecipient's Authorized Organizational Representative (AOR) must provide an email approval or a signed letter of intent confirming the details provided. Approval from the subrecipient AOR is required even if no budget information for the subrecipient is being submitted to the sponsor.

If the sponsor limits the number of pre-proposal submission from an institution, the PI is required to contact UF's Strategic Research Development team for approval.