

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.

	Yes Budget detail provided or cost sharing committed	No budget detail provided
Yes - Institutional Signature Required	Route through UFIRST proposals	PI submits to DSP at ufproposals@ufl.edu
No - Institutional Signature Required	Route through UFIRST proposals	PI submits directly to sponsor

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)
University of Florida
219 Grinter Hall
352-392-3516
Website: www.research.ufl.edu