



Letters of Intent (Pre-Proposal, Pre-Application, White Paper)

Sponsors sometimes require the submission of a brief concept or outline of the proposed work prior to the submission of a full proposal, referred to as *Letters of Intent (LOI)* or other names. Sponsor requirements related to LOIs vary. In certain cases, LOIs need to be submitted through SPA and other times, the PI/DRA can submit them directly to the sponsor. Additionally, sometimes SPA will request an ePSRS at the time of LOI submission to track the signature/budget which was submitted.

The following will help guide the SGCA in answering questions from their DRAs on when OSPA may be involved in the submission of an LOI. Each solicitation may be different, so a review of guidelines may be needed before you can respond accordingly. As well, some colleges may desire to track an LOI in PeopleSoft and submit through SPA even when not required by SPA.

Sponsor Requirement	OSPA or PI/DRA submit?	Is an ePSRS requested?
No budget figures and no authorized signature required	PI/DRA can submit	No
A total budget figure (not detailed) but no authorized signature is required	PI/DRA can submit	No
No budget figures and authorized signature is required	SPA submits	Yes (\$0 budget in ePSRS)
A total budget figure (not detailed) and authorized signature are required	SPA submits	Yes (\$0 budget in ePSRS)
A detailed budget but no authorized signature is required	SPA submits	Yes
A detailed budget and authorized signature are required	SPA submits	Yes

ePSRS Instructions

When a department prepares an ePSRS for a pre-proposal/LOI, the SGCA needs to confirm that the Proposal Type on Maintain Proposal is "Pre-Proposal". This will exclude it from reporting. Once submitted, the SGCA should follow standard process for marking as submitted.

If the pre-proposal/LOI is invited to submit a full proposal, the SGCA should mark the previous ePSRS back to draft. The department can use this ePSRS for the full proposal. The Proposal Type should be changed from Pre-Proposal to the appropriate selection. The ePSRS will need to be reset to get new approvals.