



INSTRUCTION GUIDE

Pre-Proposals, Letters of Intent and White Paper Submissions

This instruction guide is provided to give guidance as to when a preproposal must go through the Office of Research (OR) or may be submitted directly by the Principal Investigator to the potential sponsor.

The information presented to a sponsor determines if a Pre-proposal needs to be routed through Huron Grants to the UCF Office of Research or may be submitted directly by the PI.

In order to avoid awards based on pre-proposals that may be declined under [UCF Policy 4-214](#), it is highly recommended that pre-proposals (with or without budget) include the following statement: "UCF requires that all final proposals are submitted through the UCF Office of Research."

Below is the UCF Office of Research matrix to assist units in choosing the correct routing process.

	Budget detail is provided or cost sharing committed	Budget detail is NOT provided
Institutional Signature IS Required	Route through Huron Grants	Email package to Office of Research assigned Proposal Specialist 3 business days prior to deadline
Institutional Signature is NOT Required	Route through Huron Grants	PI submits directly to sponsor (statement strongly encouraged)

Glossary of Terms:

Budget detail means a line item budget or categorical breakdown with dollar amounts. This does not include a lump sum or total dollar amount being provided or when submitting to a program with a capped funding amount. However, in these instances, using the recommended statement above is highly advised.

Cost sharing any cost for the support of the proposed project, including salary, that is not funded by the sponsored award. Cost share approvals are not required at pre-proposal stage.

Institutional Signature means a signature by an authorized organizational representative (e.g.: OR)

Preproposal can also be called Letter of Intent, concept paper, white paper, or any other form of document that is not a binding proposal from UCF, but rather a document to gauge the level of interest from the sponsor in hopes of a formal solicitation for a subsequent full proposal.

Procedures for pre-proposals that meet the criteria for routing through Huron Grants:

1. Submit pre-proposal package and sponsor instructions in final form 5 business days before the deadline for initial review, and 2 business days before the deadline for final review.
2. Select the tag "Pre-proposal" in Huron Grants.
3. Central Proposal Specialists will submit pre-proposals to the sponsor unless otherwise required by the sponsor's written instructions.