



MEMORANDUM

To: Deans, Directors, and Department Heads

From: Kevin Enroth
Director, Office of Sponsored Projects

Date: October 28, 2019

Re: Routing of Pre-Proposals/LOI through
OSP

As more sponsors begin to require pre-proposals prior to submission of a full proposal, we want to clarify when our office should be involved in the submission of a pre-proposal and when proposals can be submitted directly to a potential sponsor. For further guidance on proposal submissions in general, please refer to MSU OP 70.01.

Pre-proposals (also referred to as informal proposals, letter proposals, mini-proposals, preliminary proposals, pre-applications, concept papers, or white papers) are brief descriptions of research plans, which may or may not include an estimate or brief budget. These pre-proposals may be submitted to sponsors per their program guidelines, or may be investigator-initiated to determine the interest of a particular sponsor in funding a proposed project. These submissions generally occur prior to the submission of a formal proposal.

In many cases a pre-proposal can be submitted directly to the sponsor without going through the Office of Sponsored Projects. A pre-proposal should be routed through OSP along with an Internal Approval Sheet (IAS) in cases where:

1. A detailed budget is submitted with pre-proposal,
2. MSU is committing cost share or matching on the project,
3. The sponsor requires the Authorized Organizational Representative's signature,
4. The sponsor requires submission through a portal or system via which only OSP can submit, or
5. Institutional certifications or assurances are required.

We hope this memo has provided clarification. Please contact us if you have questions or need further guidance.