



CONTRACTS & GRANTS OFFICE

SANTA BARBARA, CALIFORNIA 93106-9490

September 15, 2017

Re: Letter of Intent/Pre-proposal - when does the GGSE Contracts & Grants Office need to be involved?
From: Kelly Hayton
To: All – Faculty Listserv, Jenna, Guadalupe

Good morning - Recent information shared by Office of Research clearly outlines when an LOI or pre-proposal needs to route through our office and Office of Research for review prior to submission. See below. Please contact your C&G Analyst if you have questions.

There are times when a sponsor or specific solicitation may request or require a pre-proposal, white paper or letter of intent (LOI). The specific requirements are usually outlined in the proposal guidelines.

A pre-proposal may be used by the sponsor to determine who will be invited to submit a full proposal or may be used to provide feedback to the PI for the purposes of refining the project for the full proposal submission.

Typically the pre-proposal will require a brief summary of the project and information about the PI and research team. Occasionally additional items are required. If any one or more of the following are required or included in the pre-proposal, the pre-proposal must be routed through campus for review.

- A detailed budget
- Costshare commitments
- Institutional endorsement (including submission through electronic systems)

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