

MISSISSIPPI STATE UNIVERSITYTM

Sponsored Programs Administration

MEMORANDUM

TO: Deans, Directors, and Department Heads

FROM: Jennifer Easley
Director, Sponsored Programs Administration

DATE: March 25, 2014

RE: Routing of Pre-proposals through SPA



As more sponsors are beginning to require pre-proposals prior to submission of a full proposal, we are receiving many questions on when our office should be involved in the submission of a pre-proposal. Our desire is to simplify the proposal submission process wherever feasible, and so the purpose of this memo is to provide clarification on when a pre-proposal should be submitted through our office or when it 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 Sponsored Programs Administration. A pre-proposal should be routed through SPA, along with an Internal Approval Sheet (IAS) in cases where:

- 1) A detailed budget is submitted with the 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 SPA 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.