

**Letters of Intent
OSP Procedures
Revised - February 17 2020**

BACKGROUND:

A Letter of Intent, also called a White Paper, Pre-Proposal, or Quad Chart (hereafter called LOI), is a shortened version of a complete grant proposal. Typically, Sponsors will request LOIs to allow them to assess whether or not there is a good match between the proposed project and their interests. Sometimes the Sponsor will offer the option of an LOI, but it will not be required or evaluated. Following a letter of intent, the Sponsor will invite full proposals (except in some cases where the LOI is optional)

LOIs are primarily technical narratives; however, some Sponsors will request aggregate budget numbers or a detailed budget. Additionally, Sponsor requirements regarding submission will vary; some Sponsors require the Principal Investigator (PI) to submit the LOI while others require an Authorized Organizational Representative. In some cases, the Sponsor requires the PI to submit but requires a signed letter of intent by the Authorized Organizational Representative.

Additionally, some sponsors impose limits on the number of LOIs that your institution can submit. In these cases, you will need to follow the internal application instructions if the opportunity has been posted to the Research Development listserv or posted on the limited submission [deadline table](#). If the opportunity has not been posted, you will need to contact the Research and Innovation Initiatives office to obtain internal approval prior to submitting the LOI, or contact the Office of Sponsored Programs for assistance.

PROCEDURES:

1) Submission of LOIs

Principal Investigators (PI) are encouraged to contact OSP (appropriate team manager) if they are unsure whether OSP involvement is required. OSP will advise on whether a Request for Proposal Assignment is needed and whether OSP will need to review and/or submit the LOI.

PIs must submit a Request for Proposal Assignment when:

1. the Sponsor requires a detailed budget
2. the Sponsor requires an Authorized Organization Representative (AOR) signature
3. There is a limit on the number of LOIs the institution may submit
4. A letter of support is required with the submission. OSP Grants Administrator will prepare letter of support and send to PI when signed.
5. LOIs are optional (e.g. not required as part of an invitation to submit a full proposal) because the PI intends to apply for the full proposal.

OSP will need to review, submit and/or sign the LOI on behalf of the PI (institution) when:

1. a detailed budget is required with the LOI
2. the Sponsor requires the signature of the Authorized Organizational Representative the sponsor sets a limit on the number of LOIs for the institution
3. signing the LOI is a proxy for signing a full proposal (i.e. there wouldn't need to be a signature on a full proposal if invited to submit, they just use the LOI signature)

2) Successful LOIs (Invitation to Submit a Full Proposal)

- a. If the PI receives notification from the Sponsor that they are invited to submit a full proposal, the PI must, within 48 hours, submit a Request for Proposal Assignment to OSP.
- b. OSP will assign a Grants Administrator to work with the PI on the full proposal. OSP will send PI initial email identifying assigned Grants Administrator.
- c. Upon receiving initial email, PI forwards the notification from Sponsor (invitation to apply, if applicable) and copy of submitted LOI proposal to assigned Grants Administrator.
- d. PI submits full proposal documents to Grants Administrator in accordance with OSP 4-day internal deadline policy.
- e. OSP conducts internal review and submits a full proposal to Sponsor unless Sponsor requires otherwise.