

Pre-Proposal Guidelines

A pre-proposal, if accepted by the sponsor, provides an excellent opportunity for developing a proposal more likely to be funded. Pre-proposals may be sent to potential sponsors without prior University review under the following conditions:

1. All preliminary proposals should comply with department and college administrative procedures, as well as with University requirements.
2. An itemized budget is not authorized; however, it is acceptable to discuss, in general terms, the broad needs of the project (i.e., graduate support, faculty time, equipment needs, etc.). An estimate of total cost as a lump-sum figure can be provided.
3. Preliminary proposals not in compliance with university criteria should be processed through formal review and will require the signature of the authorized institutional representative prior to release.
4. Above all, the preliminary proposal should not be perceived by the sponsor as a commitment to perform in lieu of a formal proposal submission.