

**Submitting Letters of Intent/White Papers/  
Preliminary & Pre-Proposals to the  
Office of Research**

There are sponsors that require the submission of Letters of Intent, White Papers, Preliminary & Pre-proposals in advance of a full proposal.

Some of the sponsors also will require institutional signature or submission (depending on the sponsor and the guidelines).

If institutional signature or submission is required the following is required to be submitted to the Office of Research for processing:

1. A mandatory cover sheet
2. A copy of the guidelines or an electronic link to the guidelines
3. A signed stock 136 form with Zero (0) entered for the budget
4. A copy of the Letter of Intent or the Pre-proposal

Once received the Office of Research will review the request and provide endorsement or submit electronically, if required.