

NewsFlash!

Some sponsors require a Pre-Proposal in advance of being selected to submit a full proposal application. A Pre-Proposal is often more brief than a full application and generally contains a high-level description of research plans without a budget or institutional approval. A Pre-Proposal may also be referred to as a Pre-Application, letter of intent, white or concept paper or phase one of the submission process.

If a PI intends to submit a Pre-Proposal, please be reminded of the following:

- A **KC Proposal with Proposal Type “Pre-Proposal” is required** if a Pre-Proposal includes an institutional commitment (e.g., detailed budget, cost share, acceptance of terms and conditions, etc.)
- Pre-Proposals that do not provide an institutional commitment **do not require a KC Pre-Proposal** and may be submitted directly to the sponsor by the Principal Investigator (PI) or Research Administrator.
 - The PI and/or Department Administrator are responsible for providing accurate [institutional information](#) in all Pre-Proposals they submit to a sponsor.
- Pre-Proposals that do not include an institutional commitment, but the sponsor requires signature or submission by an authorized Signing Official of the University, **do not require a KC Pre-Proposal**. Please coordinate directly with your [DCG Officer](#) regarding the submission.

The below table summarizes the above requirements:

KC Pre-Proposal Requirements	Sponsor Pre-Proposal Requirements	
	Institutional Commitment	No Institutional Commitment
KC Pre-Proposal Required	X	
KC Pre-Proposal Not Required		X

Full applications require a KC Proposal and DCG review and endorsement as they include budget and endorsement requirements.

Should you have any questions on when a KC Pre-Proposal is required, Pre-Proposal guidelines or sponsor requirements, please contact your [DCG Officer](#) for assistance.