Sponsored Research Administration

Procedures for Pre-Proposals

Pre-proposals, including preliminary proposals, letters of intent, concept papers and white papers, may be submitted by PIs without being routed through RAMP or SRA. RAMP and SRA approval is only required if the pre-proposal **contains a detailed budget** or **requires signature or submission by the Authorized Organizational Representative (AOR)**.

- When a pre-proposal is routed through RAMP, the "Pre Proposal" tag should be added using the Manage Tags activity in the funding proposal workspace.
- The RAMP funding proposal workspace for the pre-proposal will be separate from the full proposal workspace.
  - See the how-to guide, "Converting a Pre-proposal to a Full Proposal" for instructions on copying a pre-proposal to create the full proposal to reduce data entry.
- Pre-proposal documents should be uploaded to the RAMP funding proposal attachments.
- If a pre-proposal does not require a detailed budget, but does require AOR approval/submission, the RAMP proposal may include a $0 budget.

If the proposal will contain subawards, subaward documents are required at the full proposal stage. However, **if a detailed budget is required of FSU** at the pre-proposal stage:

- A Letter of Intent that includes the subaward amount, is required from the subrecipient(s).
- The PI will complete a subrecipient/contractor determination form.
- If applicable, these documents should also be uploaded in the RAMP funding proposal attachments.

Additional subaward documentation must only be submitted to FSU as required by the solicitation.