



POLICY

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OFFICE OF SPONSORED PROGRAMS

SUBJECT: OSP Pre-Proposal Submission Policy

Occasionally, grant and contract sponsors encourage or require some type of pre-submission process, commonly referred to as “pre-proposal,” “letter of intent,” “concept paper,” or “white paper.” For clarity, we will refer to all pre-submission processes as “pre-proposals.”

Central Michigan University (“CMU”) staff, faculty and students who develop pre-proposals on behalf of CMU must follow this policy, in addition to any requirements established through their college or department. All pre-proposals required by the external sponsor that include a detailed or unmodifiable budget or make any commitments on behalf of CMU, or any combination of these factors, require review prior to submission. Principal Investigators (PIs) are encouraged to work with their OSP liaison research officer* as early as possible to determine whether their planned pre-proposal requires Cayuse routing. This policy is intended to provide PIs with insights helpful in working with OSP on pre-proposal submissions.

A. First step: Contact the Office of Sponsored Programs (OSP)

Most pre-proposals contain a number of factors, some which require Cayuse routing and some that may not require routing. Irrespective of whether a proposal is routed, OSP will need to review the final document prior to submission and determine who will make the final submission to the sponsor. *To eliminate processing delays and facilitate application success, all PIs planning to apply at the pre-proposal stage should contact their OSP Research Officer liaison at their earliest opportunity to discuss the submission, including whether Cayuse routing is needed.*

B. Special considerations for pre-proposal preparation

Some pre-proposals include special circumstances, such as the inability to change project title or team, which may affect how pre-proposals, and their follow up full-proposals, are developed, submitted, and tracked within OSP. As in other cases, your OSP liaison research officer will assist PIs with plans and arrangements aligning with sponsor requirements.

C. Pre-proposal submission

All pre-proposal submissions must undergo final vetting by OSP before submission, whether or not the proposal requires Cayuse routing. Pre-proposals submitted through CMU’s OSP will abide by the same standard policies and procedures guiding all CMU proposal/applications for external submission and will be maintained as part of each PIs complete grant file. For additional details, please see *OSP policy 11,012 External Grant and Contract Proposal Submission Timeline.*

*For Clinical Research Institute (CRI) submissions, the term “OSP liaison research officer” is synonymous with Associate Director, Clinical Research Institute, who will ensure their OSP liaison is included on their response to the individual’s inquiry and subsequent submission.