Preliminary Proposal Submission Procedures

Grant Coordinator Meeting

November 16, 2017

Sponsors request or require preliminary submission to gauge interest in a program area or as a tool to limit the number of full proposals evaluated by review committees. Investigators are generally allowed to independently submit preliminary proposals, which includes pre-proposals, letters of intent, white papers, and concept papers.   OSPA review is only required when one or more of the following criteria are met:

1. A detailed budget is required.
2. The sponsor does not require a second/full submission.
3. The submission includes agreeing to terms or making representations on behalf of the university.

In some cases due to sponsor restraints, OSPA must submit the pre-proposal. If the pre-proposal is not required due to the criteria mentioned above, OSPA will submit the pre-proposal without a GoldSheet. In these cases, the following protocol should be followed:

1. Alert OSPA Pre-Award 24 hours prior to submission deadline to ensure that proposal can be submitted and allow OSPA Pre-Award to anticipate high volume
2. Complete final edits to proposal and release access to OSPA. Please note, OSPA does not receive automated notice from Sponsor Portal when submission package is complete.
3. Once you are sure no further edits are required, email OSPA Pre-Award Administrator/ ospa-proposals@iastate.edu with permission to submit. Please note the proposal will NOT be reviewed by OSPA, so final edits should be complete prior to emailing OSPA.