

# *Thomas Harriot College of Arts & Sciences*

## **Pre-Proposal Policy**

### **University Authorized Pre-Proposals:**

Any document or electronic submission that requires any of the following must receive University review and approvals through RAMSeS prior to submission to the sponsor:

- 1) Specific budget figures, or
- 2) Commitments of College of Arts & Sciences personnel, facilities, and/or other resources, or
- 3) Requires a University authorized signature.

**Note:** even if the pre-proposal only provides a cost share estimate or bottom line figure, an OSP budget spreadsheet must accompany the proposal routing in RAMSES and approvals received from the department/center/and/or college providing the cost share.

These types of authorized pre-proposals require approvals via RAMSES, to the Office of Sponsored Programs for review and approval prior to leaving the University.

### **University Unauthorized Pre-Proposals:**

Pre-proposals may, however, be sent to potential sponsors without prior review or approvals *only* under the following conditions:

- 1) No itemized budget is provided; however, it is acceptable to discuss approximate needs of the project (i.e., graduate support, faculty time, equipment needs, etc.). An estimated total cost as a lump-sum figure can be provided. It should be clear to the potential sponsor that the amount quoted is only an estimate and should in no way be considered a firm quote, and
- 2) No college resources are being committed, i.e., personnel, facilities, etc., and
- 3) Does not require a University authorized signature.

Unauthorized pre-proposal submissions should only ever be a notification of interest to submit a full proposal at a later date on behalf of the University.