

Letters of Intent

ORSP Procedures

Established: August 2022

BACKGROUND:

A Letter of Intent, also called a White Paper, Pre-Proposal Submission, Concept Paper, or Quad Chart (hereafter called LOI), is a shortened version of a complete grant proposal. Typically, Sponsors will request LOIs to allow them to assess whether or not there is a good alignment between the proposed project and the Sponsor's interests. Sometimes the Sponsor will offer the option of an LOI; it will not be required or evaluated, but rather used to identify possible reviewers. Following submission of an LOI, the Sponsor will invite full proposals (except in some cases where the LOI is optional) LOIs are primarily technical narratives; however, some Sponsors will request aggregate budget numbers or a detailed budget. Additionally, Sponsor requirements regarding submission will vary; some Sponsors require the Principal Investigator (PI) to submit the LOI while others require the Authorized Organizational Representative (AOR) to do so. In some cases, the Sponsor requires the PI to submit but requires a signed letter of intent by the AOR. Additionally, some sponsors impose limits on the number of LOIs that your institution can submit. This is called a limited submission opportunity.

PROCEDURES:

Submission of LOIs

Principal Investigators (PI) are encouraged to contact ORSP (Judi Ford – juford@fgcu.edu) if they are unsure whether ORSP involvement is required. ORSP will advise on whether a Proposal Submission Form is needed and whether ORSP will need to review and/or submit the LOI.

PIs must submit a Proposal Submission Form when:

- The Sponsor requires, or the LOI contains, a detailed budget or the discussion of institutional commitments.
- The Sponsor requires an AOR signature.
- There is a limit on the number of LOIs the institution may submit (limited Submission).
- A letter of support is required with the submission. An ORSP Grant Coordinator will prepare the letter of support and send it to the PI when signed.

ORSP will need to review, submit and/or sign the LOI on behalf of the PI (institution) when:

- A detailed budget is required with the LOI.
- The Sponsor requires the signature of the AOR.
- The sponsor sets a limit on the number of LOIs for the institution.
Signing the LOI is a proxy for signing a full proposal (i.e. there wouldn't need to be a signature on a full proposal if invited to submit, the Sponsor uses the LOI signature.)

For those LOI's submitted by ORSP, ORSP will perform a limited review to flag for the College/School whether any of the following are included. If included, ORSP will require confirmation from the AOR via email that they approve the LOI submission.

- Cost share (only if required by sponsor – cannot be voluntary)
- Indirect cost deviation/waiver from approved rate of 42%
- Personnel effort
- Representations and Certifications if necessary (e.g. Intellectual Property, data sharing, etc.)

Additionally, if the LOI names subrecipients or collaborators, ORSP strongly recommends obtaining letters of commitment from those institutions and submitting a copy to ORSP to ensure there are no difficulties should the LOI be invited to submit a full proposal.

Successful LOIs (Invitation to Submit a Full Proposal)

If the PI receives notification from the Sponsor that they are invited to submit a full proposal, the PI must, within 48 hours, submit a Proposal Submission Form to ORSP.

- ORSP will assign a Grant Coordinator to work with the PI on the full proposal.
- ORSP will send the PI an initial email identifying assigned the Grant Coordinator.
- Upon receiving an initial email from ORSP, the PI forwards the notification from the Sponsor (invitation to apply, if applicable) and a copy of the submitted LOI proposal to an assigned Grants Coordinator if it was not submitted by ORSP.
- The PI submits the full proposal documents to the Grant Coordinator in accordance with the University's 3-day internal deadline policy.
- ORSP conducts an internal review and submits a full proposal to the Sponsor, unless the Sponsor requires otherwise.