LOI and Pre-Proposals in LIRA

Grant opportunities will sometimes require submission of documentation prior to a full proposal submission. These submissions– be it a concept paper, a letter of intent, etc– are all **pre-proposal submissions**.

Pre-proposal submissions should be documented in LIRA via the following process:

Create a New FP Record

Create a new FP record in LIRA with the following additional instructions:

- In the **short title** field of the proposal SmartForm, specify that the FP record is a Pre-Proposal submission. Once invited to submit a full proposal, you can edit this field to remove this specification
- Provide only the level of detail relevant to the pre-proposal submission. You will need to provide the required LIRA fields to create a record, but you do not have to complete all fields and forms in LIRA.

Provide Documentation

Review the pre-proposal instructions to identify the required documentation for the pre-proposal submission. In the attachments tab of the proposal workspace, provide the documentation.

Notify Specialist

In the LIRA proposal workspace, utilize the "Send Email" action to notify your assigned Specialist that the pre-proposal documentation is ready for review. **Do not submit the proposal for department review**; all pre-proposal submissions should stay in the "Draft" state in LIRA.
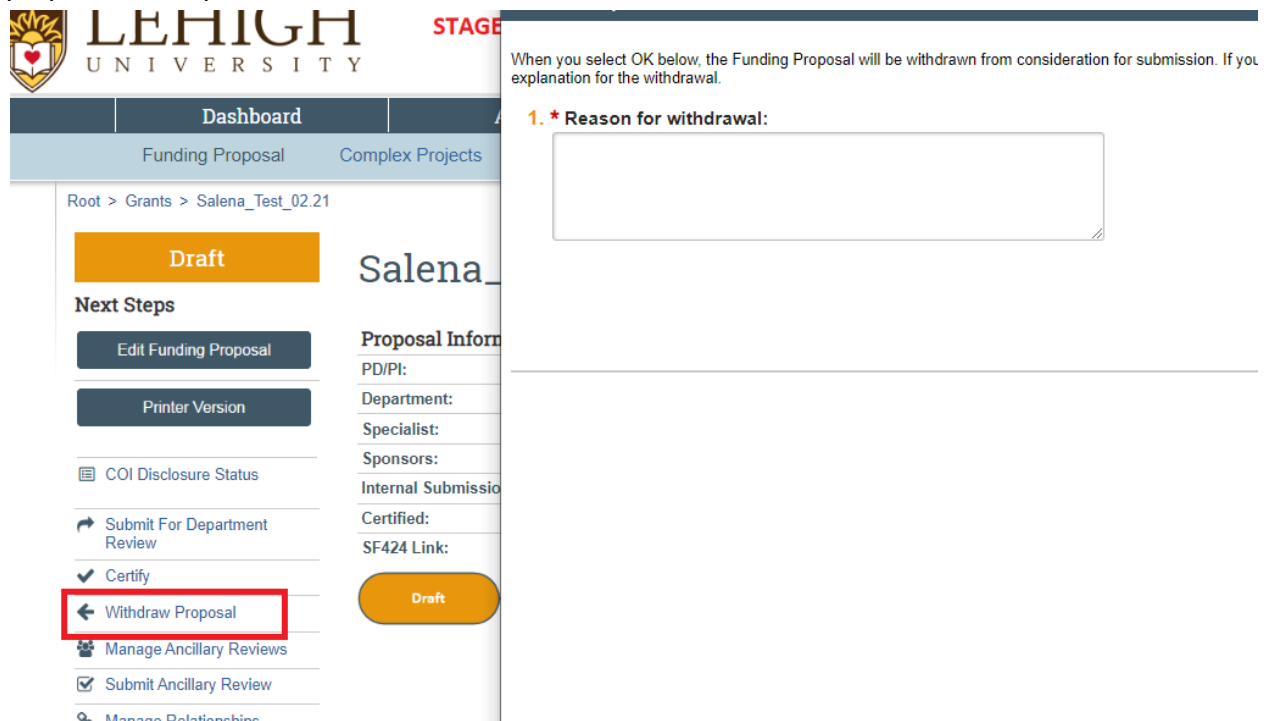
Your ORSP Specialist will coordinate with you to submit the LOI depending on the method of submission specified in the funding opportunity announcement. Correspondence should be kept internal to the FP record, and any documentation of submission should be included to the FP workspace.

Update LIRA Record

Once you have received notification from the sponsor about the status of your pre-proposal submission, notify your ORSP Specialist via the "Send Email" action.

If invited to submit a full proposal, utilize the same FP record to provide proposal information and submit for review as a normal proposal. Include the invitation to submit in the Attachments tab of the workspace.

If the project was not invited to submit a full proposal, utilize the "Withdraw" action in the proposal workspace:

Additionally, upload the notification of the sponsor decision to the Attachments tab of the workspace.