



Processing a Letter of Intent, Pre-Application, Pre-Proposal, or White Paper

From the MyFunding tab select Create Funding Proposal.



The General Proposal Information SmartForm

1. Complete the General Proposal Information SmartForm starting with the Type of Application. Select New.

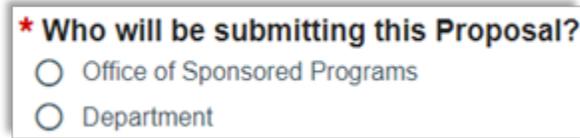
A screenshot of a SmartForm titled "* Type of application: ?". It contains four radio button options: "New" (selected), "Revision", "Resubmission", and "Renewal". Below the options is a "Clear" link.

2. Select Other as the Instrument Type. In the text box specify Letter of Intent, Pre-Application, etc.

A screenshot of a SmartForm titled "Instrument type: ?". It contains six radio button options: "Grant", "Contract", "Cooperative Agreement", "Subaward/Subcontract", "Fee For Service", and "Other" (selected). Below the options is a "Clear" link. Underneath is a section titled "* If Other, specify below:" followed by a text input box containing the text "Letter of Intent".

The Submission Information SmartForm

1. Indicate who will be submitting the proposal.



* Who will be submitting this Proposal?

Office of Sponsored Programs

Department

The Budget Periods and Key Dates SmartForm

1. If a budget is required by the sponsor, indicate the number of periods in the budget. If a budget is not required, remove all budget periods except one.



Add Period Remove Period Update Periods

Review the Completion Instructions and click Finish

Budget SmartForms

1. If the sponsor requires a budget, complete the SmartForms as required for Department and School review. Please refer to the Detailed Budget guide for assistance.
2. If the sponsor does not require a budget, enter the following options in the budget SmartForms.
 - a. Select Yes to include a detailed budget on the General Budget Information SmartForm.
 - b. Select Yes to include the budget in the funding proposal on the General Budget Information SmartForm.
 - c. The Personnel and General Costs can be left with zeros.