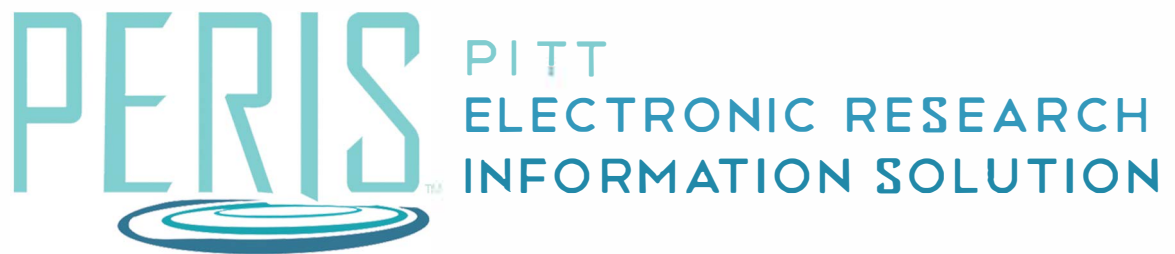




University of Pittsburgh



# Quick Reference

PROCESSING A LETTER OF INTENT, PRE-APPLICATION,  
PRE-PROPOSAL, OR WHITE PAPER.....2-3

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

## 1 Create Funding Proposal

### 2 4.0 \* Type of Application:

New

### 3 3.0 \* Indicate how the forms will be submitted to the Sponsor:

- Grants.gov via Click Grants (SF424)  
 Other (Submitted by Office of Research)  
 Other (Submitted by Department)

### 4 4.0 \* Please select the Instrument Type:

- Grant  
 Contract  
 Cooperative Agreement  
 Subaward/Subcontract  
 Other  
[Clear](#)

\* If Other, specify below:

Letter of Intent

Add	1	row:	Add	Duration (Months)	Start	End	
1	Period Number	1*	12	7/1/2018	6/30/2019		
	Period Name		Period 1				
2	Period Number	2*	12	7/1/2019	6/30/2020	Remove	
	Period Name		Period 2				

## 6 Working Budgets

ID

Name



BU00000510

Pittsburgh Foundation

7 Edit Budget

## Where to start?

1. Click *Create Funding Proposal*. Complete the Funding Proposal SmartForms noting the information below.

## How do I process my submission?

2. On the Proposal Description & Contacts SmartForm select *New* in question 4.
3. In General Proposal Information choose how the pre-proposal information will be submitted.
4. Select *Other* as the Instrument Type. In the text box specify *Letter of Intent* or *Pre-Application*.
5. On the Budget Periods SmartForm, 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 (the solution requires at least 1 budget period in every funding proposal).
6. Finish the Funding Proposal and enter the Budget Workspace.
7. Click Edit Budget.
8. If the Sponsor requires a budget complete the SmartForms as required for School and Department review.

9

\* **Do you intend to complete a detailed budget?**

Yes  No [Clear](#)

9

**Include in proposal budget?**

Yes  No [Clear](#)

9. If the Pre-Application does not require a budget, click “Edit Budget”, and select the following options in the Budget smart form:
- Select “Yes” to include a detailed budget
  - Select “Yes” to include the budget in the funding proposal (the system requires at least one budget to be included) This budget however will be all zeros.
  - The budget grids (Personnel and General Costs) can be left with zeros, and the budget smart forms should then be saved.

### How do I complete my submission?

10. The remainder of the funding proposal and routing should follow the standard submission process.