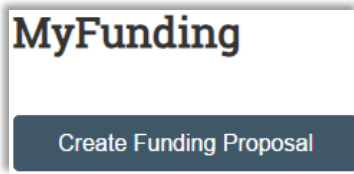




Processing a Letter of Intent, Pre-Application, Pre-Proposal, or White Paper

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.

*** Type of application: ?**

☒ New

☐ Revision

☐ Resubmission

☐ Renewal

[Clear](#)

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

Instrument type: ?

☐ Grant

☐ Contract

☐ Cooperative Agreement

☐ Subaward/Subcontract

☐ Fee For Service

☒ Other

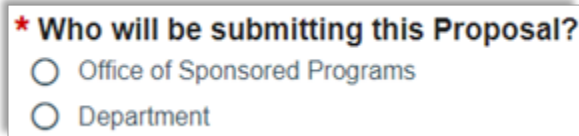
[Clear](#)

*** If Other, specify below:**

Letter of Intent

The Submission Information SmartForm

1. Indicate who will be submitting the proposal.



A screenshot of a SmartForm section titled "Who will be submitting this Proposal?". The title is in bold black text with a red asterisk to its left. Below the title are two radio button options: "Office of Sponsored Programs" and "Department". Both radio buttons are currently unselected.

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.



A screenshot showing three buttons: "Add Period", "Remove Period", and "Update Periods". The buttons are dark blue with white text.

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.