

Pre-Proposal/Letter of intent Submission Policy	SPH SOG – RA 0002
Last Reviewed/Revised: 04/2019	Approved:

Pre-proposals, letter of intent and/or “white papers” do not typically require SPH OR or OSP review and endorsement **only if** the following are required:

- Detailed budget information
- Institutional Certifications
- Signature of Institutional Authorized Official

Any pre-proposals / white papers that include those items DO need to be routed and approved by the SPH OR and the appropriate institutional officials and should be received by the SPH OR within 10 working days of the agency deadline.

The SPH Grants Resource Specialist and /or Director of Research are available to help with the development of any white papers, pre-proposals and letters of intent, even when review and endorsement are not required.

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