**Guidelines for Preproposals**

Some granting agencies require some sort of preproposal process. Since these processes vary considerably from program to program, we encourage Principal Investigators (PIs) to contact the Office of Research & Sponsored Programs (ORSP) so we can assist you in the process. Below are some guidelines for submitting preproposals.

In general, if a preproposal does not contain a budget and no university resources are being committed, then a WISPER record and preproposal do not need to be routed through the ORSP.

Typically, if a budget, matching funds, or any university resources are being committed in a preproposal or if a signature of our Authorized Organizational Representative, Katherine Jore, is required in a preproposal, please submit a WISPER record containing\*:

* The preproposal
* A UWSP budget form
* A signed, UWSP matching funds form, if applicable
* The Request for Preproposal or a link to it

\*Note: Please contact the ORSP as soon as you are considering submitting a preproposal so that the Request for Preproposal can be reviewed to determine the proper documents needed by the ORSP.

If you are invited to submit a full proposal, please let the ORSP know immediately so they can assist if necessary. Please upload the Request for Proposal or link within the WISPER record.

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Below is some helpful information to give the ORSP when submitting a preproposal in case assistance is needed with registration and/or the development of the full proposal:

* Which agency is it?
* Is there a program within the agency? (ex. SBIR, STTR)
* What is the approximate budget?
* Is the budget complete?
* Does the agency require registration? If yes, is the Principal Investigator (PI) registered to submit already?
* When will the PI know if the preproposal is accepted?
* Is the PI collaborating with someone else? If yes, who?

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