

**WASHINGTON STATE UNIVERSITY**  
**Office of Research**  
**Guideline 30**  
**eREX Forms Related to the Submission of**  
**Pre-proposals and Letters of Intent (LOI)**

Revised April 2019

**An eREX Form needs to be routed through ORSO for the Submission of Preproposals & LOIs when:**

- The Sponsor requires submission by the authorized institutional official; or
- The Sponsor requires a detailed budget covering the anticipated scope of work be included in the pre-proposal or LOI. A detailed budget may include salaries, wages, benefits, goods/services, travel, equipment, facilities and administrative costs, subcontracts costs, and other costs.

NOTE: The submission of pre-proposals & LOIs through ORSO are recognized in the reporting activity to the Deans, Directors, Chairs, and Tenure Track Committees.

**For faculty or departments wishing to have pre-proposals & LOIs that don't require an eREX added to the database, please do so by completing and submitting the "Pre-proposals and Letters of Intent (LOI) Information Sheet" to ORSO via email with:**

- Pre-proposal or LOI document;
- Any receipts or acknowledgements received that confirm the submission if previously submitted.

**Pre-proposals and Letters of Intent (LOI) Information Sheet** form found here:

<https://orso.wsu.edu/forms-templates/>