

Office of Research

Guideline 30

eREX Forms Related to the Submission of Pre-proposals and Letters of Intent (LOI)

WASHINGTON STATE UNIVERSITY

Revised February 2018

An eREX Form will need to be routed through ORSO for the Submission of Pre-proposals & LOIs when:

- The Sponsor requires submission by the authorized institutional official; or
- The Sponsor requires an authorized signature (electronic or ink) of a university official, normally the ORSO AVP/Director; 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 using the following information for the eREX submission to ORSO:

- Do not include a deadline
- Select Transmission Type as "Other"
- Provide the following statement in the Special Instructions:
 - *"This pre-proposal (LOI) has been or will be submitted by the PI – no action required by ORSO. This pre-proposal (LOI) does not require an eREX, however we would like the submission to be included in the database record for reporting and historical purposes."*
- Attach the pre-proposal or LOI submission information as Attachment 1
- Attach any receipts or acknowledgements received that confirm the submission if previously submitted
- Please use the pre-proposal or LOI's assigned ORSO# on the eREX for future proposal submissions related to this pre-proposal (LOI)