

Tip Sheet: Pre-Application / Pre-Submission Huron Process

**Any Pre-Submission that requires institutional signature on documents, regardless of a budget. Pre-Submissions are equivalent to Letter of Intent or Concept Papers. **

1. The Department creates a **'Funding Proposal'** as usual
 - a. No working budgets created in Huron System at this time
 - b. The short title should include in parentheses, (Pre-submission)
 - i. Example: TDE (Pre-submission), Due Date
2. Under **'Manage Tags,'** on the left hand-side navigator, the department tags the proposal as **'Pre-Submission'**
3. Under **'Add Attachments'** on the left-hand-side navigator Department includes:
 - a. Letter of Intent or Concept Paper
 - b. Proposed pre-submission budget
 - c. Documents requiring Institutional signature (if applicable)
 - d. Copy of Pre-submission guidelines
4. The Department then selects **'Send Email' correspondence** through the Huron system for specialist review
5. OSP Review authority is provided through the Huron system from the Specialist as an attachment within Huron.
 - a. It will be several weeks before the Sponsor decision is made to invite the PI to submit an official application.
 - b. At this time, the proposal will remain in a **'Draft'** state
6. If accepted by the Sponsor to submit
 - a. The same Huron Funding Proposal created to document pre-submission activity is used for the subsequent full proposal application
 - b. The Department completes the application package
 - c. Routing is initiated for the department reviewer for approval
 - d. The Proposal routes to OSP Specialist for review and further processing
7. If not invited by the Sponsor to submit
 - a. The Huron record is withdrawn

View Funding Proposal

Printer Version

Team Disclosure Status

Manage Ancillary Reviews

Manage Tags

Add Attachments

Copy

Send Email

Assign Specialist

Add Comment

Add Private Comment to OSP Administrators

Manage Tags

Select One or More Grants Tags

1. Associate tags:

Pre-Submission

2. Comments:

Filter by Tag | Go Clear

Deselect All

Tag

60 Day Challenge

WFI

Pre-Submission

OK Cancel