

## **OGRD Guideline:**

### **The Need for REX Forms Related to the Submission of Pre-proposals:**

Review of pre-proposals by the Office of Grant and Research Development is required, but not limited to the following cases:

- 1) Submission of a pre-proposal is required as part of a formal Sponsor Request for Proposal (RFP), Request for Application (RFA), Program Announcement (PA), Program Announcement Request (PARs), Broad Agency Announcement (BA), and any other type of formal solicitation; or,
- 2) The Sponsor requires that a detailed budget covering the anticipated scope of work be included in the pre-proposal. A detailed budget may include salaries, wages, benefits, goods/services, travel, equipment, facilities and administrative costs, subcontracts costs, and other costs; or,
- 3) The pre-proposal requires an authorized signature of a university official, normally the OGRD Director.

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