

**Important Notice from
Sponsored Research Administration regarding
Guidance on Letters of Intent, Concept Papers, and White Papers**

May 15, 2018

Proposal Transmittal Forms (PTFs) are not required for letters of intent, white papers, and concept papers submitted to potential sponsors prior to the formal proposal stage. Unless the potential sponsor requires that the submission of a letter of intent, white paper, or concept paper be signed or submitted by an authorized official or signatory, the principal investigator (PI) may submit the document directly to the sponsor without the involvement of SRA. If the involvement of an authorized official or signatory is required, the PI should route the document to SRA for signature or submission.