



## SPO Guidelines for WFO Proposal Review- Pre-proposal and White Papers

More and more, funding agencies are asking for a pre-proposal or “white paper” to triage potential applicants. Pre-proposal may take many forms, but typically the agencies request a brief summary of the project, personnel, and an overall budget estimate (no detail). The agencies review these summaries and some applicants are invited to submit formal applications.

**As a matter of practice pre-proposals or white papers do not require the approval of SPO unless one of the following conditions apply:**

- The agency requires that the pre-proposal be signed or electronically routed by an authorized official on behalf of the applicant institution. This may include submitting through Grants.gov or other online systems by SPO.

Some agencies are using Grants.gov to collect pre-applications. Typically, all that is required for this is the Form 424(R&R) and an attached statement of proposed work.

- The pre-proposal includes a detailed budget that LBNL is committed to rather than an overall cost estimate.
- The pre-proposal includes institutional commitments such as third party commitments, such as partnerships with industry or universities
- The pre-proposal obligates LBNL to accept terms and conditions if the proposal is ultimately awarded.

At this time, pre-proposals are not entered into RAPID

Proposals in response to an SBIR or STTR solicitation are proposals and must be entered into RAPID and go through the complete [Federal Work for Others](#) process.

If you have a question, please contact the SPO Contracts Officer assigned to your division.