



Faculty should email ora@lsu.edu if they submitted an LOI and did not receive an invitation to submit an internal pre-proposal since the email may have been filtered. Faculty should check their spam filters before contacting ORED. Additionally, if the turnaround time between the internal LOI deadline and the sponsor deadline for a particular program is short, it may be necessary for the submitted LOIs to be reviewed in lieu of a pre-proposal stage.

Pre-proposals will be due shortly after the pre-proposal invitation is sent and should consist of the following:

1. A summary of the proposed project, up to two pages (single spaced) in length. The summary should address the key criteria of the funding announcement. For instance, summaries for NSF projects should include discussion of Intellectual Merit and Broader Impacts.
2. A current biographical sketch or CV in the sponsor's format of the PI, and submission of biographical sketches or CVs of up to four other senior key personnel.
3. A list of key personnel and their roles.
4. (Optional) Any previous reviews of submissions to the particular program.

All documents should be uploaded as a pdf. No budget or budget justification is required, unless specifically requested. Furthermore, additional instructions may be provided in the email invitation to submit an internal pre-proposal. This email will also include a link for the electronic upload of the internal proposal.

## Review Process

Internal competitions will be reviewed by a committee. The committee's charge is to identify the nationally competitive candidate(s) with the best chance of success in the external competition. Applicants will be notified of their award status as soon as possible. For all steps of the review process, please take note of and keep in mind all internal deadlines. If you are unable to submit your LOI or pre-proposal by the established deadline, please contact ORA (ora@lsu.edu) as soon as possible as this may impact the review process. If you are unable to meet internal deadlines and you do not communicate with ORA, your application may be dismissed from the competition.