**Procedures Regarding the Submission of White Papers**

This document is intended to clarify the procedure of white paper submissions that require SPS approval/submission, and when these proposals should be entered into Coeus and pushed to IP.

For purposes of this document, the term “white paper” is intended to encompass any submission where the following action is expected to be a full proposal submission and an award will not be the result of a white paper. The terms “pre-proposal”, “preliminary proposal”, “letter of intent (LOI)”, “concept note” can also be used to identify these forms of submissions.

Academic approvals will not be required on white paper submissions in the event where a detailed budget is NOT being submitted, cost sharing is NOT required, and NO terms, conditions, representations and/or certifications are being agreed. In these instances, the PI and/or business office can work directly with the Pre-Award Center to get the white paper submitted to the sponsor. However, it should be noted that no institutional review will be guaranteed and submission of the white paper does not bind SPS or Purdue to any terms that may be included or to submit a full proposal.

If 1 of the following 3 scenarios exists, then full routing of the white paper with additional requirements will be needed for the white paper to be submitted through SPS.

1. **A detailed budget is being submitted** – If a detailed budget is being submitted as part of the white paper submission, then a fully costed COEUS budget and a Proposal Submission Form (PSF) will need to be completed and routed for approvals. NOTE: This does not include white papers where the sponsor is requiring a total dollar amount but no detailed budget.
2. **Cost sharing is committed** - Since white paper submissions are not binding proposals, a Form 32 is not required for submission to the sponsor. The Pre-Award Specialist will be required to obtain a commitment via email from the department head responsible for the cost share. This commitment email should be kept with the final white paper proposal in Coeus, or in the specialist’s folder, as appropriate.
3. **Terms and Conditions** – If a white paper submission is requiring the university to agree to certifications and representation or agreement to specific terms and conditions, then approval through Coeus will need to occur to capture the appropriate academic and administrative approvals prior to submission by SPS. In these cases, SPS needs to ensure that contracting is involved as early as possible for them to review the solicitation and terms.

White papers that do not require institutional approval or submission may be submitted directly to the sponsor by the PI consistent with the department/school/college policies and does not need to be reviewed by SPS. SPS Pre-Award will assist with these submissions if requested.

For those white papers submitted by SPS, the Pre-Award Center will maintain the file in the event a full proposal is submitted.

Any questions relating to this document can be directed to the Director, SPS Pre-Award at ahamaker@purdue.edu, or by calling (765)496-9647.