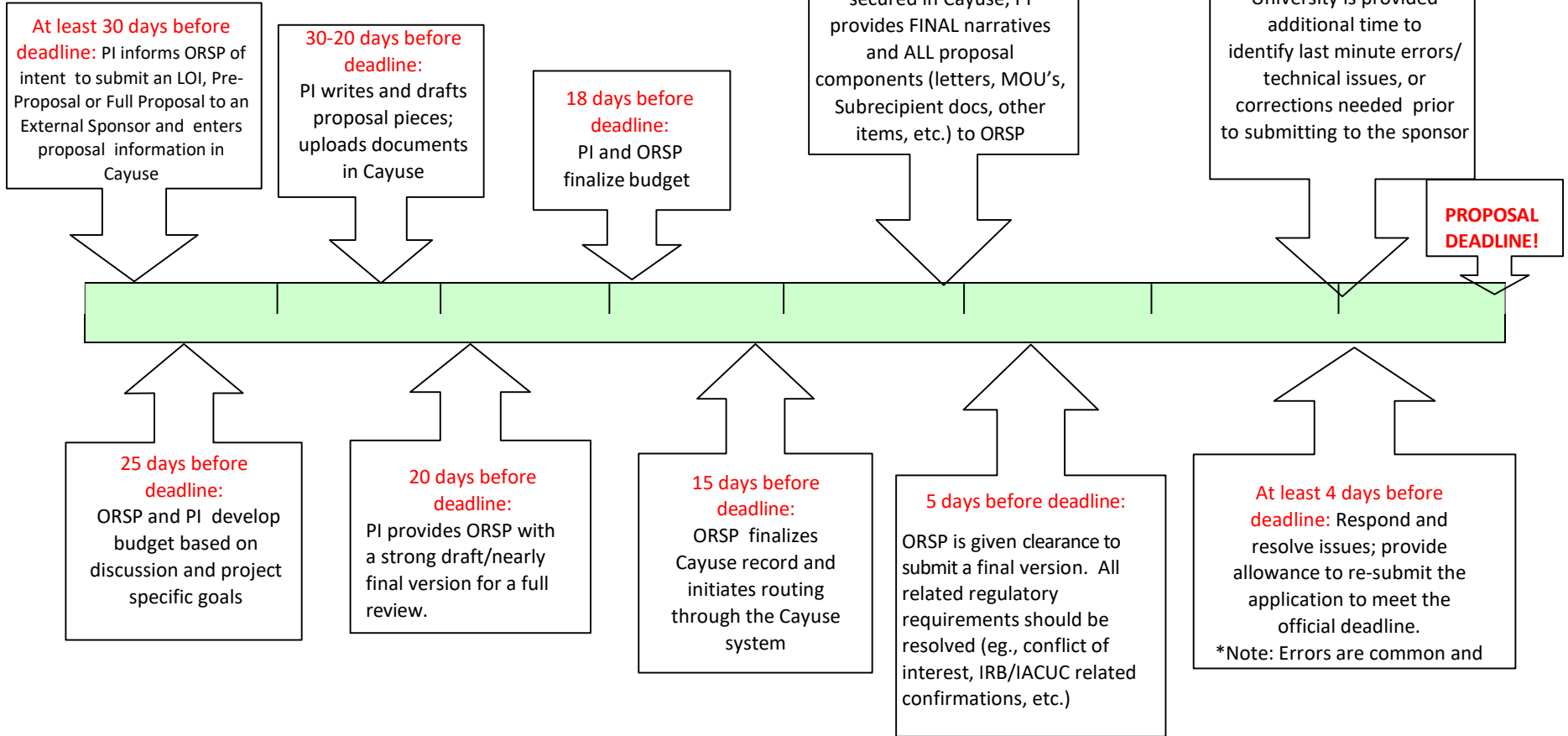


# WHEN DO I NEED TO SUBMIT MY LETTER OF INTENT (LOI), PRE-PROPOSAL, FULL- PROPOSAL TO THE OFFICE OF RESEARCH AND RESEARCH & SPONSORED PROGRAMS FOR A FULL REVIEW?

**After having a conversation with your Chair and Dean**, follow this timeline for the month preceding a submission due date. In some instances, LOIs or Pre-Proposals may include a budget, and other commitments. PI/ CoPIs must be available throughout application development/submission to respond to/answer questions. The proposal process is initiated in Cayuse: <https://www.csueastbay.edu/orsp/cayuse/index.html>



**Please note:**

PI's are strongly urged to allot ample time for a detailed proposal review (full review) prior to submission. The University reserves the right to withdraw any submitted proposal that does not comply with University policy and/or State and Federal regulations or Sponsor guidelines.