**Agreement Review and Approval Decision Tree**

Activity and Agreement Type Drives the Process  
Updated January 2022

**Externally Sponsored Programs / Grants:**
Letters of Intent, Pre-Proposals, Proposals, and Subawards

**Donations:**
Donation Requests, and Letters of Inquiry

**Procurement:**
P-Card, Contracts for Goods and Services, Sole Source Requests; Consulting Agreements, International Agreements, and Non-Monetary Memorandums of Understanding (MOU)

For all submittals to external entities for grant funding or other sponsored program funding, begin the generation of your letter of intent, pre-proposal, grant or subaward proposal by submitting the initial information into the Cayuse SP Proposal System for Office of Research and Sponsored Programs (ORSP) review. The Cayuse entry must be done at least 4 weeks prior to submittal. Once you submit your intentions using the Cayuse system ORSP staff will be able to assist you with your submittal.

For non-grant-related donation requests and letters of inquiry to external sponsors, contact University Advancement prior to contacting the potential donor.

University Advancement

**Expenditures:**
- **ORSP Post Award**
- **Incoming Funding:**
  - **ORSP Pre-Award**

Expenditures from Non-Sponsored Funds, Non-Monetary MOUs

**Procurement**

Note:
In this Decision tree, "Letter of Intent" is grant-related, and "Letter of Inquiry" is donation-related.