



College of Social Science MICHIGAN STATE UNIVERSITY

Proposal Submission Checklist

The checklist is intended to serve as a tool to assist you in compiling all required documents for a grant proposal. CSS Faculty and staff are encouraged to use this checklist for planning and submission purposes which will help facilitate the proposal review and approval process, and hopefully, a successful proposal outcome.

REQUIRED DOCUMENTS

1. RFA/RFP/Solicitation/Letter of Invitation, Scope of Work, Budget and Budget Justification.

- Start the proposal document in the KC system (KC) and email the PD number along with the solicitation/RFA/FRP to MSU Office of Sponsored Programs and attach copy of the RFA/Solicitation to the proposal document in KC or indicate the link where the document can be found.

- Prepare budget in KC and attach budget justification to the proposal document in KC. If you intend to submit your budget as an excel spreadsheet, attach the document to the PD.

- Attach scope of work/narrative to the proposal document in KC.

POTENTIAL DOCUMENTS

2. Institutionally Limited Proposal Submission.

- No

- Yes. Please contact the SVPRI Office to request approval. Click [here](#) for more information.

3. PI Exception Needed.

No

Yes. Proposals may be submitted by eligible faculty only ([Eligibility to Submit Proposals](#)). Please prepare a memo requesting approval to submit as a PI/Co-PI, have the memo signed by your department chairperson and send the document along with faculty/fixed-term/academic specialist's CV to the CSS Research Office. Please note that the memo must be signed by the CSS Associate Dean for Research prior to submission to the VPRI Office; the CSS Research Office will submit the documents to the VPRI Office directly. Please allow two weeks prior to proposal submission for this review and approval process. PI Exceptions are made on a proposal by proposal basis.

4. F&A /Indirect Cost Recovery

MSU negotiated F&A rate/Indirect cost rate will be used - **Skip to item number 5**

Sponsor has a written policy capping F&A or not allowing F&A. You must attach a copy of the sponsor's allowable rate or guidelines indicating that F&A is a no allowable expense to the proposal document in KC.

PI wants to request a F&A waiver/reduction. Please complete and sign the [CSS FA CostReductionWaiverApplication.pdf](#) and send it to the CSS Research Office. Please note that the F&A Cost waiver/reduction application must be signed by the CSS Associate Dean for Research. Please allow two weeks prior to grant submission for this review and approval process.

5. Cost Sharing

No

Yes. Please complete, obtain required signatures, and submit a [Cost Sharing Commitment Form](#) to the CSS Research Office for approval. Please allow at least one week prior to grant submission for this review and approval process.

OTHER POTENTIAL DOCUMENTS

IRB form for Human Subjects Review and Approval. Click [here](#) for more information.

Export Control Review. Click [here](#) for more information.

6. Working with Collaborating Institutions/Entities

No

Yes. The sub-recipient has to complete and sign a [MSU Letter of Commitment Form](#) and submit a statement of work, budget and budget justification. These documents have to be attached to the PD. Allow several weeks prior to grant submission to obtain these documents from collaborators and their institutions.

This list is not intended to be comprehensive. Each sponsoring agency/entity has its own set of requirements and regulations. You must read the RFA/RFP/solicitation carefully to determine the documents/approvals needed.