**Submission Deadline Policy for Funding
Grant Proposals and Contracts
(updated July 2024)**

Please note that a business day is considered to be from Monday to Friday during which University offices are open. Typically, the hours are between 8:00 am-5:00 pm (EST). Weekends and any federal or University holidays are excluded.

4-6 weeks before the sponsor's proposal submission deadline: Notify the College's Office of Research and Strategic Initiatives (ORSI) of the intent to submit a research grant or contract proposal. Complete the online CSS ORSI Proposal Processing Form. The Proposal will be assigned to an ORSI research administrator who will work directly with the PI to identify all required documents including subawards, cost share agreements, F & A waivers and/or PI exception requests. If the proposal is a large, involves multiple units and colleges and/or complex, the ORSI research administrator will schedule an initial meeting to include individuals from pertinent unit(s) and college(s).

4 weeks before the sponsor's proposal submission deadline: Begin drafting budget. Submit changes to the previously completed ORSI online Proposal Processing Form including the final list of all PIs, Co-PIs, Co-Investigator(s) key personnel, consultants, subcontracts and items to be included in the final budget.

10 business days prior to sponsor's proposal submission deadline: subcontract documents are due. These include the budget, budget justification, scope of work, commitment form and any other document required by the sponsor and/or MSU.

8 business days prior to the sponsor's proposal submission deadline : The budget, budget justification and scope of work must be finalized and ready for OSP review. This gives the College and MSU's Office of Sponsored Programs (OSP) adequate time to review budgets, suggest edits, and make changes. It also allows for the review of contracts by MSU's Business Connect, as applicable.

6 business days prior to sponsor's proposal submission deadline: Complete proposal package must be finalized within the electronic KR Proposal Document. This allows time for all investigators, units, and MAUs to review all proposal documents, raise questions if any, obtain required signatures, and approve.

Please note that submissions that do not meet the 6-business day deadline will be given low priority and contingent upon existing workload, there may not be sufficient time for the College of Social Science and University to review and approve them.

At-risk proposal: Any proposal that is submitted to OSP on the day of the sponsor deadline is considered to be at-risk. Such submissions require prior approval from the College's Senior Associate Dean for Research for processing. These are only considered if there are extenuating circumstances, such as solicitations released with less than a 30 day notice. After receiving the endorsement from the research dean, OSP will make reasonable efforts to submit the endorsed proposal. OSP cannot ensure the same level of service for at-risk proposals which may jeopardize receipt by the sponsor.

Items to Consider for Planning/Preparing your Proposal Submission

Please contact the College of Social Science Office of Research and Strategic Initiatives well in advance of the sponsor's proposal submission deadline to confirm the last day that complete applications will be accepted for submission by the College. Please plan carefully and work well ahead of time.

10-12 weeks before submission deadline

- Read the grant/contract solicitation released by the sponsor. When needed, contact the sponsor's program office.

- Contact the College's ORSI, and if applicable to your unit, your Unit Research Administrator. Complete the online Proposal Processing Form.
    - Provide the solicitation number or link.
    - Determine grant submission timeline.
    - If applicable, identify potential internal and/or external reviewers.
    - If applicable, determine if you wish to use editing/consulting services from the MSU Office of Research and Innovation (ORI). If yes, submit request form to Chair/Director for routing to College of Social Science and then to MSU ORI for review and approval.

- Identify potential concerns with the Research Administrator:
    - Registration requirements for the funding agency.
    - Financial Conflict of Interest disclosure. Processed in the Kuali Research (KR) system.
    - Regulatory Affairs. Human Subjects (Social/Behavioral Institutional Review Board), Animals (Institutional Animal Care and Use Committee).
    - Patent, copyright, intellectual property, publication restrictions, ownership of data, and deliverables need to be reviewed by MSU Technologies. Fee for service agreements, contracts with outside entities go to MSU Business Connect. All questions are routed through OSP and then distributed to other MSU offices as needed.
    - Export Control and Visa Certifications. Processed using online form and routed to the Office of Regulatory Affairs.
    - Required cost share, match or other University commitments. Work with your Chair/Director to initiate request to the Senior Associate Dean for Research and Strategic Initiatives.

- o Space: On campus or off campus space requirements.
- o Indirect Cost (Overhead, F&A) limitations. Work with your Chair/Director to initiate request to the Senior Associate Dean for Research and Strategic Initiatives and MSU ORI.
- o Projects involving activities in foreign countries. The Proposal document also is routed to MSU's International Studies and Programs (ISP) for approval. Please contact IS if planning and/or information is needed regarding activities that will be performed in foreign countries.
- o Limited submission solicitation. These solicitations are processed through the College and ORI or with Foundation Relations if associated with a foundation.
- o Specific data requirements (e.g., institutional data for training grants). May be longer for access to student related data.

6-10 weeks before deadline
- Contact colleagues.
- Assign and draft various sections of proposal.
- Address potential issues.
- Seek input from internal and/or external reviewers.

4-6 weeks before deadline
- Follow up and resolve issues.
- Collect required documents and information.
- With assistance from the research administrator, begin drafting the proposal budget and budget justification.

2-4 weeks before deadline
- Time to finalize and assemble the proposal.
- Route Proposal Development Document (PD, aka e-transmittal).

Campus Resources

Office of Sponsored Projects Proposal Submission Deadline Policy:
https://www.cga.msu.edu/PL/Portal/301/ProposalSubmissionDeadlinePolicy
Please note that the College deadlines supersede these absolute final deadlines from OSP.
Office of Research and Innovation Proposal Services:
https://vp.research.msu.edu/proposal-services
Office of Regulatory Affairs: https://orrs.msu.edu/index.html
MSU Technologies: https://technologies.msu.edu/
Export Controls and Trade Sanctions: https://exportcontrols.msu.edu/
PI Exceptions: https://osp.msu.edu/PL/Portal/389/PIEligibilityandRequestingExceptions
Please note that PI Exception requests MUST have a letter of recommendation and rationale as well as approval from the unit leader and the Senior Associate Dean for Research and Strategic Initiatives. ORSI submits these requests to ORI.