



## **Proposal Submission Deadline Policy (effective September 2019)**

**10 business days prior to the proposal due date:** Investigators must inform unit grant and contract administrator of a pending proposal submission.

**7 business days prior to the proposal due date:** Budget and accompanying documents must be finalized with the Research Administrator and submitted to OSP for review. This gives OSP adequate time to review budgets, suggest edits, and make changes.

**5 business days prior to the proposal due date:** Complete proposal package must be finalized within the electronic KC Proposal Document and routed. This allows time for all investigators, units and MAUs to review, raise questions if any, and approve.

**Proposals submitted in a timely fashion:** OSP has a commitment to submit proposals at least **1 (one) business day** before the deadline date for on-time submissions.

## **Items to Consider for Planning/Preparing your Proposal Submission**

### ***10-12 weeks before deadline***

- Contact your Unit Research Administrator
  - Provide solicitation number or link.
  - Determine grant submission timeline.
  - If applicable, identify potential internal and/or external reviewers.
  - If applicable, determine if editing/consulting services from the Office of the Vice President of Research and Innovation (VPRI) will be used. If yes, submit request form to Chair/Director for routing to College of Social Science and then to VPRI for review and approval.
- Identify potential concerns:
  - Registration requirements for the funding agency.
  - Financial conflict of interest disclosure.
  - Regulatory Affairs: Human Subjects (Institutional Review Board), Animals (Institutional Animal Care and Use Committee).
  - Patent, copyright, intellectual property, publication restrictions, ownership of data, deliverables (Contact CGA or MSU Business Connect for these).

- Export Control Certifications.
- Cost share, match or other University commitments (Work with you Chair or Director to initiate request to the Associate Dean for Research).
- Space: On campus or off campus.
- Indirect Cost (Overhead, F&A) limitations.
- Office of International Development for international projects.
- Limited submission solicitation.
- Specific data requirements (e.g., institutional data for training grants).

**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.
- Begin drafting budget and budget justification.

**2-4 weeks before deadline**

- Time to finalize and assemble the proposal.
- Route Proposal Development Document (PD aka e-transmittal).

## **Resources**

**Office of Sponsored Projects Proposal Submission Deadline Policy:**

<https://www.cga.msu.edu/PL/Portal/301/ProposalSubmissionDeadlinePolicy>

**Office of the Vice President of Research and Innovation Proposal Services:**

<https://vp.research.msu.edu/proposal-services>

**Office of Regulatory Affairs:** <https://ora.msu.edu/units/>

**MSU Technologies:** <https://technologies.msu.edu/>

**Export Controls and Trade Sanctions:** <https://exportcontrols.msu.edu/>