



OSP Proposal Submission Guidance

The Proposal Submission Guidance assures that proposals submitted from Colorado State University are processed in a timely manner and meet all sponsor and University requirements. This process applies to all proposal submissions for external funding, including:

- proposals submitted in response to a funding opportunity or informal request (e.g., industry sponsors);
- proposals submitted as part of another entity’s submission (CSU will be a subrecipient);
- noncompeting continuations; and
- pre-proposals that are presenting budgetary information to a sponsor or that require authorized official approval and/or submission via a sponsor system.

The goal of this guidance is more equitable and efficient management of proposal submissions for PIs, department support, division approvers, and OSP. Proposals that do not undergo thorough and timely review risk non-compliance with University and sponsor requirements, rejection by the sponsor, withdrawal of the proposal by CSU, or delays in award acceptance and account setup.

	At least 5 business days prior	At least 3 business days prior	1 business day prior
Required Elements Prior to Sponsor Deadline	Draft budget in KR PD and required business elements ready for OSP review	Proposal record containing OSP approved business elements ‘Submitted to Routing’	All proposal elements final in KR PD or in the sponsor portal, ready for submission

At Least Five (5) Business Days Prior to Submission Deadline

The budget and other business-related elements received by OSP for review at least five business days prior to submission will be prioritized and reviewed in first-come/first-served order. This allows time for any questions to be resolved before routing occurs. Investigators should work with their pre-award support team, RAD, and department chair for any college-specific requirements or deadlines.

The business-related items for initial OSP review should include:

- budget and budget justification
- cost share commitments
- subaward documentation
- identification of required resources
- significant financial interest disclosures

Note: KR PD does not automatically notify OSP when the business elements are ready; The person preparing the KR PD record should email the OSP pre-award contact to let them know that everything is ready for their review.

At Least Three (3) Business Days Prior to Submission Deadline

The KR PD record with all final business-related elements should be submitted to routing at least three business days prior to sponsor deadline. This means:

- The PI and/or department support and OSP have each reviewed and approved the final budget and other business-related elements.
- OSP has marked the KR PD budget as ‘Include for Submission.’
- The Aggregator or the PI has clicked the ‘Submit to Routing’ button in KR PD.

KR PD records not submitted to routing within the three business days processing window are not assured of on-time approval and will not bump other records that have met the three-business day deadline.

Note: Investigators may continue to work on, update, and finalize the Scope of Work (SOW) and technical elements until one business day prior to submission deadline, however changes to technical elements resulting

in changes to the budget or other business-related elements will require the KR PD record be re-routed and fall to the end of the queue for review and submission.

One Full Business (1) Day Prior to Submission Deadline

One full business day (8 business hours) prior to the sponsor deadline the KR PD record should have gone through the entire approval workflow. Additionally, all attachments, including the project narrative, must be final and ready for submission to the sponsor. If applicable, the proposal should be available for authorized official access within a sponsor system.

Proposals that are not ready to submit one business day prior to the sponsor's deadline will not take precedence over others meeting deadline requirements for submission.

Proposals Not Reviewed and Not Submitted for Routing by Stated Deadlines

Proposals that do not adhere to the guidance will not receive priority consideration for review, nor take precedence over others meeting deadline requirements for submission. These proposals have the greatest risk of not being submitted on time.