# 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

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/or department chair for any college-specific requirements or deadlines.

The business-related elements for initial OSP review should include:
- budget and budget justification
- cost share commitments
- subaward documentation
- identification of required resources

KRPD does not automatically notify OSP when a proposal is ready; the investigator or unit administration must email their OSP pre-award contact to let them know that everything is ready for 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,' and
- The Aggregator (e.g., department support) or the PI has clicked the 'Submit to Routing' button in KR PD.

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

*Note:* Investigators may continue to work on, update, and finalize the Scope of Work (SOW) and technical elements until one (1) 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 KRPD 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 submission 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 and of being rejected by the sponsor.