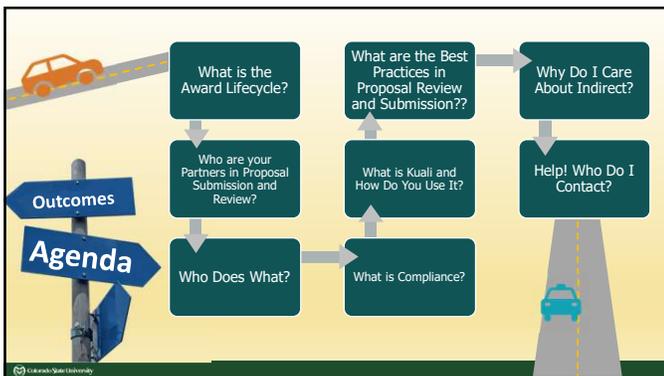




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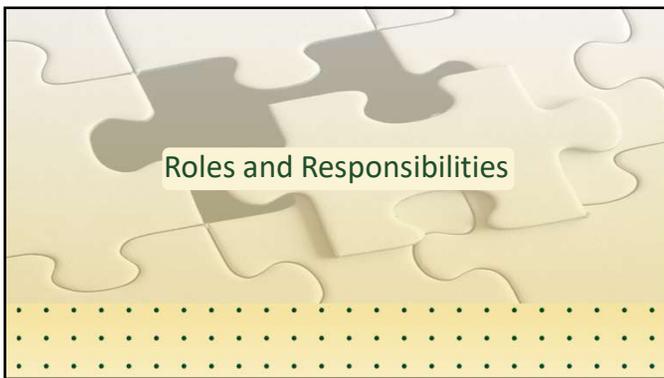
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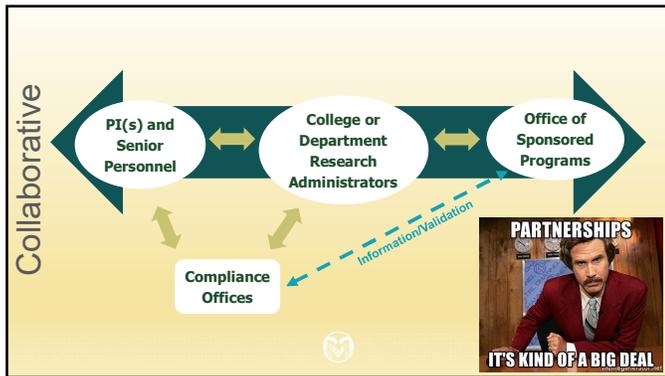
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Responsible

Pre Award Activities	Principal Investigator	Sub/Department	College	OSP	Other Resources
Proposal Review & Approval - Getting it Checked Out					
Review proposal package, including cost share requirements, before OSP review is required	assistance	primary	assistance		
Provide institutional review and approval of proposal and budget		assistance	assistance	Primary	
Review proposed cost sharing commitment for compliance with university policy and sponsor terms			assistance	Primary	
Review subrecipient materials and check for their institutional approval		Primary	assistance	assistance	
Make revisions and corrections to proposal budget after institutional review	Primary		assistance		
Identify export controls, international travel, classified information issues, if any	Primary	assistance			Secure & Global Research (SGR)
Identify any human subjects, IACUC animal subjects, and/or IRB/biosafety approval needed, if any	Primary	assistance			Safety and Compliance
Identify and report financial conflict of interest (FCOI), if any as required	Primary	assistance			Secure & Global Research (SGR)
Confirm all members of proposal are listed and ready for submission	Primary	assistance			
Secure IR #2 record for applicable institutional approvals	Primary	assistance	Primary	assistance	
Identify IR #2 record	Primary				
Proposal Submission - Getting it Out the Door	Principal Investigator	Sub/Department	College	OSP	Other Resources
Submission required by authorized organizational representative (AO)				Primary	
Submission to sponsor after OSP review and approval, if AOC submission not required or allowed	Primary*			assistance*	Depends on portal requirements or sponsor guidance
Secure IR #2 record to complete and approval	assistance	assistance		Primary*	
Post Submission Follow Up - Ensuring it's in Order	Principal Investigator	Sub/Department	College	OSP	Other Resources
Prepare additional sponsor required forms (e.g., SF 298 in Travel)	Primary				
Submit additional sponsor required forms (e.g., SF 298 in Travel)	assistance	assistance		Primary	
Prepare submit revised budget as requested by sponsor	assistance	assistance		Primary	
Request pre-award spending authorized login account	Primary	assistance		assistance	
Approve set-up pre-award spending account	Primary	assistance*		Primary	*Department/unit approval needed

<https://www.research.colostate.edu/osp/guidance/>

6



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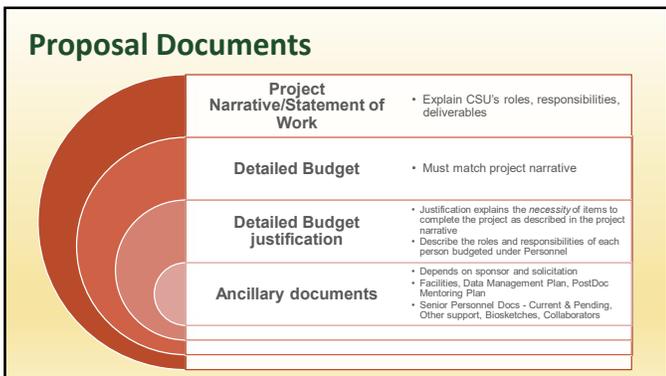
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- CSU Research Integrity, Safety, and Compliance Offices**
- Office of Research Collaboration and Compliance (**ORCC**)
 - Biosafety Office
 - Institutional Biosafety Committee (**IBC**)
 - Institutional Animal Care and Use Committee (**IACUC**) – Animal Subjects
 - CSU Research and Safety Culture
 - Lab Animal Resources (**LAR**)
 - Institutional Review Board (**IRB**) – Human Subjects
 - Office of Research Integrity – Responsible and Ethical Conduct of Research Training (**RCR or RECR**)
 - Secure and Global Research – Export Control
 - Conflict of Interest (COI)**
 - Quality Assurance
 - Clinical Review Board
- www.research.colostate.edu/safety-and-compliance/

9



10



11

Kuali Research Proposal Development (KRPD)

Responsible

Why?

- Proposal Approval Routing System
- Key Personnel Certifications
- Compliance Questionnaire
- Budgeting Module
- Required**

Fun Fact:
Kuali means 'Wok' in Malaysian

12

Kuali Research Proposal Development (KRPD)

Strategic

Why?

- Saves time at the proposal stage
- Has correct information
- Saves time at the award stage
- **Required**



*<https://www.kuali.co/community/ourstory>

13



KRPD Demo

Sandbox Training: <https://colostate-sbx.kuali.co/cor/main/#apps>
 Live Environment: <https://colostate.kuali.co/cor/main/#apps>

14



Administrative	Strategic
<ul style="list-style-type: none"> ➢ KRPD Record ➢ Finalize Proposal Narrative & Required Attachments ➢ Finalize Key Personnel Documents ➢ College/Departmental Review ➢ Complete Necessary Registrations in Sponsor Portals 	<ul style="list-style-type: none"> ➢ Give Notice that Proposal is Due to proper people ➢ Develop Proposal Narrative & Required Attachments ➢ Elevate Key Personnel Documents

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15

Read and Re-Read the NOFO (Notice of Funding Opportunity)

- Current - amendment with updated guidelines, e.g how to submit
- Deadline(s)- letters of intent, pre-applications, and full applications require an invite
- Eligibility and Limitations- PI or Organization
 - submit to RAO's InfoReady <https://colostate.infoready4.com/>
- Required documents, margins, fonts, section titles, file name structures
- Budget limitations- allowable costs, F&A, cost share-required vs. voluntary

Communicate with your Pre-Award support person(s) early and often

16

5+ business days prior to submission

<p>Administrative</p> <ul style="list-style-type: none"> ➢ Required Business Elements in KRPD ➢ Draft Budget ➢ Draft Justification ➢ Draft Summary/Scope of Work ➢ Notify OSP via email KRPD is ready to review ➢ Subject line should reference KRPD # 	<p>Strategic</p> <ul style="list-style-type: none"> ➢ Senior Leadership Established ➢ Team Dynamics – Final Timeline <ul style="list-style-type: none"> ➢ Edits ➢ Reviews ➢ Documents
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https://www.research.colostate.edu/osp/wp-content/uploads/sites/21/2023/01/source_OSP_Proposal_Submission_Guidance_16Nov20.docx

17

3 business days prior to submission

<p>Administrative</p> <ul style="list-style-type: none"> ➢ Proposal record containing OSP approved Business Elements are <i>'Submitted to Routing'</i> 	<p>Strategic</p> <ul style="list-style-type: none"> ➢ Reread FOA, NOFO, or solicitation ➢ Have someone else proofread the proposal and other required documents
--	--

https://www.research.colostate.edu/osp/wp-content/uploads/sites/21/2023/01/source_OSP_Proposal_Submission_Guidance_16Nov20.docx

18

1 business days prior to submission

Administrative

- All proposal elements final in KRPD or in the sponsor portal, ready for submission

Strategic

- Be available
- Stop proofreading
- Commit to Submit

KEEP CALM AND LET IT GO

https://www.research.colostate.edu/osp/wp-content/uploads/sites/21/2023/01/source_OSP_Proposal_Submission_Guidance_16Nov20.docx

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19

What does OSP Review prior to submission?

It Depends

<https://www.research.colostate.edu/osp/guidance/>

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20

Strategic

Learning From

- **Earlier Submissions – What Worked? What didn't?**
 - ✓ **Document Review**
 - Budget errors
 - Missing/incomplete documents
 - Formatting
 - ✓ **Delay of award and account setup**
 - Cost-share
 - Unacceptable terms
 - Compliance

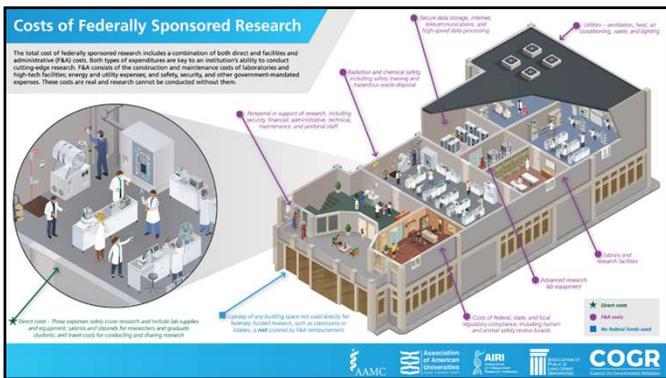
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VICE PRESIDENT FOR RESEARCH

21



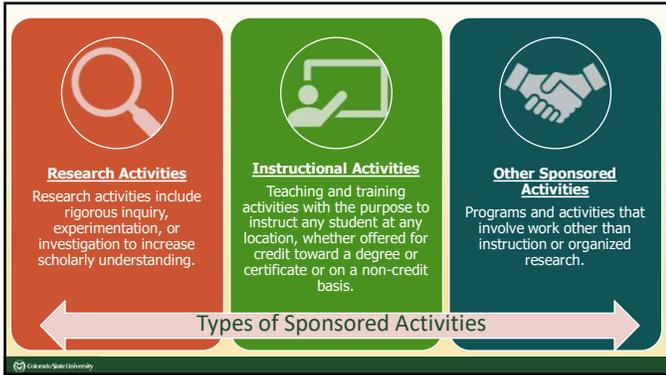
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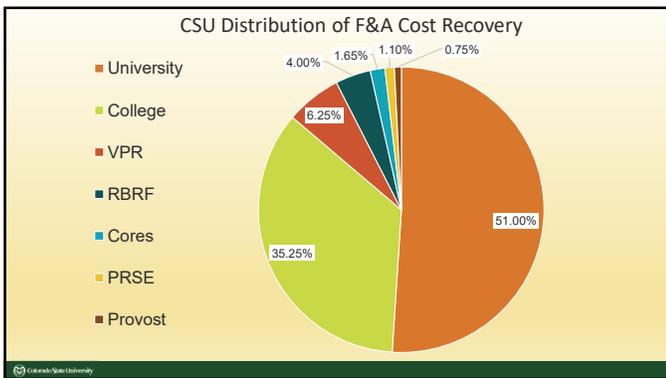
23

COLLEGES AND UNIVERSITIES RATE AGREEMENT					
Indirect Cost Rates		EIN: 84600545	Date: 09/04/2024		
https://busfin.colostate.edu/Depts/Cost.aspx		ORGANIZATION: Colorado State University 202 Johnson Hall Fort Collins, CO 80523	FILING REF.: The preceding agreement was dated 06/16/2023		
The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.					
SECTION I: INDIRECT COST RATES					
RATE TYPES:	FIXED	FINAL	PROV. (PROVISIONAL)	PRED. (PREDETERMINED)	
EFFECTIVE PERIOD					
TYPE	FROM	TO	RATES	LOCATION	
APPLICABLE TO					
FINAL	07/01/2019	06/30/2022	52.00	On-Campus	Organized Research
PRED.	07/01/2022	06/30/2023	53.00	On-Campus	Organized Research
PRED.	07/01/2023	06/30/2024	53.50	On-Campus	Organized Research
PRED.	07/01/2024	06/30/2026	54.00	On-Campus	Organized Research
PRED.	07/01/2019	06/30/2026	26.00	Off-Campus	Organized Research
FINAL	07/01/2019	06/30/2022	56.00	On-Campus	Instruction
PRED.	07/01/2022	06/30/2026	49.00	On-Campus	Instruction
PRED.	07/01/2019	06/30/2026	26.00	Off-Campus	Instruction
FINAL	07/01/2019	06/30/2022	34.00	Off-Campus	Other Sponsored Activities
PRED.	07/01/2022	06/30/2026	35.00	On-Campus	Other Sponsored Activities
FINAL	07/01/2019	06/30/2022	26.00	Off-Campus	Other Sponsored Activities
PRED.	07/01/2022	06/30/2026	24.00	Off-Campus	Other Sponsored Activities
FINAL	07/01/2019	06/30/2022	8.00	Off-Campus	(A)
PRED.	07/01/2022	06/30/2026	9.00	Off-Campus	(A)
PROV.	07/01/2026	Until Amended			(B)

24



25



26

Collaborative

Research Administration Teams

Who Do I Contact?

<https://www.research.colostate.edu/osp/staff/>

27



28

Other Notes