

# 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 either a posted 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
<b>Required Elements Prior to Sponsor Deadline</b>	OSP-review-ready budget and business section elements are complete in Quali Research Proposal Development (KR PD).  Proposal has been submitted to routing (“submit for review” action has been taken)	OSP questions about the budget and/or business section elements have been resolved.  If the KR PD had been returned for edit, it has been re-submitted to routing and the OSP budget/business section approval is complete.	All proposal elements are final in KR PD or the sponsor portal, as applicable.  The proposal is ready for submission to the sponsor.

Investigators should work with their pre-award support team, RAD, and/or department chair for any college-specific requirements or deadlines.

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

The ‘include for submission’ budget and related business elements are complete in KR PD and the proposal record has been submitted to routing (‘submit for review’ action has been taken by the proposal initiator or other unit aggregator). Attachments must be in ‘complete’ status.

The proposal will be ‘Enroute’ and will display the ‘OSP Budget and Business Section Review Group’ in the Proposal workload assignment card and OSP Administrator BIRT report.

The business-related elements for OSP review should include:

- budget and budget justification
- cost-share commitments
- subaward documentation
- identification of required resources (e.g., *space, institutional commitments, etc.*)

The investigator or unit research administrator must email their OSP pre-award contact to let them know that everything is ready for review.

- If there are no issues with the budget or business elements, OSP will approve and the record will proceed through the remainder of the approval routing.
- If there are changes or corrections needed to the budget or other business elements, the record will be returned for edit.
  - The record must be re-submitted to routing for OSP to review the necessary edits.

**NOTE:** Any attachment can be replaced while a proposal is in routing. The record should include placeholders for final technical/scientific proposal documents and a copy of the full/final proposal as submitted.

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

Any budget or business section questions or issues have been resolved and the OSP Budget and Business Section Review Group approval is complete. This means:

- If the proposal record was returned for budget/business element edits (changes or corrections), the proposal has been re-submitted to routing.
- Any business section attachments that needed to be edited have been uploaded in the KR PD record.

KR PD records not submitted to routing within the five-business day processing window are not assured of on-time approval and will not bump other records that have met the OSP five-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 to be returned for edit, then re-routed. Any further OSP review will be done as time allows.

### **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.

### **Pre-Proposals with detailed budgets**

Pre-proposals with detailed budgets will need to be submitted to routing for OSP review in accordance with the 5-business day guidance.

- The pre-proposal budget version name should include 'Pre-proposal'.

Because these proposal records will be re-used for a full proposal if invited, a 'hold' stop will prevent the record from routing any further.

A pre-proposal record can be left in routing at this hold stop until an invitation decision is received, or it can be recalled at any time by the proposal initiator or other unit aggregator for editing. If recalled, the proposal status will be 'Revisions Requested'.

For a pre-proposal that has been invited for full proposal submission, the KR PD record must be recalled if this has not already been done.

- Proposal Type must be changed to New
- Deadline Date must be updated to the full proposal submission deadline
- A budget version for the full proposal must be created (can be a copy of the pre-proposal budget, with a new name)

### **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.