

OSP Proposal Review and Submission Procedure



OFFICE OF
SPONSORED PROGRAMS
COLORADO STATE UNIVERSITY

All proposals for external funding must undergo review from the Office of Sponsored Programs (OSP) prior to submission to an external sponsor. This requirement applies to all New Proposals, Supplement/Additional Funding Proposals, Budget-Scope of Work Update Proposals, Renewal and Continuation Proposals and Pre-Proposals containing budgetary information. This requirement applies to all sponsor types, including proposals when Colorado State University (CSU) will be a subaward/subcontract, and is not dependent on whether the application is to a competitive opportunity or is a sponsor request.

CSU submits proposals and accepts Sponsored Project agreements as an institution, and thus CSU must assure compliance with all university policies and federal regulations. The review process protects CSU as an institution, as well as the Principal Investigators (PI) and other personnel as individuals. Therefore, incomplete, late, or absent reviews may result in:

- Rejection by the sponsor
- Withdrawal of the proposal by CSU
- Rejection of the award by CSU
- Delays in award acceptance and account set up

OSP Review and Submission Procedure and Timeline

Note 1: This procedure assumes that faculty are working with their department or college level pre-award support office prior to submission to OSP for review. Your department or college level pre-award support office may have additional timeline requirements. If you do not have a department or college level pre-award support office, it is strongly recommended that you allow additional time for OSP review.

Note 2: One business day = 8 full CSU business hours (Mountain Time)

Note 3: Complex proposals including but not limited to those with multiple subawards, mandatory cost share, etc. may require additional OSP review time.

At least 5 Business Days Prior to Sponsor Deadline or Target Submission Date

1. 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).
 - a. Business-related elements for OSP review include:
 - budget (final) and budget justification (whether required by the sponsor or not)
 - cost-share commitments
 - subaward documentation
 - identification of required resources (*e.g., space, institutional commitments, etc.*)
 - b. The proposal record should also include the following attachments:
 - Draft Scope of Work/Project Narrative in Proposal Attachments
 - Sponsor Request for Proposal (RFP) or other documentation outlining sponsor requirements, whether formal or informal (*e.g., email from*

- sponsor/pass-through entity or memo describing verbal solicitation) in Internal Attachments
- The following documents must be included if they will be applicable to the final submission:
 - Research Compliance Information (e.g., whether Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC) approval will be required if awarded) in KRPD
 - Subaward budget, budget justification, subrecipient commitment form, and scope of work (signed by subrecipient/subcontractor and fully complete)
 - Sponsor-specific representations and certifications forms in proposal attachments, including subrecipient forms to be submitted to a pass-through entity
 - Sponsor-required award terms and conditions which CSU would need to accept upon submission of proposal
 - Any sponsor-provided award related documentation
 - Cost Share form (form does not need to be signed until award stage)
 - Approved Indirect Cost (IDC) waiver form
2. After the proposal has been submitted to routing, the investigator or unit research administrator must also email their OSP pre-award contact to let them know that everything is ready for review.
- a. 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.
 - b. If there are changes or corrections needed to the budget or other business elements, the record will be returned for edit.

Between 5 Business Days and 2 Business Days Prior to Sponsor Deadline or Target Submission Date

1. An OSP Research Administrator (RA) will review the provided documents as soon as possible depending on volume and may request changes. OSP aims to provide at least 1 business day for updates/changes to proposal documents, so that the proposal will be compliant with sponsor, CSU, and federal requirements.
2. 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:
 - a. If the proposal record was returned for budget/business element edits (changes or corrections), the proposal has been re-submitted to routing.
 - b. Any business section attachments that needed to be edited have been uploaded in the KR PD record.

Two Full Business (2) Days Prior to Submission Deadline

1. Two full business day (16 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.
2. If a sponsor requires submission through a portal (e.g., Grants.gov, Research.gov, ASSIST, etc.) the Department/PI will enter/upload all final proposal elements of the application in the portal.

3. The Department will fully route the proposal to all necessary approvers through to OSP and complete all key personnel Person Certifications in KRPD. It is the Department's responsibility to ensure the KRPD record is fully routed through to OSP.
4. The Department/PI will notify the OSP RA via email that the proposal is ready for final review prior to submission. If OSP will email the submission to a sponsor, the Department/PI will provide the final proposal and sponsor point of contact to the OSP RA.

Between 2 Business Days and the Deadline or Target Submission Date

1. OSP will review the final proposal.
2. After review, the OSP RA will do one of the following, depending on submission method:
 - a. If the proposal requires OSP or Authorized Organizational Representative (AOR) submission through a portal, the OSP RA submits the proposal and notifies the Department/PI either of the successful submission or submission portal errors that need correction.
 - b. If the proposal is a submission through a sponsor portal not maintained by OSP or requiring an AOR to submit, OSP will notify the Department/PI they are free to submit.
 - The Department/PI will provide OSP with a copy of the final proposal as submitted to the sponsor by replacing the 'placeholder' in KR PD.
 - c. If the proposal is an email submission, OSP will generate a signed OSP Cover Letter or Subrecipient Letter of Intent.
 - If the Department/PI will email the proposal, OSP will provide the signed letter to include with the email to the sponsor. The OSP RA must be copied on the email submission.
 - If OSP will email the proposal, OSP will copy the Department/PI on the email.
 - The letter may list exceptions to sponsor award terms and conditions that CSU will need to negotiate.
 - In some cases, and where applicable, OSP will include a PDF CSU template agreement appropriate to the scope of work for inclusion with the proposal.

Important Information

- Investigators may continue to work on, update, and finalize the scope of work/project narrative and technical elements until **two (2) business days** prior to the sponsor submission deadline.
 - Changes that affect the previously approved budget will require additional OSP review; OSP will pull the KRPD record from routing and the proposal will fall to the end of the queue for review and submission.

- If there are no budget changes, OSP or a department administrator with attachment management permissions can replace final proposal documents in the KRPD record before proposal routing is complete.
- OSP will not prioritize proposals received for review less than 5 business days from sponsor deadline over other proposals received in accordance with OSP submission requirements
 - OSP will consider exceptions in the case of federal or state sponsor-driven short deadlines (generally 14 business days or less from time of opportunity announcement), including flow through. Contact your OSP team for arrangements.
 - If a proposal with a Target submission date is received with less than 5 business days for review, the department/college will be asked to move the Target submission date out to a minimum of 5 business days from OSP receipt.
- Proposals received for review less than 5 business days from sponsor deadline will receive a limited review and run a greater risk of non-compliance with sponsor and University requirements. The University reserves the right to decline an award or revise a proposal if OSP, alongside OVPR and/or OGC, finds significant issues with the submitted proposal at award stage.
- OSP will not prioritize proposals not ready to submit to the sponsor at least 2 business days prior to the deadline over other proposals that have met the OSP submission requirements.

Frequently Asked Questions

How much information is needed in the draft SOW/Project Narrative required 5 business days prior to submission deadline?

The draft SOW/project narrative must contain enough information for OSP to verify budget accuracy and compliance with federal, sponsor, and university policies.

What happens if I want to make changes to my proposal after it has been submitted to the sponsor?

Once a proposal is submitted to the sponsor, resubmissions will be limited to system-related technical issues and sponsor-requested revisions only.

When does OSP start counting the 5 business days?

The proposal must be submitted to routing 5 full business days prior to the submission deadline. For example, if the proposal is submitted at 2:00 pm MT on Monday, the first full business day is Tuesday. If a proposal is submitted at 9:00 am MT on Monday, the first full business day is Monday.

What happens if an award is received before/without a fully approved KRPD record?

In this case, a fully approved KRPD must be in place before the Senior Research Administrator (SRA) will begin award review and signature; these proposals will not be expedited and must follow the process outlined in this document.

Proposal Submission and Review Procedure Overview

Required Elements Prior to Sponsor Deadline			
<i>At least 5 business days prior</i>	<i>Between 5 and 2 business days prior</i>	<i>2 business days prior</i>	<i>Between 2 business days prior and deadline</i>
<p>OSP-review-ready budget and business section elements are complete in Quali Research Proposal Development (KR PD).</p> <p>Proposal has been submitted to routing ("submit for review" action has been taken)</p>	<p>OSP questions about the budget and/or business section elements have been resolved.</p> <p>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.</p>	<p>All proposal elements are final in KR PD or the sponsor portal, as applicable.</p> <p>The proposal is ready for submission to the sponsor.</p>	<p>OSP will review the final proposal as entered in the sponsor portal or emailed.</p> <p>The OSP RA will submit via central portals or via email from OSP or provide approval for submission by Department/PI along with any Institutional Cover Letter/Sub Letter of Intent and other documents for inclusion with the submission.</p>