

Procedure Title:	Grant Proposal Submittal
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Effective/Revision Date:	7/8/2025

Purpose

This procedure is intended to assist SPDC faculty and academic staff with the process and timeline for securing approval to submit a grant or contract proposal to an external funding agency/organization. Generally, it does not extend to the actual submittal of the proposal to the funder, unless MSU's Office of Sponsored Programs (OSP) processes the submittal, as is the case with some federal grants.

The process includes principal investigators, co-principal investigators, research administrators, fiscal officers/accountants, unit leaders, college administrators, and university administrators (including OSP). Prospective PIs and co-PIs are asked to plan ahead to give everyone sufficient time to complete their roles before grant deadlines.

Procedures

The process for submitting a grant/contract proposal for SPDC faculty varies depending on the sponsor, funding amount, partners and timeline. This document provides instructions for determining which path to follow.

There are two main paths for getting MSU approval on a grant/contract proposal submission, which includes routing a Proposal Development (PD) through the Kuali Coeus (KC) system, before it is submitted to the funding agency.

1. College of Agriculture and Natural Resources (AgBioResearch) Office of Research Support
2. SPDC Research Administration Support

CANR/AgBio Office of Research Support

The AgBioResearch Office of Research Support (ORS) works in conjunction with faculty and CANR department research administrators to provide pre-award services in support of extramural grant proposal submissions. ORS prioritizes its services to assist with domestic and international proposals for federal grants, large funding requests, multidisciplinary proposals and proposals involving multiple institutions. It will also prioritize support to new assistant professors (defined as their first three years at MSU). A request for ORS services is to be made by the faculty member serving as the Principal Investigator (PI). To request ORS services, an ORS [Proposal Request Form](#) must be completed and submitted.

Timeline

- **30+ business days before deadline:** Complete and submit Proposal Request Form to request ORS assistance.
- **10 business days before deadline:** PI will send draft budget to Mary Beth Graebert for review; she will attempt to respond in 2 business days, but it should not impede the proposal process if she is not available.
- **8 business days before deadline:** Final budget, budget justification and subcontractor documents (if applicable) are due.
- **5 business days before deadline:** All final proposal documents are due to ORS. This includes statement of work/project summary, project narrative, biographical sketches/CVs, current and pending support forms, etc. Proposal development (PD) document begins routing in KC.
- **3 business days before deadline:** ORS will perform final review of the completed proposal package and notify OSP that it's ready for their review.
- **1 business day before deadline:** OSP will submit final proposal to the sponsor.

SPDC Research Administration Support

In the event that your proposal cannot be completed by ORS but still follows the timeline indicated above, staff in the SPDC main office can assist you with submitting a PD document through MSU's KC (Kuali Coeus) system. Examples of proposals that must be processed by SPDC include internal grant programs that require a PD and continuation grants/contracts on existing awards. ORS may also decline support when a proposal does not fall into one of their priority categories, and they have a heavy workload (see flowchart below).

Because we do not have dedicated staff for the pre-award process, SPDC also follows the ORS proposal submission deadline policy.

Timeline

- **30+ business days before deadline:** Submit an SPDC [Proposal Request Form](#) through the SPDC system. An email will go to Mary Beth Graebert and Janelle Curtis.
- **8 business days before deadline:** Final budget, budget justification and subcontractor documents (if applicable) are due.
- **5 business days before deadline:** All final proposal documents are due to SPDC. This includes statement of work/project summary, project narrative, biographical sketches/CVs, current and pending support forms, etc. Proposal development (PD) document begins routing in KC.
- **3 business days before deadline:** SPDC will perform final review of the completed proposal package and notify OSP that it's ready for their review.
- **1 business day before deadline:** OSP will submit final proposal to the sponsor.

Office of Sponsored Programs

The Office of Sponsored Programs (OSP) is responsible for reviewing a project's budget, budget narrative and scope of work for compliance with university, agency, and federal rules (where applicable). They do not assist with preparation of the budget, but they do review the PD as well as other required proposal submission documents that are prepared for your proposal. They are also

responsible for submitting proposals through Grants.gov and Fastlane (NSF), and a few other agencies. Some proposals require submission directly by the PI after OSP approval has been obtained.

A proposal is considered **late** when a PI, their administrator or the departmental/college pre-award office provides the complete proposal to OSP with less than 3 full business days prior to the submission deadline. OSP will make reasonable efforts to review and sign-off on late proposals subject, but they cannot ensure the same proposal service levels for late proposals, which may jeopardize receipt by the sponsor.

A late proposal is considered **at-risk** when the complete proposal is provided to OSP within 8 business hours of the submission deadline. The at-risk proposal must be approved by the SPDC Director and specifically endorsed by the applicable research dean (Dr. George Smith for CANR) before it is reviewed and submitted by OSP. After receiving the endorsement from the research dean, OSP will make reasonable efforts to submit the endorsed proposal. OSP cannot ensure the same proposal service levels for at-risk proposals which may jeopardize receipt by the sponsor. Endorsement by the research dean should be based on extenuating circumstances that might merit a late submittal.

A complete proposal includes all of the required attachments (including subawards), an approved budget, and a fully routed and approved PD.

Instructions to request approval for CANR At-Risk submission can be found at <https://www.canr.msu.edu/ors/pre-award/at-risk-proposals>.

Related Policies

SPDC Faculty Course Buyout

Related University/College Procedures

[OSP Proposal Timeline](#)