OSP PROPOSAL SUBMISSIONS PROCEDURE

On January 9, 2017, the University rolled out the Kuali Research Proposal Development Module (KR PD).   As part of this implementation, beginning on March 1, 2017 the Office of Sponsored Programs (OSP) will enforce the long-standing procedural policy on proposal submissions. It should be noted that individual colleges, schools, and/or departments may impose additional internal deadlines in advance of those cited below.

Three Business Days (24 business hours) Prior to Submission Deadline –

Submitted to Routing

A proposal containing all final business-related elements should be submitted to routing through the KR Proposal Development module at least three (3) business days (24 business hours) prior to the sponsor deadline. "Submitted to routing" means that the following applicable items have **already** occurred:

☐ OSP and the proposal developer (PI or department person) have already jointly reviewed the budget and other business-related elements of the proposal

☐ OSP has marked the budget as 'Ready for Submission'

☐ the PI or Aggregator (PI Delegate) has clicked the 'Submit for Review' button

☐ the PI has approved the submission.

In order to meet this timeline, we recommend that the budget and other business-related elements of the proposal be ready for draft review by OSP by 5 days prior to submission. Please work with your college on any college-specific deadlines, and note that processes currently in place for upload of final documents in each college will continue to be followed.

Business Related Elements
include but are not limited to: ▪ budget ▪ budget justification ▪ cost share commitments ▪ identification of required resources ▪ subawards ▪ significant financial interest disclosures

Route through Workflow for Approval

At that point, the proposal begins to route through workflow for approval by the PI(s), Department(s) and College(s). It is the responsibility of the Aggregator (who may or may not be the PI) to Submit for routing.

Proposals that are in routing three days or more in advance of the sponsor's deadline will receive a detailed final review by OSP. Principal Investigators may continue to work on, update, and finalize their Scope of Work until one (1) business day (8 business hours) prior to submission deadline, provided they have met the three business day deadline for OSP review.

One Business Day (8 business hours) Prior to Submission Deadline

One (1) full business day (8 business hours) prior to the sponsor deadline, all attachments, including the Narrative, must be uploaded in their final state. The proposal must have gone through the entire workflow process and be ready for submission to the sponsor (i.e. "Ready to Submit"). If applicable, the proposal should be available for authorized official access within a sponsor system.

If all documents have not been uploaded within 8 hours, the proposal will remain in that day's queue but will be moved to the end of the queue until all documents are received and the proposal is ready for submission.

Proposals Received Fewer than 3 Days Prior to Submission Deadline

To be fair to all principal investigators, proposals that have not been submitted to routing within the three (3) business day (24 business hours) processing window will NOT be assured of being reviewed and approved on time and will NOT bump other proposals that have met the OSP three (3) day deadline.

Proposals received by OSP less than three days prior to the Sponsor deadline are considered to be late proposals. All such proposals will be reviewed, time permitting, in the order in which they are received. The proposals will receive only a cursory review in an effort to assure that they are submitted to the Sponsor on time. OSP cannot confirm as part of this review that these proposals conform to University or Sponsor policies and/or submission guidelines or that they will be submitted. There is some risk that the proposal could be withdrawn or rejected if found to be substantially non-compliant to either CSU or sponsor policies or requirements.

OFFICE OF SPONSORED PROGRAMS

The Office of Sponsored Programs (OSP) is committed to providing the best possible service to the campus community by assuring timely submission of accurate proposals that meet all university and federal requirements. In order to achieve this, it is critical that campus offices and OSP receive proposals in sufficient time to provide adequate review, and approve these submissions. The Proposal Submissions Procedure 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 a**ll proposal submissions, including:**
- **subaward proposals** in both paper and electronic format
- **noncompeting continuations** in both paper and electronic format
- **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 procedure is more efficient management of proposal submissions for all involved: PIs, department support, division approvers, as well as OSP. The result will be a reduction in late proposals, an improvement in institutional funding levels, and less "clean-up" required at the time of award.

**Before 3 Business
Days Prior to
Submission
Deadline**
PI/Dept/College
Start Proposal in
KRPD

**Before 3 Business
Days Prior to
Submission Deadline**
PI/Dept/College
Agree on Proposal Budget

**Before 3 Business
Days Prior to
Submission Deadline**
PI/Dept/College
Email

**Before 3 Business
Days Prior to
Sponsor Deadline**
OSP Reviews Budget and
Requests Adjustments
and Approves

**3 Business Days
Prior to Sponsor
Deadline**
PI/Dept/College
Submits Proposal
to KRPD Routing

**1 Business Day
Prior to Sponsor
Deadline**
Final Proposal w/
All Attachments in KRPD
& Approvers Other than OSP
Have Signed

Prior to Submission Deadline
OSP Does Final Review and Approves
For Submission by PI/Dept/College or
Submits Proposal through Sponsor Portal