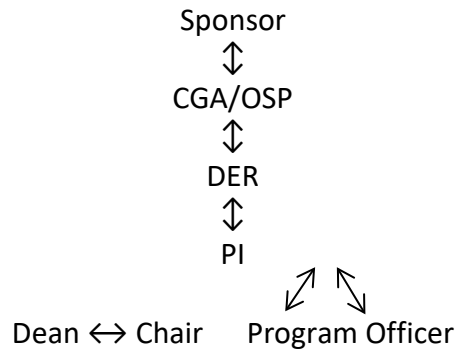


Proposal Overview

A Brief Overview of the Proposal Process <https://www.egr.msu.edu/der/proposal-overview-and-development>

MSU is considered “centralized” in that 99% of the Federal research grant accounts are administered through the Office of Sponsored Programs “OSP” (Pre-Award) and Contract and Grants Administration “CGA” (Post-Award). Most of the conversations with the sponsor agency will be done through these offices for you.

Each department has their own pre- and post-award offices. For Engineering, the Pre-Award office is the Division of Engineering Research or [DER](#). (That’s us!) These offices will contact OSP and CGA for you.



The proposal process through DER starts with a Proposal Processing Form (PPF) submitted online **14 days** prior to the deadline. Here you can tell us about your solicitation, proposal, and ask any questions you may have (comments section of PPF). A DER Research Administrator will be assigned to your “ticket” and will contact you. DER will also start a proposal document (PD) in Quali Coeus (KC). This is your internal proposal that gets routed for approvals.

Creation of your budget is next. Tell us what you want to add and we’ll send you an estimate to review. Your approval of a final budget version is due 7 days prior to the deadline date. Engineering uses Level 2, 1/2-time students as “full time” Graduate Assistants. <https://www.hr.msu.edu/employment/graduate-assistants/stipend-ranges.html>. Other salary and fringe information can be found here: <https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMwA4ADIA>

For supplies and other expense, you can review our Federal/State Cost Policy. <https://osp.msu.edu/PL/Portal/DocumentViewer.aspx?cga=aQBkAD0AMQAzADQA>. This will outline what you can and cannot add to a budget.

Our indirect cost rate is 56.5% for research proposals. We have other published rates as well. You can view those [here](#). We do allow a lower rate if stated in the solicitation. If a lower rate is used, and not stated in the solicitation, an F&A Waiver would need to be submitted. These are very unlikely to be approved, unless a good reason is proposed.

A finished version of the budget will be marked “Final” in KC at **7 days** prior to the deadline. At this time we will also need a budget justification and a draft Scope of Work.

OSP will review and mark the budget “Approved” **6 days** prior to the deadline.

Proposal Overview

Documents aplenty... All non-technical documents should be final and sent to us at **5 days** prior to the deadline. If not, the Research Dean will need to give you permission to move forward. We will review the solicitation and send you a list of required documents, if requested.

Once all of the documents, including a draft narrative, are attached to the PD, we will route for the approvals, before noon, **4 days** prior to the deadline.

At **3 days** prior to the deadline, the entire proposal must be 100% ready to submit. If not, you will be considered "Late".

At **2 day** prior to the deadline, please start the at-risk request if the final proposal is not ready by noon. **At-Risk Approval** is needed if your proposal is still routing and incomplete as of 8am on the due date.

The actual submission:

IF: the proposal is to be submitted via Grants.gov, NIH, NSF, DOD, etc. (S2S Sponsors)
Then: DER will release the proposal to OSP. OSP will click the submit button.

IF: the proposal is to be submitted via email, EERE website, other non-S2S websites, or Pass-Through Sponsors (Direct Sponsors)
Then: The PI will be responsible for submission.

Pre-proposals:

IF: the submission requires an exact budget or cost share amount that cannot be altered during full submission
Then: A PD will need to be routed for approval & submission will be handled as noted above.

IF: the submission requires an estimated budget number, or no number at all,
Then: A PD will NOT be needed & submission will be handled as noted above. UNLESS, Cost share is involved.

DER DEADLINES (to be able to meet OSP Deadlines): Example Deadline: 6/10/19		
05/20/19	5 pm	Proposal Processing Form (PPF) Submitted – 14 days out
05/30/19	5 pm	Final budget, budget justification, SOW to DER for preview/preapproval – 7 days out
06/03/19	5 pm	All FINAL non-technical documents to DER (including signed Subaward documents) – 5 days out
06/04/19	12 noon	Final Proposal (PD) Routed by DER for Submission to avoid LATE status – 4 days out
06/07/19	12 noon	Final Proposal (PD) Routed by DER for Submission to avoid AT RISK status – 1 day out