

PROPOSAL PREPARATION & SUBMISSION

EVERYTHING YOU NEED TO KNOW
TO GET IT “OUT THE DOOR!”



Proposal Preparation Steps

1. Solicitation selection and analysis
2. Notification of department leadership and administrative staff of intent to apply
3. Register for agency platform credentials, if needed
4. Complete Responsible Conduct of Research/Financial Conflict of Interest Requirements & complete Human/Animal subjects and/or security protocols, if applicable
5. Create OSP Service Request Portal Ticket (www.osp.msstate.edu/servicerequestportal/)
6. Preparation of Narrative Components
7. Coordination with collaborators (subawards & non-financial agreements)
8. Create proposal package in submission portal (ex. Fastlane, Cayuse)
9. Finalize and approve budget, budget justification, etc.
10. Initiate and route Internal Approval Sheet for approvals
11. Upload all content into submission vehicle & provide submission authorization to OSP

1. Review Solicitation

- Eligibility (PI, institution, career status, etc.)
- Limited Submission?
- Review criteria varies by agency; some are standard, some are solicitation specific
- Submission procedures
- Deadlines
- Budget caps/ matching?
- Agency contacts/ Program Officers
- OSP contacts

2. Notification of intent to apply

- Department Head
- Department Administrator/Support
- OSP (via step 6 – Portal Ticket)
- Director/Dean, as appropriate
 - Foundation Approval
- Consider Timeline (final product must be ready no less than 3 days prior to funder deadline.)
- What are your internal/departmental processes and rules?

3. Register for agency platform credentials

PI(s) and Key Project Personnel must be registered with the appropriate agency (NSF Research.gov/ NIH eRA Commons. Complete and submit this form to OSP: <https://www.osp.msstate.edu/forms/pdfs/FastLaneRegistration.pdf>)

- **OSP is the authorized organizational representative for MSU.**
- Individual Investigators do not have authority to commit resources or enter into contractual obligations on behalf of the university.
- Each agency/project has a submission process. (eCommons, Grants.gov., Research.gov., Cayuse, other.) OSP can assist with creation of, or affiliations of existing accounts to MSU.
- If a sponsor or platform requires the PI to submit, OSP must approve and all processes must be followed per usual.

4. Required Protocols

- Responsible Conduct of Research
 - Financial Conflict of Interest Disclosure – now required for ALL federal submissions
 - Animal Subjects
 - Human Subjects
 - Biohazards
 - ITAR/security, etc.
-
- All Key Personnel should be up to date with training in RCR and FCOI as required by the funding agency to which the proposal is submitted. See info at the Office of Research Compliance to check status and enroll/complete training:
<http://www.orc.msstate.edu/training/>

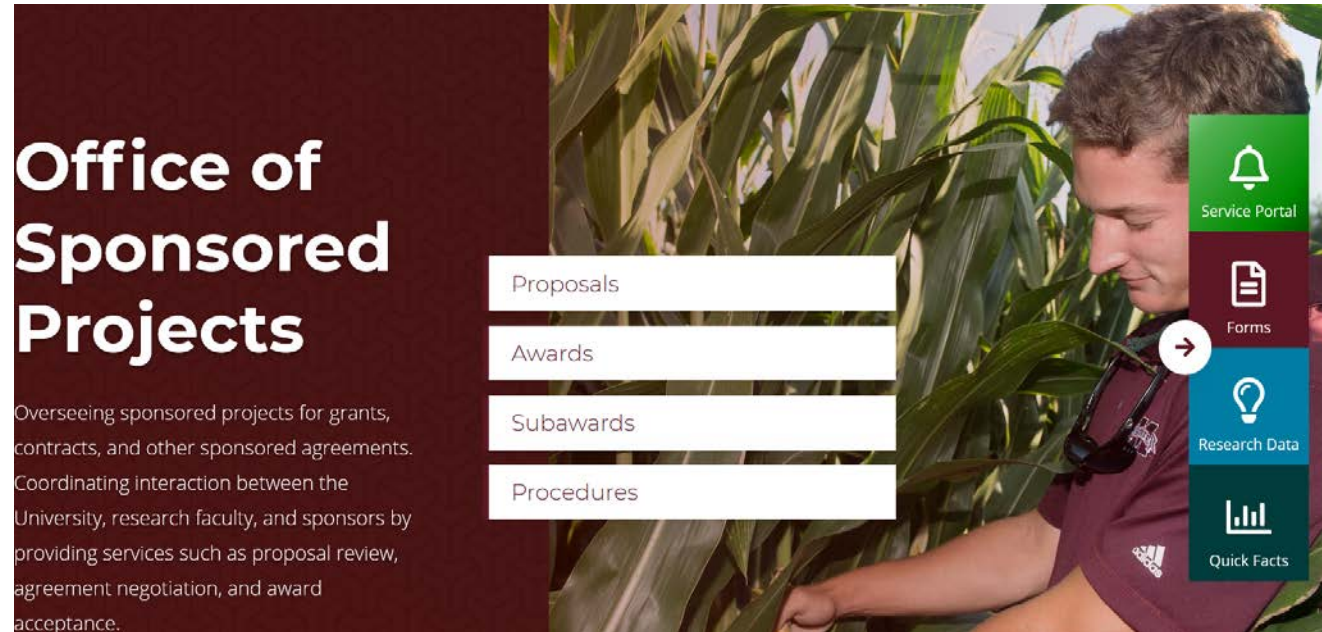
5. Notify OSP via Service Request Portal

DO I need a portal ticket?

- LOIs, no budget proposals or pre-proposals, funder requirement for AOR submission?

What all services can I use the portal for?

- Proposal submission
- Review of non-financial agreement/other
 - NDAs; MOU/MOAs; MTA, etc.
- Development support
 - Various services at ord.msstate.edu
- Subaward creation/modification
- Award/Contract review
- Post-award modification



Office of Sponsored Projects

Overseeing sponsored projects for grants, contracts, and other sponsored agreements. Coordinating interaction between the University, research faculty, and sponsors by providing services such as proposal review, agreement negotiation, and award acceptance.

- Proposals
- Awards
- Subawards
- Procedures

Service Portal

Forms

Research Data

Quick Facts

5. Notify OSP via Service Request Portal

If YES.....

PI or designee should initiate a “Proposal Submission Request” via <https://www.osp.msstate.edu/servicerequestportal/>

New users create an account with MSU ID, ex: sth207@msstate.edu

Why is the OSP Portal great?

- System allows for tracking; transparency and communication
- Eliminates confusion on finding the correct administrator
- No delays; OSP has back-up procedures if administrator is out
- All necessary parties can be added/removed

NOTE: Each unit has preferences for who should be copied on ticket; OSP is only one who can add personnel to a ticket after its creation.

5. Notify OSP via Service Request Portal

The [User Guide](#) provides step-by-step tutorial for submission ticket, non-financial agreements, and development support requests here. There is also a [YouTube tutorial](#) available.



<https://msuosp.samanage.com/>

<https://www.osp.msstate.edu/service-request-portal>

A screenshot of a YouTube video player. The video content shows a web browser displaying the MSU Office of Sponsored Projects Service Desk. The browser's address bar shows "https://msuosp.samanage.com". The page has a dark red header with "MSU OFFICE OF SPONSORED PROJECTS" and navigation links for "Home", "My Requests", and "New Request". Below the header, there is a welcome message: "Welcome to the MSU Office of Sponsored Projects service desk. Please submit your request, or call our office at 662-325-7404 with any questions." A search bar is present with the text "How can we help you?". To the right, there is a "My Requests" section showing a list of active requests, with one entry: "Washington PI/Department #645 Eastley, NSF 11/1/2017 Office of Sponsored Projects Open for 36 minutes due on Nov 01, 2017 Assigned to Kevin Enoch". A "View all" link is at the bottom of the list. The video player controls at the bottom show a progress bar at 2:13 / 12:30 and various icons for play, volume, and settings. The video title "Service Request Portal Tutorial" is visible at the bottom of the player.

6. Prepare Narrative Components

Typical Proposal Components:

- Abstract/ Summary
- Introduction
- Need statement/ Problem Statement
- Goals and Objectives
- Plan of Action/ Project Design/ Statement of Work/ Research Strategy
- Capacity (personnel, infrastructure, facilities)
- Evaluation
- Dissemination and/or Sustainability
- Budget & Justification
- Supporting Documents (letters, references, etc.)

7. Coordination with Collaborators

Subaward information required from form or Federal Demonstration Partnership clearinghouse: <https://fdpclearinghouse.org/>

- Subrecipient Commitment Form
- Collect required proposal components (varies, but includes SOW, budget, bios/personnel items, facilities, performance site info)
- Other types of non-financial agreements- MOU/MOA/TA/LOI Consortia
- Procure required letters
- Sub documents packaged and placed into portal and/or submission platform

8. Create Proposal Package in Platform

- Any proposal that should be submitted via grants.gov will go through MSU's Cayuse system. www.osp.msstate.edu. Create your proposal package and follow instructions/prompts.
- If your proposal is to the National Science Foundation, you will create a proposal in Fastlane/Research.gov. www.research.gov.
- Some proposals go to sponsors via email; in some cases:
 - OSP will package and submit as AOR
 - PI will submit and supply OSP with confirmation

8. Create Proposal Package in Platform - CAYUSE

Submission Systems

There are a number of programs used by sponsors for proposal submission. The program guidelines for your proposal should designate the appropriate method of submission for your proposal. A few of the most common submission systems are listed below.

Budgeting
Cost Share
Proposal Attachments
Submission Systems
Pre-Proposals

CAYUSE 424

Login to Cayuse 424

Cayuse 424 is an electronic research administration system that serves as a proposal development tool and submission portal to Grants.gov. If the proposal is required to be submitted through Grants.gov, most likely Cayuse 424 can be used instead. Cayuse 424 is a convenient, user-friendly interface that provides auto-filling of university and faculty profiles, and interactive error checking as the proposal is developed.

Using Cayuse 424

<https://www.osp.msstate.edu/cayuse>
<http://msstate.cayuse424.com>

8. Create Proposal Package in Platform - CAYUSE

Step 1: Log in to Cayuse 424.

- a. Enter your Cayuse 424 URL: <http://msstate.cayuse424.com>
- b. This will take you to the MSU Central Authentication Service (CAS) login page.
- c. Enter your Username and Password. Click Sign in. The Username and Password are the same as your MSU net ID and password. If you are unable to set a login, please contact the Office of Sponsored Projects office.

Step 2: Set up or update your Professional Profile.

Professional Profiles have been set up under the People tab for all current PIs. It is your responsibility to keep your profile updated. Only you have access to change your profile information, unless you grant permission to others. You may upload and store multiple biosketches in your Professional Profile. Any PI without a Professional Profile must contact Office of Sponsored Projects to have one created prior to starting a grant application. Key persons and other significant contributors must have a Professional Profile as well.

8. Create Proposal Package in Platform - CAYUSE

Step 3: Find an Opportunity.

The Opportunities tab displays a list of federal funding Opportunities that have been downloaded into Cayuse 424 from Grants.gov. To retrieve an Opportunity from Grants.gov, you must know the Opportunity Number or CFDA Number. Once you have one of these numbers:

- a. On the Opportunities tab, click Download Opportunities.
- b. Enter the Opportunity Number or CFDA Number.
- c. Click Download Opportunities. Click the Opportunity Details icon to the left of the Opportunity Number for more information about the Opportunity. Click the Create Proposal icon to create a proposal using that Opportunity.

Step 4: Create your proposal. There are two ways to create a proposal:

- a. On the Opportunities tab, click the Create Proposal icon to the left of an Opportunity; or
- b. On the Proposals tab, click Create Proposal at the top of the screen.

Suggested format for naming your proposal: [PI Last Name]-[Mechanism]-[Sponsor][Due Date].

For example: Smith-R01-NIH-02/28/19

8. Create Proposal Package in Platform - CAYUSE

Step 5: Grant proposal permissions to the appropriate people.

The proposal creator is automatically granted full permissions to the proposal. The proposal creator is the only user that can initially grant proposal permissions to other users. As the proposal creator, you must grant the appropriate permissions to other users who require access to the proposal, including other principal investigators and department administrators. Please remember to provide access to Office of Sponsored Projects.

Step 6: Complete the forms and attach necessary documents. All forms in the Opportunity are located in the navigation bar on the left side of the screen. Mandatory forms are automatically checked and cannot be unchecked. Optional forms may be checked if you wish to submit those forms to the sponsor.

Step 7: Build the budget. Check your proposal solicitation for specific budgetary requirements (i.e., whether to build a detailed budget, modular budget, or subaward budget). You may specify up to five (5) budget periods. Cayuse 424 performs budget calculations after you enter salary, personnel effort, fringe benefits, and other required amounts. Cayuse 424 can also perform cost replication and escalation for all budget categories.

8. Create Proposal Package in Platform - CAYUSE

Step 8: Check for errors and warnings in the proposal. Cayuse 424 keeps a running list of errors and warnings. Errors reflect problems that will impose a hard-stop rejection at Grants.gov or the funding agency. Errors must be corrected prior to submitting the proposal. Warnings are not critical, but they may cause a proposal to be rejected from the funding agency. Items labeled “Info” are tips and recommendations from Cayuse; they will not prevent the proposal from being submitted.

Click the Error / Warning / Info button at the bottom of the proposal to display the validations panel. Click the hyperlink in the validation message to be taken to the field in question. Cayuse 424 will highlight the field that contains the error or warning. The number of Error / Warning / Info messages decreases as you correct the issues.

Step 9: Notify OSP that your proposal is ready for review. After you have completed the required SF424 forms, uploaded documents in PDF format, and fixed any errors or warnings, please notify Office of Sponsored Projects that your proposal is ready for review. Office of Sponsored Projects will submit your proposal.

8. Create Proposal Package in Platform - CAYUSE

Step 10: Track your proposal after it's submitted to Grants.gov.

When the proposal is submitted, a Grants.gov tracking number is recorded in the Proposal Submission History. Click the Submission icon to view the Grants.gov tracking number, date and time of receipt, and submitter. The Office of Sponsored Projects receives a series of emails from Grants.gov indicating receipt and acceptance or rejection of the application. The PI receives an email regarding the status of the proposal. Sometimes this email requests the PI to review and approve the proposal on the funding agency website.

9. Budget and Budget Justification

- Internal vs. sponsor budget format
- Considerations (F&A caps? Cost share? Matching? In-kind? Recovered Indirect?)
- OSP budgeting resources:

<https://www.osp.msstate.edu/proposals/budgeting>

- OSP quick facts
- Fringe rates
- Effort person-months converter

10. Internal Approval Sheet

<https://www.osp.msstate.edu/forms>

https://www.osp.msstate.edu/sites/www.osp.msstate.edu/files/2020-09/IAS_v1.0.13.pdf

IAS must be completed and signed by all investigators, appropriate dept. heads, and deans of all investigators. *Cost share, if applicable, should be noted and approved as instructed on the IAS.* OSP will not submit a proposal without a completed IAS.

11. Upload & Submit

- Converting and uploading tasks (who does this in your dept.?)
- Final IAS signed and uploaded to Service Portal
- Final PI authorization to submit is received through portal or email

OSP will submit. PIs and support personnel are not authorized to submit proposals on behalf of MSU.

What happens next?

- Shortly after submission, OSP will provide notification and tracking updates acknowledging receipt.
- When you are awarded.....you will use the OSP Service Portal to initiate the award process. Please provide OSP with the proposal number (“S” Number or ticket number) in the ticket.



QUESTION TIME!



Tina Kinard
Associate Director, OSP
tkinard@osp.msstate.edu



Kimber Rayborn
Research Data Analyst, OSP
krayborn@osp.msstate.edu



Stephanie Hyché
Director, ORD
stephanie@ord.msstate.edu