Proposal Packaging and Submission Checklist:
These steps are for proposal SUBMISSION. If you have questions or if you need assistance with project development, please contact the Office of Research Development at development@ord.msstate.edu.

✓ OSP Service Request Portal Ticket
PI or designee should initiate a "Proposal Submission Request" via
https://www.osp.msstate.edu/servicerequestportal/

✓ Agency Submission Platform Registration (if applicable)
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/proposals/submission-systems
https://www.osp.msstate.edu/forms scroll to Proposal > Cayuse Profile Request and/or NIH Commons Registration Form

✓ Create proposal package in submission portal (For example, Cayuse, Research.gov, etc., if applicable)
PI or designee should initiate a package at the appropriate platform for submitting the proposal. Most non-NSF federal projects will be submitted via Cayuse.
https://www.osp.msstate.edu/cayuse/

✓ Responsible Conduct of Research / Financial Conflict of Interest Disclosure Requirements
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/

✓ Internal Approval Sheet (IAS) http://osp.msstate.edu/forms/
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.

✓ Budget and Budget Narrative Justification
Budget should be prepared in either the required agency forms OR for internal budget only, provided in Excel format; Narrative Budget Justification should follow solicitation instructions. *If a CHILD ACCOUNT is requested on the IAS, a budget must be provided for the child account.*

✓ Complete Proposal Text/Components
All narrative sections, attachments **and** supplemental documents per the solicitation/guidance, such as Facilities and Other Resources, Data Management Plan, Abstract/Specific Aims, Letters of Support, Memos of Agreement, and Biographical Sketches of ALL project personnel, as applicable for the FOA. These should be titled and files named per solicitation instructions and uploaded into the submission platform. For content uploaded directly via email portal, please provide the full text to OSP for filing.

✓ Subaward Recipient information
The following should be provided for each named subrecipient:
- Completed Subrecipient Commitment Form
- Letter of Collaboration signed by authorized representative
- Scope of Work
- Detailed Budget and Justification
- Indirect Cost Rate Agreement (if included in the budget)
- All required forms per solicitation – biosketches, management plans, facilities, etc.)