



## University Proposal Application Submission Process

Where Georgia State University Research Foundation or Georgia State University is the applicant submitting a proposal as the Designated Authorized Responsible Official (ARO) for research proposals to the sponsoring agency.

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### To apply for an external grant:

#### **Step 1: Two to four months before submission deadline**

- Maximize your chances for success, **begin early and notify** your assigned Pre-Award Grants & Contracts Officer III (G&C III) as soon as possible upon deciding to answer the call to a funding opportunity. You can notify your officer before you even begin work on your proposal. Setting an early discovery meeting with your officer at least two (2) to four (4) months before the due date can really make a difference to ensure you are being provided the best possible support.

#### **Step 2: During the two to four months before submission deadline**

- When you alert your G&C III that you are planning on submitting a proposal, your G&C III will inform you of who is assigned to assist you with your proposal and provide their contact information. Your assigned G&C will work with you on creating a routing package in the online GSU research portal for approval through the appropriate university channels. This includes assisting you with creating the internal proposal approval form, your budget (including any cost share and F&A waiver forms if applicable), your budget justification and any other materials that will need to be approved by the central Office of Sponsored Proposals and Awards (OSPA). The assigned G&C II will create the workflow approval for your proposal in the online research portal. The workflow approval order for proposals is 1) PI and Co-PIs 2) Department Chair(s) 3) G&C III 4) Associate Dean of Research. If you are submitting a proposal that is in collaboration with another college, the appropriate approvers for that college will also need to approve the proposal including their department chair and dean or director. For cross college proposals an F&A split form will also have to be completed. Your G&C can assist you with the form. Once your routing materials are completed and ready to route in the research portal, your assigned G&C will start the process and you will receive an automated email with a link to the portal to approve. Once you approve the proposal, it will continue through the workflow until it arrives is OSPA. At a minimum your routing package must include the following:
  - **Proposal Approval Form** (approval required from PI, Chair and Assoc. Dean)
  - **Internal GSU Budget Spreadsheet** (required for all proposals, even if the sponsor has a separate format)
  - **Budget Justification**

- **Project Summary/Abstract**
- If your proposal includes a sub-award you will need to provide contact information for the sub-awardee to your G&C II. He/she will contact the sub-awardee to start the process of obtaining the necessary sub-award documents and signatures. Please keep in mind that proposals with sub-awards require a significant amount of additional time to coordinate with your sub-awardee and receive the necessary finalized documents.
- All investigators must complete an online Significant Financial Interest Form. Your G&C II will remind you to complete this form and provide you with directions when needed.
  - <https://sfi-gfa.rhcloud.com/login/gsu>
- If you are submitting a federal proposal, your G&C II will create a grants.gov application for you in GSU's online submission software program, Cayuse424. All PIs on the proposal and your G&C III will be granted permission to the application for editing and reviewing. **\*PLEASE NOTE: CAYUSE424 will not have "ALL" funding opportunity grant applications. However when it is available, Cayuse424 is the system we are required to use.** If your application is not applicable to Cayuse, your G&C II will assist you with the sponsor's online submission process when needed, i.e. FastLane, ProposalCentral, grants@heart, etc.
- If questions or concerns arise during the initial preparation of the routing package or application your G&C III will intervene as necessary and resolve any issues.

### **Step 3: (At least) 7 Days before the submission deadline**

- Your routing package should be finalized with your assigned G&C. Your G&C will submit and start the routing process for approvals in the research portal. Once your proposal is received by the G&C III, they will review the routing materials against the solicitation and ensure your budget and other documents conform to both the sponsor's and the university's policies. Once reviewed and approved, your G&C III will approve and the proposal will move forward for approval from the Associate Dean of Research.
  - **The dean's office will not sign off on any proposals if they do not come from the G&C III. Please do not forward your proposal to the dean's office for approval yourself.**
- When your proposal arrives in OSPA, they will assign a tracking number to your proposal in the form of CON00XXXX. You will also be notified of the OSPA officer assigned to your proposal.
- Your G&C will continue to assist you with the full application process according to sponsor guidelines as the final submission deadline approaches. You will be contacted with any questions or comments.

### **Step 4: (At least) 2 Days before the submission deadline**

- Please have your final application completed and ready to be reviewed and submitted by OSPA. If it is a Cayuse application please inform your assigned OSPA contact that the application is ready for submission or submit via email your final full electronic proposal packet to your assigned OSPA Officer with a copy to your college G&C officers. Your OSPA Officer will perform a final review with special attention given to guideline adherence and institutional commitments. You will be contacted in regards to any questions or needed adjustments.
- The final proposal will be approved/signed by the designated OSPA Authorizing Responsible Official (ARO) and either submitted to the sponsor or returned to you and your college officers for final submission as determined by the sponsor. If applicable, your OSPA officer will forward you grants.gov/FastLane submission confirmation emails.

\*\*Please note that **letters of intent** do not have to be routed unless authorized approval is specifically required for the LOI (i.e. NASA Step 1 Proposals) **OR** if you are committing to voluntary cost share or a voluntary reduced F&A rate in the LOI.\*\*

**Information regarding the proposal process, the required forms and the GSU Cayuse424 system is located on the URSA website:**

GSU Online Research Portal:

<https://researchportal.gsu.edu>

General Proposal Preparation Information:

<http://ursa.research.gsu.edu/ursa/funding/proposal-development/proposal-preparation/>

Cayuse424 Information:

<http://ursa.research.gsu.edu/ursa/funding/proposal-development/cayuse-424-information/>