

## CGU Steps for Submitting a Proposal

- 1. Identify Funding Opportunity** -Follow solicitations on [Grants.gov](https://www.grants.gov) or other sources.
- 2. Notify the Office of Research, Sponsored Programs & Grants (ORSPG) and the school's dean** – Share the following information:

PI's Name:	PI's School:
(1) solicitation you intend to apply to	
(2) funding source	
(3) title	
(4) date proposal is due	
(5) who will work on the proposal	
(6) your budget parameters	
(7) period of performance (start date and end date)	
(8) any requirements for regulatory review. (If your solicitation limits the number of proposals that can be submitted from CGU, also contact the Office of Research Sponsored Programs & Grants to request permission to submit your proposal.)	
(9) Value to CGU:	
(9) Concerns:	

- 3. If Applying to a Health and Human Service (HHS) Agency** - Make sure that you have a current financial disclosure submitted through diSClose (annual disclosure is required). In addition, make sure that your conflict of interest training is current (must be within four years). These are required to submit a proposal to HHS.
- 4. Write Your Proposal** - Try to finish a first draft at least several weeks in advance of the due date. Give your draft to others for review; edit and revise.
- 5. Prepare Your Budget**  
Identify your costs and develop a budget consistent with the solicitation or guidelines (being mindful of

things like the NIH Salary Cap). Costs must be reasonable, allowable and allocable to the specific project. Refer to the Budget Template and Budget Justification sample to facilitate proposal budget development. Your Senior Grants and Contracts Analyst can assist you in budget development.

#### **6. Route the Proposal For Any Needed Approvals**

Cost share and in-kind requests require approval from the school's dean and CGU's Provost. For exceptions to CGU's indirect / facilities and administrative rate please request the Facilities and Administrative/Indirect Exception Form from ORSPG.

#### **7. Submit the Complete Proposal to ORSPG**

The complete proposal should be routed to ORSPG at least five business days in advance of the proposal due date. The minimum information needed with this submission is budget detail, budget justification, and scope of work.

#### **8. ORSPG Will Review & Submit the Proposal**

ORSPG will review the proposal's budget and justification to ensure consistency with the solicitation, sponsor guidelines, and CGU's policies and practices. ORSPG will also work with you to make corrections and submit the proposal to the sponsor once corrections are made.

#### **9. ORSPG Will Provide Confirmation**

ORSPG will provide confirmation to you when the proposal has been received by the sponsoring agency.



## Proposal Checklists

**The following is the list of necessary information for various types of proposals:**

**If CGU is the Subcontractor or Subawardee:**

- ☐ Start date from the Lead Organization
- ☐ Duration of the project from the Lead Organization
- ☐ Funding Level from Lead Organization
- ☐ Title of the Proposal from Lead Organization
- ☐ Administrative contact at the Lead Organization
- ☐ Who to send the CGU final documents to at the Lead Organization

**NSF Collaborative Proposals:**

- ☐ Start date from the Lead Organization
- ☐ Duration of the project from the Lead Organization
- ☐ Funding Level from Lead Organization
- ☐ Title of the Proposal from the Lead Organization
- ☐ Who to send our NSF Proposal ID and PIN to
- ☐ Anticipated submission date and the contact of who to coordinate the submission of CGU's section so the submissions are in sync.

**For all proposals:**

- ☐ RFP or at least the agency announcement number so it can be downloaded
- ☐ Title of the proposal
- ☐ Budget
- ☐ Budget Justification
- ☐ Draft of at least the Project Summary
- ☐ If you have subcontractors you will need to provide contact information to ORSP so they can obtain the needed documents.

**Finally, this is the complete list of needed materials for starting the proposal approval process:**

- ☐ RFP
- ☐ Cover Page (Either the required from agency or one of the templates for signature if CGU is a subcontract or subawardee; unless submitting System 2 System via Cayuse)
- ☐ Budget
- ☐ Budget Justification
- ☐ Draft of at least the Project Summary