

Steps for Submitting a Proposal

Revised: February 2019

1. **Meet with your department chair and dean** to discuss your research ideas as a potential principal investigator and identify possible sponsor agency funding opportunities through CSUDH Research Development, Grants.gov or other sources. If you do not have an InfoEd SPIN account, please contact the CSUDH Office of Sponsored Research and Programs to have funding opportunities specific to your research interests delivered to your desktop.
2. **Notify the Office of Sponsored Research and Programs (OSRP)** a minimum of 30 days prior to any proposal submission deadline by contacting OSRP at SRP@csudh.edu about your intent to submit a proposal. At this time, the grant proposal guidelines and proposal development timeline will be discussed as well as application eligibility, budgeting and institutional requirements necessary for the submission of your proposal including options for grant writing and review support.

Grant proposal guidelines are specific instructions for the preparation and submission of proposals to the sponsor agency. These should be discussed with the OSRP research administrator with whom you will work and will submit the proposal to the sponsor. **Principal investigators (PIs) are not authorized to apply for extramural funding on behalf of the university.**

A **proposal development timeline** should be in place so that the proposal components can be prepared, assembled and routed through campus for institutional approval by authorized signatories well in advance of the proposal deadline. Proposals are routed through the campus electronically by way of Cayuse, a web-based application, prior to submission by OSRP. You will be provided with instructions on its use in your role as principal investigator.

Budgeting should be done in concert with the OSRP Department research administrator. Academic Resource Managers (ARM's) have access to current salary and fringe benefit information and OSRP has Foundation and University rates for travel expenses and other costs. The final budget must be completed at least five (5) days prior to the submission deadline.

Institutional requirements include the aforementioned campus approval of **any** proposal seeking extramural funding as well as letters of support, conflict of interest forms (FCOI and 700U) and human and/or animal subject compliance approval requiring PI signature and other relevant campus documentation. Your research administrator will also ask your assistance in completing the CSUDH Proposal Routing Form, which provides specific proposal information and will be included with the proposal routing. This form includes a section dealing with cost-match or cost-sharing and, if required by the funding agency, requires approval by the college dean and OSRP via Cayuse. OMB 2 CFR 200.306 of Uniform Guidance states "Under Federal research proposals, voluntary committed cost sharing is NOT expected and cannot be used as a factor during the merit review of applications or proposals, but may be considered if it is both in

accordance with Federal awarding agency and specified in a notice of funding opportunity.” Voluntary cost sharing should not be included in a federal proposal. Similarly, if state-supported space is proposed to be re-purposed for the grant project, the form includes a section requiring approval by the college dean, the Office of Administration and Finance and the Office of the President. Compliance refers to IRB (Institutional Review Board) or IACUC (Institutional Animal Care and Use Committees). If applicable, please contact irb@csudh.edu.

3. Prepare a proposal narrative rough draft at least several weeks in advance of the due date. Your research administrator can share your draft with the Office of Research Development for review, edit and any necessary revision.
4. At least **five (5)** business days before the proposal due date, provide OSRP with the final budget, the final executive summary or abstract and the final proposal checklist form with required signatures for any cost-match, cost-share or space re-purpose, if applicable.
5. At least **three (3)** business days before the proposal due date, provide OSRP with the final proposal. For digital submissions, OSRP will provide confirmation to you when the proposal has been received by the sponsoring agency.