Grant Proposal Development and Submission Flow Document – with Unit Responsibilities

Grant Development and Submission is generally an iterative process. However, there is a basic flow, which is outlined below with a listing of the responsibilities of each CSU unit within the overall process.

### Pre-Award or Proposal Submission Process

#### Extension Fiscal Office:
- Notify Sue &/or Jana – planning to apply, deadline:
- Help with:
  - General questions
  - Cost-Share or Matching Requirements
  - Thinking through funding need & post-award mgmt.
  - Letters of Commitment
  - Pre-Proposals with no detailed budget requirements
  - Assist with drafting letter of support
  - For proposals requiring admin. & facilities documentation – can assist with drafting

#### Pre-Award Office:
- Proposal Development in Kuali Research:
  - Create Proposal in system
  - Create/Assist with budget input/development – including cost-share or matching requirements.
  - Review RFP to ensure all necessary documents are included
  - Collect letters of support (if required)
  - Route proposal for approvals
  - Work with Sponsored Programs Office to ensure submission goes out on time

#### Sponsored Programs Office:
- Reviews all proposals for institutional compliance and compliance with the RFP. Approves final submissions
- Provides authorized institutional signature on proposal submission

Once submission is approved, the application can be submitted by the PI (person responsible for the grant) and/or the pre-award office.

### Post-Award Process (What Happens when the grant is awarded)

#### Sponsored Programs Office:
- TAKES IN ALL AWARD Contracts/Agreements & Manages the agreements
  - Negotiates all award contracts and agreements and is the Authorized Signatory for all agreements – PLEASE NOTE YOU CANNOT SIGN AN AGREEMENT
  - Sets-up grant accounts, subcontracts and cost-share accounts
  - Invoices sponsor/funder for all expenses for the grant, according to grant terms. Provides financial reports, including Federal Forms SF 270 & SF 425.
  - Manages Quarterly Effort Reporting:
    - Required for all federal grants a certification of the amount of time/effort for each person working on the grant. (moving to Sponsored Programs from HR/Payroll)
  - For multi-year grants, receives additional award/contract documents to increase funds each year and depending on language will either increase funds in existing grant account OR establish a new grant account.
  - Sponsored Programs works with the Ext. Fiscal Office to establish any new accounts required.

#### Extension Fiscal Office:
- Work with Sponsored Projects & Pre-Award to get any necessary documents completed for award acceptance and account set-up:
  - Cost-Share Account Forms
  - Indirect Cost Sharing (amount departments/units)
  - Re-budgeting – if required due to funder requirements.
    - Fiscal Office – Sharon and Jana will work with PI to build a new budget based on award amount/requirements and submit to Pre-Award Office to route for approval.
  - Process all expenses for grant through CSU processes and procedures. PLEASE NOTE – spending activity on the grant occurs in the same way and with the same mechanisms as spending on any other account – WITH the exception of the review for allowability (is it an acceptable purchase as outlined in the grant terms and conditions) by Ext. Fiscal & Sponsored Programs.

#### Pre-Award Office:
- The pre-award office is primarily that – submission prior to award receipt. HOWEVER, for a handful of items, the pre-award office has a role which include:
  - Re-budgeting due funder request, Example – Reduced Budget or Change to specific item the funder wishes to support.
  - Multi-year agreements that come in 1-year increments and require any new/updated budgets.