CSU Grant Application Process in 5 Easy Steps

1. **Identify a funding opportunity.** Here are a few links to sites to help with your search for funding opportunities:
   a. The CSU Vice President for Research lists funding opportunities in several categories that you can review at the below link: [https://www.research.colostate.edu/funding-opportunities/](https://www.research.colostate.edu/funding-opportunities/)
   b. NIFA grant search [https://nifa.usda.gov/page/search-grant](https://nifa.usda.gov/page/search-grant)

2. **Once you have identified a grant you wish to apply for, contact the Grant Facilitation Team:**
   a. Cliff Schulenberg – 970-491-0926, Cliff.Schulenberg@colostate.edu, OR
   b. Reagan Lu, 970-491-6953, Reagan.Lu@colostate.edu
      i. NOTE: Extension’s pre-award support comes from the Grant Facilitation Team housed in the College of Agriculture.

3. **Proposal Development:**
   a. The grants managers will assist you in developing your proposal specifically as it relates to the following pieces of the proposal:
      i. Budget – done in Kuali Research budget module
      ii. Budget Narrative/Justification
      iii. Letters of Support/Commitment
      iv. Biosketch (if requested)
      v. Review/validate Scope of Work for reasonableness against budget

   b. **View Status for proposals** – You will be able to view your proposal at any time and see where it is in terms of approvals.

4. **Proposal Approval Process:**
   a. Pre-Award team create Proposal in Kuali Research, and help navigate to completion. Please complete a Proposal Request Form and send it to the Pre-Award Group (contact info. Listed above). [http://agsci.colostate.edu/about/college-services/#GrantFacilitationTab](http://agsci.colostate.edu/about/college-services/#GrantFacilitationTab). Form is under the heading of “Basic Proposal Preparation Steps “
   b. Approval routing process
      i. PI – (can be multiple)
      ii. Dept. Chair/Regional Director
      iii. Division/College Approval
      iv. Extension Involvement Approval (if other college is collaborating with Extension staff)
      v. Sponsored Programs – final approval sign-off to submit application.

5. **Proposal Submission:**
   a. Institutional Required Submissions: Sponsored Programs submits the application after final approval. Examples include: Federal grants requiring use of grants.gov and Fastlane submission systems - NSF, USDA, NIFA, etc. For all applications requiring an institutional submission,
   b. All Other Submissions: Sponsored Programs sends e-mail approval for submission to the PI and Research Services team, who work together to submit the proposal. *(Note: The PI can submit directly at this point, or request that Research Services submits the proposal.)*
Access Kuali Research:

Login to Kuali Research – Go to the Administrative Applications and Resources page:  https://aar.is.colostate.edu/

**PLEASE NOTE YOU WILL NEED TO USE EITHER CHROME OR FIREFOX AS YOUR INTERNET BROWSER. INTERNET EXPLORER DOES NOT WORK EFFECTIVELY WITH KUALI.**

1. Under Application Systems – click Kuali Research (KR),
2. select CSU campus,
3. login using your eName and password.

**PLEASE NOTE: AVOID USING THE PROPOSAL SYSTEM AFTER 7 P.M.** Several nightly update processes run beginning at 7:00 p.m. and will kick users out of the system. Any unsaved changes at the time will be lost.

**Forms and Resources:**

- **Kuali Research Training:**  https://ktrng.is.colostate.edu/kc-trng Link to the training environment, you can login and see how it all works.
  - https://vpr.colostate.edu/kr/kuali-research-training/
    - Proposal – How to start & share your proposal with collaborators in Kuali Research
    - Budget – How to create, edit, save and finalize budgets
    - Approval – If you are an approver, this walks you through the approval process
    - List of available in-person class dates are listed as scheduled.
    - Click on FAQ's for a nice drop-down menu of HOW TO options by topic/activity

- **Guidance & Policies for sponsored programs includes the following information:**  https://vpr.colostate.edu/osp/guidance-policies/
  - Cost Sharing policy
  - Participant Support Costs
  - Subaward agreement(s)
  - Administrative Costs, and other related topics.

- **Facilities and Administrative Rates (F&A) and Fringe Rate Information:**  http://busfin.colostate.edu/Depts/Cost.aspx

- **Institutional Data:**  https://vpr.colostate.edu/osp/commonly-requested-information/
  - This has information that is often requested by funders, such as:
    - Address for sponsored programs
    - Type of organization, date of establishment
    - Tax ID#
    - DUNS #
    - Other Federal Identification numbers and dates of compliance filings

- **Technical Support for Kuali Research:** https://vpr.colostate.edu/rs/staff/

- **Research Integrity and Compliance Review Office (RICRO) –**Animal and Human Subject Protocol review and approvals & Conflict of Interest in Research.  https://vpr.colostate.edu/ricro/
  - Institutional Review Board (IRB)
  - Responsible Conduct of Research (RCR)
  - Conflict of Interest (COI)