
Grant Application Process in 5 Easy Steps

1. **Identify a funding opportunity.** Research Services website link lists potential funding opportunities of interest to Extension at the following link: <http://abc.agsci.colostate.edu/externalfunding/>
2. Once you have identified a grant you wish to apply for, **contact the Pre-Award Group:**
 - a. Cliff Schulenberg – 970-491-0926, Cliff.Schulenberg@colostate.edu, OR
 - b. Catherine Douras, 970-491-3095, Catherine.Douras@colostate.edu
 - i. *NOTE: Extension's pre-award support comes from the Research Services group 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
 - ii. Budget Narrative/Justification
 - iii. Letters of Support/Commitment
 - iv. Biosketch (if requested)
 - v. Review/validate Scope of Work for reasonableness against budget
4. **Proposal Approval Process: For proposals submitted before January 8, 2017:**
 - a. Research Services team create SP-1 in the Proposal Approval and Support System (PASS). PASS routes proposal electronically for approvals:
 - i. PI – (can be multiple)
 - ii. Dept. Chair/Regional Director
 - iii. Division/College Approval
 - iv. Extension Involvement Approval
 - 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.*)

NEW Proposal Submission Process for Proposals Submitted AFTER January 8, 2017. CSU is going live with a new proposal module in Quali on January 9, 2017. The revised submission process is listed below:

Key Changes to the Proposal Process:

1. **New Budget Development Tool** – The proposal system includes an integrated budget building tool that will calculate the current fringe rates and indirect costs, capture more accurate cost-share amounts, and provide a standard list of budget line items to expedite budget creation and review. This will be the approved budget, and replaces the current MS Excel budget workbook.
2. **Approval Routing** – The approvals will remain the same, EXCEPT that all approvals MUST BE DONE IN ORDER. Currently the PASS system allows approvals to happen at all levels simultaneously. The new system will not route the proposal for the next level of approval until the current approval has been done. For example, the Dept. Chair/Regional Director approval will be required before the proposal will be available for the Division/College level approval to be done. **You will be able to set signature delegates for off-campus approvals that run into any technical problems.**
3. **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. **System to System (s2s) Functionality** – The new system will be able to transmit applications directly to the sponsor for compatible Grants.gov applications. All other proposals will follow the same submission process as outlined above. Once the proposal in the new system has been signed off for submission to the sponsor, Sponsored Programs will click the “submit to sponsor” button in the system, locking the proposal

record and creating an official 'institutional proposal'. All locked proposals will continue to be available to view, and can be copied if needed as the basis for a new proposal.

TRAINING FOR NEW PROPOSAL SYSTEM: *Please visit the following link for training resources, dates/times. Training will be provided in-person, online, and via YouTube videos that can be watched at your convenience. The online training materials are still under development, but should be available by early December. Campus Based training is currently available. Course registration and online materials can be found (when available) at the following link: <http://kr-training-register.colostate.edu>*

Forms and Resources:

- Proposal Budget Spreadsheet: <https://pass.research.colostate.edu/Home/PBSDownload>
 - Requires login to CSU shibboleth system with network login.
- PI Reference Manual – In Process, but contains good information on grant proposal and management. <https://vpr.colostate.edu/OSP/manuals/pi-manual/>
- 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
- Training on Proposal Submissions, Budget Spreadsheet and Animal Care Program: <https://vpr.colostate.edu/rs/training/>
- CSU Research Services: <https://vpr.colostate.edu/rs/>
 - Animal Care and Use Program (ACUP)
 - Biosafety Office (BSO)
 - Infectious Disease Research Center (IDRC)
 - Lab Animal Resources (LAR)
 - Research Integrity and Compliance Review Office (RICRO) –*Animal and Human Subject Protocol review and approvals.*