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# CSU Grant Application Process in 5 Easy Steps

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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/>
  - b. NIFA grant search <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](mailto:Cliff.Schulenberg@colostate.edu), OR
  - b. Reagan Lu, 970-491-6953, [Reagan.Lu@colostate.edu](mailto: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:

<ol style="list-style-type: none"><li>i. Budget – done in Quali Research budget module</li><li>ii. Budget Narrative/Justification</li><li>iii. Letters of Support/Commitment</li></ol>	<ol style="list-style-type: none"><li>iv. Biosketch (if requested)</li><li>v. Review/validate Scope of Work for reasonableness against budget</li></ol>
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  - 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 Quali 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> . Form is under the heading of “Basic Proposal Preparation Steps “
  
  - b. Approval routing proces
    - 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 Kualu Research:

Login to Kualu 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 KUALU.

1. Under Application Systems – click Kualu 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:

- **Kualu 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/kualu-research-training/>
    - Proposal – How to start & share your proposal with collaborators in Kualu 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 Kualu 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)