

Timeline for Sponsored Projects Review and Submission

*Minimum Full Business Days Prior to Sponsor Proposal Deadline Required for ORSP Pre-Award Submission

(ORSP Office Hours are 8:00 A.M. – 4:30 P.M)

| *Days | Action | Guidelines | Required Forms Links |
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| 15 | Notice of Pending Submission submitted to ORSP | It is a required first step to fill out the Intent to Submit Form (found on the ORSP homepage) up to 120 days prior to the sponsor deadline. | - Intent to Submit Form |
| 10 | Draft of Budget & Justification submitted to ORSP | Keep in mind that proposals including sub-awards and cost share require additional coordination, documentation, and approvals. | - ORSP Budget Template |
| 5 | Internal Review Sheet submitted to ORSP | The IRS requires review and approval submission number/signature by ORSP followed by the PI and Co-PI's, Dept./Cluster Administrator or Ctr. Director, and other Administrators as may be required based on specific budget specifications and resource requirements (<i>PI's responsibility to obtain all signatures</i>). | - Internal Review Approval Form |
| 4 | Semi-Final Draft of Full Application submitted to ORSP | This allows ORSP to review the proposal and/or application package against sponsor guidelines and identify any significant issues. | See final application requirements |
| 2 | Final Version of Full Application submitted to ORSP | <p>Electronic Proposals: all required forms have been completed, uploaded, and submitted to ORSP for final review/submission.</p> <p>Hardcopy Proposals: The same guidelines as above apply, however, it is required that the PI make arrangements for photocopying/submitting hardcopy proposals. If the proposal requires a signed form or letter from ORSP, one will be sent to the PI for inclusion.</p> <p>Sponsor Electronic Validation: Online submission systems, such as Grants.gov, require validations that often take up to 48 hours before providing receipt of confirmation by the sponsor agency for review. Some sponsors (USDA, NIH) utilize error validations and applications must be accepted by Grants.gov and sponsor systems error free PRIOR to the submission deadline.</p> <p><i>Please allot yourself enough time for this process.</i></p> | <p>Following as may be required:</p> <ul style="list-style-type: none"> - Conflict of Interest Disclosure Form - Financial COI Disclosure Form - PSU Intellectual Property Disclosure Form - Subrecipient Commitment Form |

***Late Proposal Policy:** ORSP will make every effort to submit late proposals, but cannot guarantee that such proposals will be adequately reviewed, internally approved, or submitted by the sponsor deadline. If ORSP determines that a proposal does not meet the minimum University and sponsor policies, the proposal will be returned without submission.