



Minot State University

Grant and Contract Proposal Preapproval Form

(for MSU internal use only)

FORM PURPOSE: Provide detailed information prior to grant or contract proposal submission to MSU officials who will share responsibility for this external funding, if received. All required approvals must be secured, as indicated by signatures.

DEADLINE: At least **10 business days** prior to proposal submission deadline, submit applicable pieces of documentation (see Proposal Submission Requirements on back page) for MSU review and approval. *Proposals received less than 10 business days prior to submission, may not be approved.*

DIRECTIONS: **Download** this form to your computer, **complete it electronically**, and **re-save** it before attaching it to an email along with all required documents. Email the form and attachments to the OSP director.

Revised 10/29/2024

<p>Proposal Type</p> <input type="checkbox"/> New Grant <input type="checkbox"/> New Contract <input type="checkbox"/> Continuation/ Renewal <input type="checkbox"/> Pre-application Addendum <small>(copy of original form required)</small> Carryover	<p>Category</p> <input type="checkbox"/> Public Service <input type="checkbox"/> Instruction <input type="checkbox"/> Research <input type="checkbox"/> Equipment <input type="checkbox"/> Other (describe)	<p>Proposal Information</p> Agency Submission Deadline _____ Submission Date _____ Proposal Title _____ Duration of Project (months/years) _____ Project Start/End Dates _____ CFDA # (Federal only) _____ Funding Outcome Notification Date _____
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<p>Principal Investigator Information</p> MSU PI Name/Dept. _____ MSU Co-PI Name/Dept. _____ MSU Co-PI Name/Dept. _____	<p>Funding Agency Information</p> Funding Agency _____ Agency/Division _____ State/Federal/Private _____
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<p>Compliances</p> <input type="checkbox"/> Potential Biohazards <input type="checkbox"/> Research w/Animals <input type="checkbox"/> Drugs/Control. Subs <input type="checkbox"/> Radiation Research <input type="checkbox"/> Human Subjects IRB No. if filed _____	<p>Budget Detail</p> Direct Costs \$ _____ Indirect Costs \$ _____ Total Award \$ _____ Req. Cash Match \$ _____ In-Kind Match \$ _____ Other Sources \$ _____ Total Project \$ _____ Is there any related External Funding? If so, please explain.	<p>Match, Indirect, and Program Income</p> Match Requirement <input type="checkbox"/> Cash Fund/Dept Source _____ <input type="checkbox"/> In-Kind Describe _____ <input type="checkbox"/> Other Describe _____ Indirect Rate <input type="checkbox"/> Full Federal Indirect allowed (32% of Modified Total Direct) <input type="checkbox"/> Maximum rate of _____% allowed per RFP <input type="checkbox"/> Authorized rate of _____% per VPAF _____ (initials) <input type="checkbox"/> No Indirect Allowed Do you expect program income from this project? <input type="checkbox"/> Yes(attach explanation) <input type="checkbox"/> No
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<p>University Commitment</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Does MSU have any expressed or implied responsibility after the sponsor terminates support for this grant or contract? If Yes, attach explanation.</p> <p>Does the proposal involve the creation of <input type="checkbox"/> a new organizational unit at MSU? <input type="checkbox"/> a new academic program at MSU?</p> <p>If YES and your proposal does NOT cover the cost, attach an explanation of the cost, how the cost will be covered, and the amount of time the cost will need to be covered.</p> <table style="width: 100%;"> <tr> <td>Does the proposal require additional personnel?</td> <td><input type="checkbox"/></td> <td>Cost not included</td> </tr> <tr> <td>Does the proposal require additional space?</td> <td><input type="checkbox"/></td> <td>Cost not included</td> </tr> <tr> <td>Does the proposal require alterations to existing facilities?</td> <td><input type="checkbox"/></td> <td>Cost not included</td> </tr> <tr> <td>Does the proposal require equipment?</td> <td><input type="checkbox"/></td> <td>Cost not included</td> </tr> <tr> <td>Does the proposal require equipment maintenance?</td> <td><input type="checkbox"/></td> <td>Cost not included</td> </tr> </table>	Does the proposal require additional personnel?	<input type="checkbox"/>	Cost not included	Does the proposal require additional space?	<input type="checkbox"/>	Cost not included	Does the proposal require alterations to existing facilities?	<input type="checkbox"/>	Cost not included	Does the proposal require equipment?	<input type="checkbox"/>	Cost not included	Does the proposal require equipment maintenance?	<input type="checkbox"/>	Cost not included
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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you or any key faculty in the proposed project delinquent on federal debt? Are you or any key faculty currently debarred or suspended from receiving federal assistance?

Approvals (After review, each person types name into appropriate line for "signature" then re-saves document to computer before emailing.)

Principal Investigator _____ Date _____
Co-Principal Investigator _____ Date _____
Co-Principal Investigator _____ Date _____
Department Chair _____ Date _____
Vice President (when applicable*) _____ Date _____

**The Vice President whose area of responsibility may be impacted either by equipment, space needs, etc. will also review and provide approval prior to proposal submission.*

Office of Sponsored Programs Director _____ Date _____

Grants & Accounting Analyst _____ Date _____

The Grants & Accounting Analyst in the Business Office provides both pre - and post-grant/contract support to the PI. Prior to proposal submission, the grants accountant reviews the budget for accuracy, compliance with university, state, and fiscal policies. Upon funding of a grant/contract, the grants accountant is responsible for fiscal oversight of the award.

Vice President of Academic Affairs _____ Date _____

The VPAA is MSU's authorizing official for proposal submission of grants, contracts, subcontracts or other formal agreements on behalf of the university. Accordingly, the VPAA acts on behalf of the President and reviews proposals for consistency with institution missions and policies, and federal/state compliance requirements. The VPAA provides the final signature on the approval form and submits or assists the PI in submitting the proposal to the funding agency.

Proposal Submission Requirements

The Principal Investigator (PI) must notify the OSP Director as soon as possible when a grant/contract opportunity of interest is identified. The OSP, with support from VPAA and business office as needed, will provide assistance on RFP review, budget preparation, agency contact, editing (as time allows), compliance, and final proposal submission. Due to limited staffing, actual writing of the proposal on behalf of the PI is not available.

No less than 10 business days prior to the submission deadline, email the following items to the OSP Director:

1. Completed preapproval form including signatures through the chair/director; if interdisciplinary, chairs from all areas must provide approval.
2. Abstract/summary of proposed project (or a full copy of the proposal).
3. Detailed budget and budget narrative (or corresponding spreadsheet; see suggested budget template on Business Office/OSP website).
4. Documentation from the RFP describing allowable indirect rates and match requirements as applicable (or a full copy of the RFP).
5. Any applicable signature pages, including assurance and certifications, of the paper or electronic submission – usually funding agency forms.
6. For proposals requiring equipment sustainability or institutional space, a detailed explanation, including cost not covered by the grant/contract.

Routing and submission:

The OSP office is responsible for routing the proposal for administrative approvals. During this process, the PI may be consulted for clarifications, questions, or changes. Once all approvals are given, OSP will contact the PI and make arrangements proposal submission.