

<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 <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the proposal require consultants or subcontractors? <input type="checkbox"/> Cost not included Does the proposal require salary for current MSU employees? <input type="checkbox"/> Full or <input type="checkbox"/> Partial? Does the proposal require significant Library resources or services? Does the proposal require computer network time? Do you anticipate production of material resulting in patent, copyright, or trademark? Does your proposal project or relationship with the sponsor require the disclosure of significant financial interests that present an actual or potential conflict of interest for investigators involved in this project? If yes, all investigators must complete disclosure of this matter using MSU's Significant Financial Interest Disclosure form. Signing this form certifies that investigators have read and understand MSU's Conflict of Interest Policy and have made all appropriate disclosures.
<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

Principal Investigator _____ Date _____

Co-Principal Investigator _____ Date _____

Co-Principal Investigator _____ Date _____

Department/Division Chair _____ Date _____

Vice President (where applicable) _____ Date _____

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

Office of Sponsored Programs Director _____ Date _____

Grants and Contracts Accountant _____ Date _____

The Grants and Contracts Accountant 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 Administration _____ 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) is encouraged to notify the VPAA as soon as possible when a grant/contract opportunity of interest is identified. The VPAA, OSP or business office 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 one week prior to the submission deadline, deliver the following items to Grants in the Business Office:

1. Completed approval form including signatures through the dean/director; if interdisciplinary, chairs from all areas must provide approval.
2. Abstract of proposal project (or a full copy of the proposal)
3. Budget and budget narrative (or corresponding spreadsheet; see suggested budget template on Business Office website)
4. Documentation from the RFP describing allowable indirect rates and match requirements (or a full copy of the RFP)
5. Signature page, 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 VPAA 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, VPAA will contact the PI and make arrangements for submission of the proposal.