



Minot State University Grant Planning and Submission Deadlines

Develop a Grant Proposal Idea

Find Funding Opportunities

Review [Grants.gov](https://www.grants.gov) or funding agency websites.
Contact MSU Office of Sponsored Programs (OSP) for assistance.

Inform OSP of Your Grant Writing Plans

As soon as possible, at least 1 month prior, meet with OSP to discuss your plans to submit a proposal, grant writing and budget needs, and all deadlines.

Write Your Proposal

Allow plenty of time; start 1 to 2 months prior to the deadline.

Seek Feedback and Review

At least 3 weeks prior to the deadline, ask colleagues and/or OSP for input.
Contact OSP for assistance with the project budget if needed.

MSU Departmental Approval

At least 2 weeks prior to the deadline, complete [MSU Grant Approval Form](#) and submit to Department Chair for review and signature.
(Attach project abstract, detailed [budget](#), and Notice of Funding Opportunity details.)

MSU OSP and Institutional Approval

At least 1 week prior to the deadline, submit [MSU Grant Approval Form](#), project abstract, detailed [budget](#), and Notice of Funding Opportunity details to OSP for approval process. Staff will work with PI on any needed budget revisions. PI should be making final edits to the proposal.

Preparation for Grant Submission

At least 48 hours (2 business days) prior to the deadline, submit all final grant documents to OSP to be compiled and uploaded for grant submission depending on granting agency requirements.

Grant Submission Complete

Proposal is submitted to the granting agency before the deadline following all requirements.
All federal grants must be submitted by OSP at least 24 hours (1 business day) prior to the deadline to allow time for possible system delays, errors, and corrections.