Sacramento State
Offices of Research, Innovation, and Economic Development

Procedure	Submission Guidelines for Grant and Contract Proposals
Updated	August 2024 to reflect new Policy Stat IDs and links to Proposal Form January 2022 to reflect new timelines June 2017

In accordance with the CSU Chancellor's policy (PolicyStat ID 14459936) and campus policy on the administration of sponsored projects at Sac State (PolicyStat ID 11443730), all grant and contract proposals for an activity funded or sponsored by an external funder must be processed through the Offices of Research, Innovation, and Economic Development (ORIED). At a minimum, ORIED is responsible for ensuring proposals are developed in adherence with agency application guidelines; budgets are accurately calculated and in compliance with agency, university and University Enterprises, Inc. policies and procedures; that cost share commitments, if any, are appropriately documented; that research and financial compliance concerns have been addressed; and that appropriate campus approvals have been obtained via a Proposal Approval Form.

Timelines for Competitive Proposal Submissions (effective February 1, 2022)
Competitive submissions include any proposal developed in response to a grant solicitation, program announcement, request for proposals (RFP), call for applications, or similar. This includes grant, contract, and fellowship applications and collaborative proposals that include Sacramento State as a proposed subrecipient.

Notification to ORIED of a Proposal Submission. No later than 3 weeks prior to funder's deadline. ORIED recommends filling out a Proposal Form (Intake Form) as soon as you identify a funding opportunity or request for proposals/applications for which are considering or plan to apply. ORIED continues to recommend notification several months in advance of the funder deadline to ensure adequate time for us to work with you to improve your proposal's competitiveness and compliance. Notifications received by ORIED within 3 weeks of a funding agency deadline will be reviewed on a case-by-case basis to assess staff capacity to assist, and we are no longer able to guarantee that proposals with short notice will be able to move forward to submission

Initiation of Proposal Form for Approval (PAF). One week prior to funder's deadline. An electronic Proposal Form (PAF Approval) accompanied by a brief abstract of the project and budget must be initiated no later than **one week prior** to the funder submission deadline. The purpose of routing this form is to request approval of department chairs, deans, and

administrative officials for the activity proposed faculty or staff as required by CSU Chancellor's Office and Sacramento State policies. In approving, department chairs, deans and administrative officials acknowledge receipt of information about the project and indicate approval to submit the proposal to the funding agency. PIs will still be able to refine and work on proposal narrative sections during Proposal Form routing; however, substantive changes to the budget will not be permitted, as this section will be in the process of review and approval. Except in extenuating circumstances, proposals that have not begun the Proposal Form routing process one week in advance of the funder's deadline will not be moved forward for submission.

Receipt of Final Proposal Documents*. No later than 2 business days prior to funder's deadline.* Final versions of all proposal elements have an internal deadline and must be provided to ORIED at least **2 full business days in advance of** the funder's deadline to allow for final review of documents for compliance with funder and university policies and procedures, confirmation of receipt of required institutional approvals, and preparation for submission to the funder. Proposals not received by ORIED two (2) full business days in advance of the proposal deadline will not be moved forward for submission.

Awards Resulting From Proposals Not Submitted Through ORIED
Grant awards and/or checks for proposals not submitted through ORIED, and that did not obtain the required approvals via the Proposal Approval Form, will be returned to the funder and not accepted.