

Sacramento State
Office of Research, Innovation, and Economic Development

Procedure	Submission Procedures for Grant and Contract Proposals
Updated	December 2017

All grant and contract proposals must be processed through the Office of Research, Innovation, and Economic Development (ORIED). ORIED ensures that proposals are developed in adherence with agency application guidelines; that budgets are accurately calculated and in compliance with agency and university policies; that cost share commitments, if any, are appropriately documented; that research and financial compliance concerns have been addressed; and that appropriate signatures have been obtained.

Prior to the submission of a grant or contract proposal, a Proposal Approval Form accompanied by a brief abstract of the project and a draft budget must be completed. The purpose of this form is to request approval of department chairs, deans, and administrative officials for the activity proposed by their faculty or staff as required by CSU Chancellor's Office and Sacramento State policies. In signing, department chairs, deans and administrative officials acknowledge receipt of information about the project and indicate approval to submit the proposal to the funding agency.

To eliminate possible delays or missed deadlines, final versions of all proposal elements must be provided to ORIED at least **two business days** prior to the funder's submission deadline to allow for final review and finalization.