

Proposal Submission Procedures

All grant and contract proposals must be processed through the office of Research Administration. Research Administration 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, all proposal elements must be provided to Research Administration at least **three business days** prior to the funder's electronic submission or postmark date to allow for final review and finalization.