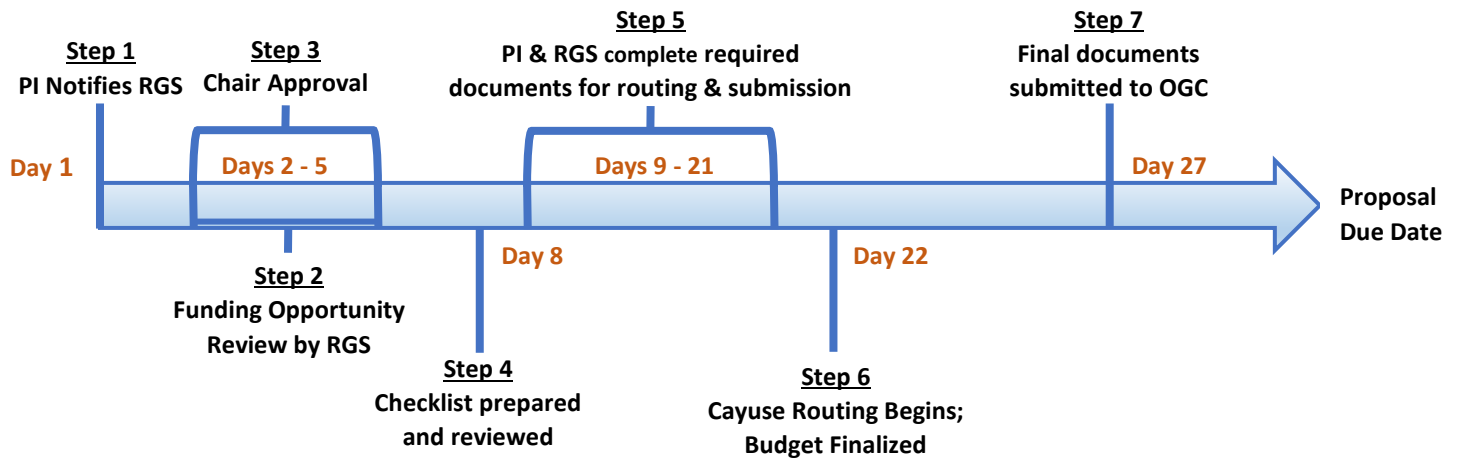


## H&SS Procedures for Applying to External Funding Opportunities

The H&SS Research Grant Specialist (RGS) will guide faculty and coordinate all proposal submissions with the Office of Grants and Contracts (OGC). The steps outlined below are to ensure faculty have the needed resources and support for their project and to facilitate an on-time, compliant, and competitive proposal submission.

### H&SS Proposal Processing Chart




**Step 1** PI notifies H&SS RGS of intent to apply no later than **thirty (30) business days** prior to the sponsor deadline and provides the following information: sponsor guidelines; general information about the proposed research plan (e.g. on/off campus research, budget consideration); and identification of potential collaborators.

Exceptions that may decrease the (30) day notification include but are not limited to (when in doubt, please contact the RGS):

- H&SS faculty collaborating on a project with a lead applicant in another college at CSUF, either as Co-PI or Key Personnel
- H&SS faculty collaborating on a project with an outside agency (other university, community partner) where CSUF is as a subcontract

**Step 2** RGS reviews the funding opportunity guidelines to determine fit for the project, eligibility, institutional considerations (e.g. cost match), and any other limitations to applying. The RGS will discuss any issues with the PI and initial budgeting needs will be determined.

*Note: There are several opportunities requiring PIs to submit their applications directly to the sponsor. If this is the case, the RGS will make the determination at this time. The RGS will work directly with the PI to ensure proper submission of their application; OGC routing approval and processes will not apply.*



**Step 3** The PI will inform their chair about their intent to apply. The chair needs to acknowledge and approve of the PI's intent to apply via email. PI forward email to RGS.

**Step 4** After chair approval, the RGS and the OGC Grants Officer will prepare a proposal checklist and submission timeline.

**Step 5** The PI will work with the RGS to develop a proposal budget and prepare documents for routing.

**Step 6** PI/RGS initiates CAYUSE routing by submitting the following required documents for internal approvals **no later than seven (7) business days prior to the sponsor deadline.**

Documents required for routing include:

- Completed routing form
- Solid draft of the proposal narrative
- Finalized budget
- Final budget justification.

*Documents submitted for routing fewer than seven (7), but at least five (5) business days prior to the sponsor's submittal date, must secure prior written approval from the Associate Vice President office of Research and Sponsored Projects (ORSP). Approval of the AVP-OSRP will only be provided under the most extraordinary circumstances.*

***After routing begins, significant changes to the budget and budget justification will not be permitted, as these may have already been reviewed and approved during the routing process.***

*A significant budget change includes, but is not limited to the following:*

- *Change in PI, co-PI, and/or key personnel effort*
- *25% reduction or increase in budget requested*
- *Including/addition of a sub recipient or subcontractor*
- *Inclusion or significant change in cost-share (if any)*

**Step 7** The PI/RGS will submit the remaining final documents (such as final proposal narrative, biosketch, supplemental documents, etc.) for submission to OGC **no later than three (3) business days prior to the sponsor deadline.** Failure to provide final documents by this time could result in the proposal not being reviewed (for compliant issues) and/or submitted on-time.