

CSS Office of Research & Strategic Initiatives (ORSI)

Graduate Student Proposal & Fellowship Submission Workflow

Identify Funding Agency & Review Solicitation Carefully

- *Solicitation Status (Active/Archived)*
- *Project Duration*
- *PI Eligibility*
- *Deadlines*
- *Total Funding*
- *Restrictions*

Notifying ORSI Early is Essential!

- *Notify your major advisor of intent to submit proposal*
- *Contact ORSI staff 4-6 weeks before the deadline (bypassing ORSI may impact award acceptance)*
- *Submit [Proposal Processing Form](#) (with advisor details)*

ORSI Connects with You

- *ORSI offers specialized support on funding agencies & opportunities*
- *ORSI reviews sponsor requirements to determine if an MSU Proposal Development (PD) form must be routed for approval*
- *ORSI informs you & advisor of next steps*

ORSI
Determines
Award
Type

Award Routed Through MSU

- *ORSI will help develop the proposal*
- *OSP or PI will submit proposal*
- *MSU responsible for accounting & reporting*

Award Direct-to-Student

- *Student submits application directly to sponsor*
- *Student responsible for applicable taxes, sponsor specified accounting, & reporting*

Proposal Development & Review

- *ORSI helps you develop the budget*
- *ORSI reviews proposal materials for compliance and completeness*

Internal MSU Approvals

- *ORSI routes proposal via KR system*
- *PI > Dept > College > OSP approve PD*
- *Occasionally, students approve the PD*

Final Review & Submission

OSP reviews sponsor requirements & determines proposal submission method:

- *System-to-System: OSP submits directly (common for federal sponsors)*
- *Sponsor Portal: Either OSP or faculty/student submits (based on solicitation)*
- *Email Submission: Faculty/student emails OSP-approved application to sponsor*