Health Colleges Research Services

News and Announcements

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UPDATE PROFILES

Happy 2025! With the start of a new year, be prepared for your proposal submissions, JITs, or reports by having your profiles up to date. Please update your ScienCV, ORCID, and PI Profile to eliminate possible delays. Contact your post-award administrator for questions or concerns.

HCRS PRE-AWARD PROPOSAL TIMELINE POLICY

Our pre-award office has received many last-minute requests via our proposal intake form. For our team to provide exceptional support, our office requests notice of intent to submit a proposal at least 8-weeks before the sponsor deadline, Our office may be unable to provide a detailed review or process your grant application if the intake forms are not received on time. We may suggest delaying submission to the next cycle. Please refer to MSU's deadline policy, and direct questions to HCRS.Proposals@msu.edu.

REQUIREMENTS FOR A PROPOSAL DEVELOPMENT DOCUMENT

The Office of Sponsored Programs authored an article about instances when a Proposal Development (PD) Document is required. Our department often encounters questions about when PDs are needed or notified after the fact. Below is a summary of PD requirements for a grant submission.

The creation of a proposal in Kuali Research (KR) is due to compliance with MSU policies and federal regulations. The process involves collecting and maintaining particular documentation and gathering the approvals of various personnel. Pre-proposals (preliminary proposal, white paper, concept paper, letter of intent to submit) do not require a PD. In this stage, a sponsor may ask for basic proposal information (scope of work, budget, personnel, etc.). OSP **does not** require a PD if **none** of the following items are required with the preliminary proposal:

- Budget:
  - OSP budget review or cost share.
  - Budget submission with the pre-proposal. Additionally, the budget must be identical to the final full application budget.
  - There are sub-awards where the budget is more than 75% of the total budgeted direct costs.
- IP or Export Control
- Binding Terms & Conditions
- The pre-proposal needs to utilize our System-to-System (S2S) submission process.
- Submission of Current & Pending/Other Support forms.
- Authorized Official signature for submission

Some internal grant programs at MSU (e.g., DFI, SPG) require a PD in the MSU KR system for application submission. PIs are encouraged to contact HCRS to have one established and routed for these submissions. This streamlined process can expedite account setup and create a centralized record for essential documents such as IRB approvals, ECCORW certifications, DUAs, MTAs, and other supporting materials. The PD will be visible on your MSU report of proposals that have been submitted and/or rewarded. If you are still unsure whether a PD is required, contact our office so we can assist you.

POST SUBMISSION MATERIALS

If you wish to submit post-submission materials, please forward the NIH email to the HCRS administrator who submitted the original proposal. This email will contain the contact information of the person who will process the materials at NIH, which is typically the scientific review officer (SRO). Your HCRS administrator will assist you with your post-submission materials and will work with an authorized official (AOR), as all items must be submitted by the AOR. Please ensure that you are aware of the allowability of the materials and provide a cover letter of the materials attached, if required. Allowable post-submission materials are listed in the NIH Policy NOT-OD-23-106. Post-submission materials must be received by the NIH Scientific Review Officer (SRO) no later than 30 calendar days before the peer review meeting unless specified otherwise in the Notice of Funding Opportunity.

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