

**PROCESS FOR SUBMISSION OF PROPOSALS FOR  
EXTERNAL FUNDING THROUGH CSU EAST BAY  
GUIDANCE DOCUMENT FROM THE OFFICE OF RESEARCH AND SPONSORED PROGRAMS**

**ORSP's role:**

- Serves as a resource to faculty and staff by maintaining information and promoting awareness of funding opportunities
- Helps refine project ideas to align with sponsor's requirements
- Prepares budgets in alignment with federal and sponsor's requirements, and CSU, Campus, and Foundation policies
- Prepares administrative forms as outlined in guidelines (organizational info, institutional DUNS, FEIN, etc. ...)
- Develops and submits proposals in accordance with program guidelines

**Procedure:**

All proposals submitted to sponsors on behalf of the university must be processed through ORSP and approved by all appropriate university officials. In order to maximize chances of funding, the following deadlines apply to most proposal submissions:

1. Initial notification
  - ORSP requests notification of a pending submission **no less than 30 days** prior to the submission deadline. This advanced notice will allow ORSP to provide the best possible support. The "Intent to Submit an Application to an External Sponsor Form" (available at <http://www.csueastbay.edu/orsp/grant-opportunities/index>) may be submitted as soon as the PI determines to pursue an opportunity.
  - PI/CoPIs must notify their Chairs/Deans so they are aware of the application. PI/CoPIs must also be available throughout the application development/submittal process to respond to/answer questions.
2. Final budget
  - ORSP and PI work together to finalize the budget at least **15 days** prior to the deadline.
3. Draft proposal
  - ORSP requests a copy of a strong draft/nearly final proposal no later than **18 days** prior to the deadline to allow for a full review and to ensure that all requirements are met, and to provide ample time to collect all the approval signatures on the Proposal Routing Form.
4. Final narratives and all required components of proposal
  - ORSP receives a final copy/version of the proposal, and all required components of the proposal (letters, MOU's, other supplementary documents) no later than **5 days** prior to the deadline.

Please see the proposal timeline document which outlines detailed stages of proposal preparation and submission.

**Review and Approval:**

The Proposal Routing Form is used to track the approval of appropriate university officials. Proposals cannot be submitted by ORSP without the completed form. Please note that if ample time is not allotted for a detailed full proposal review prior to submitting the proposal, then the university reserves the right to withdraw the proposal if it does not comply with university policy, and/or State and Federal regulations.