

Proposal Submission at OSU

For questions at any stage of the proposal process, contact OSRAA at 7-4933 or proposals@oregonstate.edu

Proposal Preparation

- **Months/weeks prior to sponsor deadline**

- Access OSU college/unit resources for proposal preparation, such as budget assistance and proposal document support
- Closely review sponsor's proposal guidelines to determine special requirements
- Ensure registration is completed in any required systems (*i.e., Cayuse (OSU), Fastlane (NSF), eRA Commons (NIH)*)
- Review OSRAA website for tools and timely information, such as current rates for fringe benefits, tuition, and indirect costs
- Draft proposal narrative, budget, budget justification, and other proposal documents required by sponsor
- Obtain proposal documents from any collaborating subawards in OSU's proposal (*scope, budget, letter of commitment*)

Proposal Review & Approval

- **1-2 weeks prior to sponsor deadline**

- Check in with college/unit support to confirm any additional steps required for their approval process
- Enter proposal information and documents into Cayuse SP (*complete Cayuse 424 federal forms, if applicable*)
- Route proposal in Cayuse to document internal OSU department/college/other approvals (*plan for extra routing time if multiple OSU PIs, departments and colleges are engaged in proposal and need to approve*)
- Permit sufficient time for completion of unit/college approval routing prior to start of OSRAA review and approval
- Allow a minimum of three business days for OSRAA review and feedback (*ideally not tight up against sponsor deadline*)

Proposal Submission & Follow-up

- **Submission and post-submission**

- Work with OSRAA to address questions, recommendations or revisions needed to comply with OSU/sponsor policies
- Confirm with OSRAA when you are ready for submission (if AOR submission required) or submit directly to sponsor once OSRAA approves proposal
- Review submitted proposal in sponsor system to ensure successful transmission (*i.e., NSF Fastlane, NIH eRA Commons*)
- Engage with OSRAA to answer sponsor follow-up requests for clarification/institutional information or revised budgets
- Ensure compliance documents are submitted to appropriate office for review prior to award (*i.e., IRB, IACUC*)



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Helpful Links for Proposal Preparation:

Cayuse: <https://oregonstate.cayuse424.com>

OSRAA Getting Started (includes tools & budget templates): <http://research.oregonstate.edu/osraa/getting-started/tools>

OSRAA Frequently Asked Questions: <http://research.oregonstate.edu/osraa/osraa-frequently-asked-questions>

System registration requests (Cayuse, NSF Fastlane, NIH eRACommons): <http://research.oregonstate.edu/osraa/forms-and-rates>

OSRAA unit assignments and contacts: <http://research.oregonstate.edu/research-office-contacts#osraa>

OSRAA organizational and functional charts: <http://research.oregonstate.edu/osraa/osraa-organization>

College-specific Proposal Assistance, Guidance, and Budget Forms:

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| College of Agricultural Sciences: | http://agsci.oregonstate.edu/research/research-toolbox-0 |
| College of Earth, Ocean and Atmospheric Sciences | http://ceoas.oregonstate.edu/facultystaff/proposal/ |
| College of Engineering | http://red.engr.oregonstate.edu/basic-page/proposal-support |
| College of Forestry | http://www.forestry.oregonstate.edu/research/proposal-support |
| College of Liberal Arts | http://liberalarts.oregonstate.edu/cla-research/cla-research-contacts/cla-proposal-help-desk |
| College of Pharmacy | http://pharmacy.oregonstate.edu/research-proposal-support |
| College of Public Health and Human Sciences | http://health.oregonstate.edu/faculty-staff/grant-application-resources |
| College of Veterinary Medicine | http://vetmed.oregonstate.edu/research/grant-preparation |
| OSU Cascades | http://osucascades.edu/business-office/grants-and-research-support |