



## Vice Chancellor of Research

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# Proposal Compilation, Vetting, & Submission Milestones

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Staff members in the Office of Sponsored Programs collaborate closely with Principal Investigators to navigate the complexities of securing sponsored research funding. While it is primarily the responsibility of the PI to ascertain that the proposal meets the specific requirements of a given funding opportunity announcement (FOA), OSP personnel work hard to ensure proposals meet university, sponsor, state, and federal requirements and to transmit complete proposal packages via various sponsor submission mechanisms. Submitting proposal information according to the timeline described below enables OSP personnel to thoroughly vet applications, check components against solicitation requirements, and upload the many required files via the appropriate sponsored-stipulated mechanisms. In addition, adherence to the timeline allows for the proper management of any export control requirements, as well as the timely processing of human subjects research / animal research applications.

**Proposal packages received in complete, final form (except for the Draft Project Narrative) three full business days prior to the sponsor deadline will receive priority over proposals not meeting this milestone. OSP cannot guarantee submission of proposals that are not submitted following the deadlines below.**

	<b>Principal Investigator Provides to OSP</b>
<b>As Soon as Possible</b>	<input type="checkbox"/> Link to solicitation/RFP/FOA <input type="checkbox"/> Notification of whether proposal involves: <ul style="list-style-type: none"> <li>○ Cost Share</li> <li>○ Subawards</li> <li>○ Task Budget Breakouts</li> <li>○ Human Subjects<sup>i</sup></li> <li>○ Biosafety Contaminants<sup>ii</sup></li> <li>○ Animals</li> <li>○ Export Controls</li> </ul>
<b>10 full business days prior to sponsor deadline</b>	<input type="checkbox"/> Proposal Signature Routing Sheet(PSRS) Checklist <input type="checkbox"/> Cost Share Budget <input type="checkbox"/> Cost Share Commitment <sup>iii</sup> Form <input type="checkbox"/> Task Budget Breakout (if applicable) <input type="checkbox"/> Subaward Task Budget Breakout (if applicable)

<b>5 full business days prior to sponsor deadline</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Budget</li> <li><input type="checkbox"/> Budget Justification</li> <li><input type="checkbox"/> Statement of Work</li> <li><input type="checkbox"/> Investigator Form<sup>iv</sup> (NSF, PHS, SBIR/STTR only)</li> <li><input type="checkbox"/> Subaward documents (if applicable): <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter of Commitment signed by Authorized Signature Authority</li> <li><input type="checkbox"/> Budget (including task breakouts, if applicable)</li> <li><input type="checkbox"/> Budget Justification</li> <li><input type="checkbox"/> Statement of Work<sup>v</sup></li> </ul> </li> </ul>
<b>3 full business days prior to sponsor deadline</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Project Summary/Abstract</li> <li><input type="checkbox"/> Project Description/Specific Aims/Research Strategy (draft)<sup>vi</sup></li> <li><input type="checkbox"/> Current &amp; Pending Support</li> <li><input type="checkbox"/> Biographical Sketch(es)</li> <li><input type="checkbox"/> Bibliography &amp; References Cited<sup>vi</sup></li> <li><input type="checkbox"/> Facilities &amp; Other Resources</li> <li><input type="checkbox"/> Data Management Plan</li> <li><input type="checkbox"/> Resource Sharing Plan(s)</li> <li><input type="checkbox"/> Any additional forms required by the FOA</li> </ul>
<b>8am the business day prior to sponsor deadline<sup>vii</sup></b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalized Project Narrative Document</li> <li><input type="checkbox"/> Submission of IRB/IACUC Applications (if applicable)</li> <li><input type="checkbox"/> Submission of proposal to sponsor portal or email (whichever is applicable) 24 hours prior to sponsor deadline</li> </ul>

<sup>i</sup> If your research proposal involves DoD-supported human subjects research, you must obtain prior scientific review of your proposal by your Department chair or his/her designee before submitting your IRB application. Please see [Guidance: Additional Requirements for Department of Defense Human Subjects Research](#) for more information.

<sup>ii</sup> Including but not limited to recombinant DNA and synthetic nucleic acid molecules, infectious agents, biological toxins, human-derived tissues, fluids, or cells, certain animal-derived tissues, fluids, or cells, Federally-regulated Select Agents, experiments with Dual Use Research of Concern potential, and research requiring BSL3 containment.

<sup>iii</sup> For more information on cost share commitments, please refer to the Cost Share document.

<sup>iv</sup> For all investigators, a disclosure must be on file and active (Submitted within the last 12 months) at the time of proposal submission.

<sup>v</sup> Regardless of whether the FOA requires delineation of the sub-awardee SOW within the proposal package, OSP needs this information to execute the subcontract.

<sup>vi</sup> The Project Description/Specific Aims/Research Strategy/Bibliography draft are the only proposal components that may be in non-final status 3 full business days prior to the sponsor deadline. Although this draft may be replaced until 8am the business day prior to the sponsor deadline, all FOA-mandated narrative components must be in place in order for OSP staff to begin their review.

<sup>vii</sup> Although OSP personnel strive to vet and submit all proposals for which they receive full application materials, proposals received after the three-day deadline may not allow time for compliance vetting. By submitting after the three-day deadline, the PI incurs the following risks:  
RISK: The proposal may not be submitted if OSP personnel workloads do not allow time for application upload (priority is given to applications submitted three full business days prior to sponsor deadline).

RISK: Even if OSP personnel workload permits submission of full proposal materials received after the three-day deadline, the foreshortened review time may not allow for compliance vetting. In the event that the sponsor wants to fund a proposal that was submitted to OSP after the three-day deadline, Missouri S&T reserves the right to review and request changes prior to acceptance of an award or to decline the award if the budget or other commitments contained in the proposal do not conform to Missouri S&T requirements.