

Proposal Submission Deadline Checklist

Full Review: When a final proposal is received by Sponsored Programs Administration (SPA) in the Office of Research 5 full business days or more prior to the submission deadline, SPA will check all the items listed below as part of a Full Review and will work with the project team to resolve any issues prior to submission. Proposals receiving a Full Review will be compliant with the sponsor's guidelines and will be submitted by the Submission Deadline.

Limited Review: If a final proposal is received by SPA between 4 and 3 business days prior to the Submission Deadline, SPA will only check the proposal for compliance with KSU's requirements, items highlighted in yellow. The proposal will be submitted by the Submission Deadline.

However, there is no guarantee that a proposal receiving a Limited Review will comply with the sponsor's guidelines or that KSU will be able to accept any resulting award.

SPONSOR SYSTEM ACCESS AND RELATIONSHIP MANAGEMENT

- If applicable, SPA establishes sponsor system access.
- When Project Team (PI, Co-PI, Dept Support Staff as applicable) submits proposal via sponsor's online system, the proposal information provided by Project Team matches information provided in Cayuse.
- When SPA submits proposal via sponsor's online system, the proposal information in sponsor's system matches information provided in Cayuse.

DEADLINE INFORMATION

- Submission Deadline in Cayuse is correct or is aligned with an internally determined deadline no deadline exists.

LIMITED SUBMISSION STATUS

- Whenever a sponsor limits the number of submissions, Research Development and Strategic Initiatives (RDSI) selection documentation is uploaded to Cayuse.

ADMINISTRATIVE DATA CONGRUENCE AND CORRECTNESS

- Administrative data in the proposal is complete and correct (e.g., EIN, DUNS, FWA, etc.). Sponsor(s) properly identified in Cayuse. Start/end dates in Cayuse correspond to proposal dates provided.
- Key personnel named in Cayuse correspond to personnel listed in proposal (and vice versa).
- Project Long Title in Cayuse corresponds to the title of proposal provided.
- Budget in Cayuse corresponds to funding reflected on the internal budget form.
- Facilities & Administrative (F&A) cost rate corresponds to F&A cost rate used on the internal budget form.



REPRESENTATIONS & CERTIFICATIONS (REPS & CERTS)

- Sponsor's representations, certifications, and other forms acceptable or modified.
- If a sponsor requires submission of forms, these are submitted or completed prior to submission.

TERMS & CONDITIONS

- Non-negotiable terms binding upon submission reviewed and, whenever possible, exceptions noted or necessary institutional approvals for submission obtained.

NEEDED PRIOR AGREEMENT

- Agreement negotiated prior to submission, when required (e.g., Teaming Agreements).

APPROVALS

- Signatures/approvals present and correct.