

PSU GRANT APPLICATION SUBMITTAL PROCEDURES

Office of Sponsored Programs

The Office of Sponsored Programs (OSP) seeks funding opportunities and administers awards for research, instruction and outreach projects at Plymouth State University. The office provides services to all PSU faculty, staff and administrators as well as serving as a liaison to our external partners. OSP serves faculty and staff by:

- Researching funding opportunities
- Assisting in the preparation of applications and budgets
- Providing necessary Institutional information
- Ensuring that submitted proposals are representative of the University's mission and specific departmental objectives by requiring institutional approvals
- Ensuring that each proposal is financially feasible and designed to meet funding agencies' requirements
- Managing post-award financial management

Submittal Procedures

Prior to submission to an external sponsor, all grant proposals are reviewed by OSP for compliance with University policies, prospective sponsor requirements, and all applicable laws and regulations. Proposals are then routed by OSP to the Provost and to the Vice President for Finance and Administration for their approval of submission.

A **final** version of the grant must be submitted to the Director of the Office of Sponsored Programs **no later than one week prior to the application deadline** to ensure adequate time for on-campus review. It is strongly recommended that Principal Investigators begin to work with the Office of Sponsored Programs **several weeks prior to the application deadline** in order to ensure that a final version will be completed one week prior to the sponsor deadline. Proposals that do not meet these time requirements may not receive institutional approval for submittal.

Grant proposals must be submitted to the Office of Sponsored Programs with the following components:

- a completed "Plymouth State University Internal Review Cover Sheet" form, including Department Chair approval
- Funding Agency/Foundation Request for Proposals (RFP)
- final budget
- final narrative