



Policy # 81001

Grants Routing and Transmittal of Applications for External Support

Effective Date: September 1, 2023

Responsible Office: Sponsored Programs

Division: Research and Sponsored Programs

I. PURPOSE/OBJECTIVE

Grambling State University is committed to making a positive difference in the world through education and research. The Division of Research and Sponsored Programs advances this University commitment through excellence in research administration. The purpose of this policy is to ensure that all requests for external support are reviewed and processed timely and are consistent with Grambling State University and applicable sponsor policies and procedures.

II. APPLICABILITY

This policy is applicable to all faculty and staff seeking to submit proposals, applications, or other request for external support on behalf of the University, either as a prime awardee or sub-recipient.

III. STATEMENT OF POLICY

Grambling State University's (GSU) routing policy requires an internal review process for all applications and proposals that will be submitted to external sponsors. Applications that may result in a grant or other sponsored agreement to GSU must be routed internally prior to being submitted to an external agency. This includes grants and contracts from federal agencies, foundations, and other sponsors. Specifically, proposers/investigators should be mindful of the following:

- INTENT TO APPLY

Investigators should complete the Intent to Apply Form and submit to the Office of Sponsored Programs by email at rsp@gram.edu as early as possible but at least 14 days prior to the application due date. This allows the Office of Sponsored Programs the opportunity to better assist the PI in preparing and submitting application. This also allows for time to address any potential conflicts from multiple submissions by different investigators.

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- **PROPOSAL TRANSMITTAL FORM**
The Proposal Transmittal Form must be submitted seven (7) working days prior to the sponsor's due date. The Transmittal Form must also include the solicitation, narrative, budget, and budget narrative (including any proposed cost sharing). Projects proposing cost sharing should also have the necessary approvals from units (internal) or agencies (third-party) providing cost share. The Proposal Transmittal Form, which is accessible through the Research and Sponsored Programs webpage, is processed electronically via DocuSign.
- **AGENCY TRANSMITTAL**
Official applications can only be submitted to the sponsor via the Division of Research and Sponsored Programs. Completed applications will be transmitted electronically (unless otherwise stipulated) via the sponsor's web-based grants portal (research.gov, grants.gov, LOGAN, Fluxx, etc). Investigators should transmit drafts of documents to ORSP as early as possible to allow time for feedback. Investigators should also register and upload necessary documents within the required grant portal well in advance of the agency deadline. Investigators are strongly encouraged to submit application prior to the agency deadline in case of erroneous or needed corrections.

IV. REVISION/REVIEWED