

HHD Procedures for Applying to External Funding Opportunities

Purpose: To outline the steps HHD faculty will follow when submitting a proposal for external funding. These steps are necessary to ensure faculty have the needed resources and support for their project and to facilitate an on-time, compliant, and competitive proposal submission.

1. When the principal investigator (PI) decides to pursue a funding opportunity as a lead applicant, they will notify the HHD Senior Research Development Officer (SRDO) no later than **twenty (20) business days** prior to the sponsor deadline. The PI will provide the SRDO with the following information: sponsor guidelines; general information about the proposed research plan (e.g. on/off campus research, budget considerations); and identification of potential collaborators.

- If subcontracts will be involved, then notification must occur at least **thirty (30) business days** prior to the sponsor deadline.
- Proposals in which the PI is working on a collaborative project and CSUF is not the lead applicant, but will be listed as a subcontract, require notification at least **fifteen (15) business days** prior to *when the lead applicant requests all documents be sent to them*. It is the responsibility of the PI to determine this date beforehand.

For whatever reason the PI cannot give sufficient notification (as stated above) prior to the deadline, the PI must secure approval from the Dean in order to proceed with a proposal submission.

2. The SRDO, in consultation with the Office of Grants and Contracts (OGC), reviews funding opportunity guidelines to determine fit for the project, applicant eligibility, identify any institutional considerations (e.g. cost match), and to assess any other limitations to applying. The SRDO will discuss any issues with the PI, and initial budgeting needs will be determined.

3. After all resources needed for the project have been identified, the **PI informs their chair about the intent to apply**. At this time, any requests for additional support (e.g. course release, research assistants, space) are made to the chair. By email, the chair needs to acknowledge and approve of the PI's intent to apply to the funding opportunity and express support for the requested resources.

- If the PI and chair decide that additional resources are required, they may seek support from the College. The SRDO can help facilitate these requests.

4. After chair approval, the SRDO and the OGC Grants Officer prepare a proposal checklist and submission timeline.

5. The PI will work with the SRDO and the OGC Grants Officer to develop a proposal budget and prepare documents for routing. **All documents required to initiate routing for internal approvals must be submitted to OGC no later than 7 days prior to sponsor deadline.**

Documents required for routing include: a) Completed routing form; b) Solid draft of the proposal narrative; c) Finalized budget; and d) Final budget justification.

PI's submitting documents for routing less than seven (7), but at least five (5) business days prior to the sponsor's submittal date, must secure prior written approval from the Associate Vice President, Office of Research and Sponsored Projects (ORSP). Approval of the AVP-ORSP will only be provided under the most extraordinary circumstances. **Any proposal where routing documents are received five (5) business days or less prior to the proposal deadline will not be reviewed and submitted.**

After routing begins, significant changes to the budget and budget justification will not be permitted, as these may have already been reviewed and approved during the routing process. A significant budget change includes, but is not limited to the following:

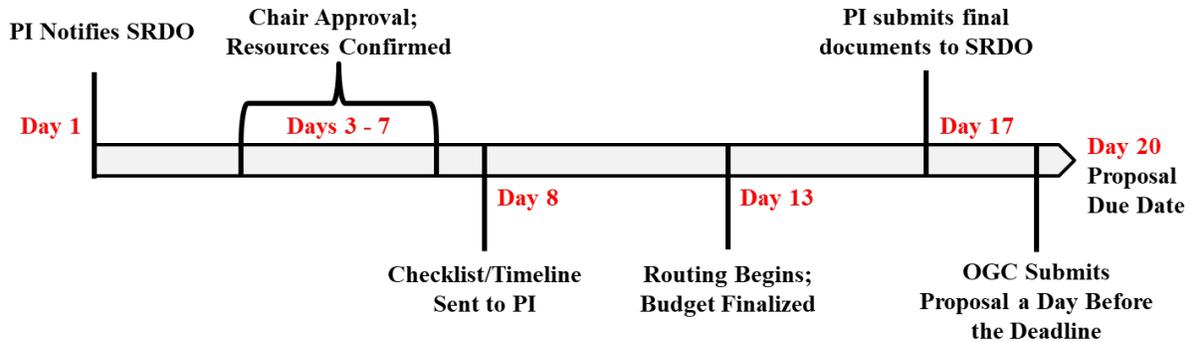
- a. change in PI, co-PI and/or key personnel effort
- b. 25% reduction or increase in budget requested
- c. Inclusion/addition of a subrecipient or subcontractor
- d. Inclusion or significant change in cost-share (if any)

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6. After the routing process initiates, the PI may elect to use the proposal development services provided by the SRDO. If not utilizing these services, the PI will work directly with the OGC Grants Officer to submit the grant proposal.

7. **OGC requires that all final documents for submission are sent to them no later than three (3) business days prior to the sponsor deadline.** Failure to provide final documents by this time could result in the proposal not being reviewed (for compliance issues) and/or submitted on-time.

Anticipated timeline with minimal notification of 20 business days:



Summary of Steps to Apply for External Funding in HHD

- 1 • PI notifies SRDO of intent to apply no later than 15-30 business days prior to sponsor deadline, depending on the type of proposal.
- 2 • SRDO/OGC reviews funding opportunity for project fit, eligibility, institutional considerations, and any other limitations. Initial budgeting needs and resources are determined.
- 3 • PI informs chair of intent to apply and requests any necessary resources. Chair provides acknowledgement and written support of needed resources; SRDO may facilitate requests for additional support from the College.
- 4 • After chair approval, a proposal checklist and submission timeline are developed.
- 5 • PI submits routing documents no later than 7 business days prior to sponsor deadline.
- 6 • PI chooses whether or not to utilize the proposal development services of the SRDO.
- 7 • PI sends SRDO all finalized documents ready for submission no later than 3 business days prior to the sponsor deadline. SRDO reviews documents and sends to OGC for upload & submission.