

HHD Procedures for Applying to External Funding Opportunities

Purpose

To outline the steps HHD faculty must follow when submitting a proposal for external funding. These steps are designed to ensure that faculty have the necessary resources and support for their projects and to facilitate an on-time, compliant, and competitive proposal submission.

1. Initial Notification

- When a principal investigator (PI) decides to pursue a funding opportunity as the lead applicant, they must notify the HHD Senior Research Development Officer (SRDO) no later than **20 business days** before the sponsor's deadline. The PI must provide the SRDO with:
 - Sponsor guidelines.
 - General information about the proposed research plan (e.g., on-/off-campus research, budget considerations).
 - Identification of potential collaborators.
- If the project involves **subcontracts**, notification must occur at least **30 business days** before the sponsor deadline.
- For collaborative projects where CSUF is listed as a **subcontractor**, the PI must notify the SRDO at least **15 business days** before the lead applicant's requested document submission deadline. The PI is responsible for determining this date in advance.

If the PI cannot meet the notification timeline, they must secure approval from the **Dean** to proceed with the proposal submission.

2. Preliminary Review

- The SRDO, in consultation with the Office of Grants and Contracts (OGC), will:
 - Review the funding opportunity guidelines to assess project fit and applicant eligibility.
 - Identify any institutional considerations (e.g., cost match).
 - Evaluate other limitations or requirements for applying.
- Any issues will be discussed with the PI, and initial budget needs will be determined.

3. Departmental Approval

- Once the resources required for the project have been identified, the PI must inform their **department chair** of their intent to apply.
- Requests for support (e.g., course release, research assistants, space) should be made at this time. If the chair has concerns about meeting these requests, they should consult with the SRDO to determine what resources the college can provide.
- If the chair has no concerns, approval is indicated through **Cayuse**, and no further action is needed.

4. Budget Development and Routing

- The SRDO and OGC will prepare a **proposal checklist and submission timeline**.
- The PI will work with the SRDO and OGC to develop the proposal budget and prepare routing documents.
- All required routing documents must be submitted to OGC no later than **7 business days** before the sponsor deadline. These documents include:
 - Completed routing form.
 - Draft proposal narrative or Abstract/Specific Aims.
 - Finalized budget.
 - Final budget justification.

If routing documents are submitted between **5-7 business days** before the deadline, the PI must obtain written approval from both the **Dean** and the **Associate Vice President, Office of Research and Sponsored Projects (ORSP)**. Approval will be granted only under extraordinary circumstances. **Proposals with routing documents submitted less than 5 business days before the sponsor deadline will not be reviewed or submitted.**

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After routing begins, significant changes to the budget or justification are not permitted. Significant changes include:

- Changes in PI, co-PI, or key personnel effort.
- A 25% or greater increase/reduction in the requested budget.
- Inclusion or addition of subrecipients/subcontractors.
- Addition or significant changes to cost-sharing (if applicable).

5. Proposal Development Services

- After routing begins, the PI can choose to use **proposal development services** provided by the SRDO.
- If the PI does not use these services, they must work directly with the OGC to finalize and submit the proposal.

6. Final Submission

- OGC requires all final documents to be provided no later than **3 business days** before the sponsor deadline.
- Failure to meet this timeline may result in the proposal not being reviewed for compliance or submitted on time.
- OGC aims to submit all proposals one business day before the deadline.

Summary of Steps to Apply for External Funding in HHD

