

**Office of Research and Sponsored Programs
Revised Policy for Advance Notice and Internal Deadlines (Revised June, 2013)**

In response to a growing number of proposal applications and, in particular, increasing numbers of complex proposals involving multiple institutions and international entities, the Office of Research and Sponsored Programs (ORSP) has revised its internal proposal submission deadline policy. This will help to ensure that your proposal is carefully reviewed for accuracy, completeness, and compliance with sponsor guidelines and University policies. Proposals meeting the below internal proposal deadlines should be in complete, or final format and accompanied by a [MSU Proposal Routing Form](#).

***Applicants are strongly encouraged to notify ORSP as soon as they are reasonably certain that they will be submitting a proposal to an external sponsor.**

I. Advance Notice Suggested Guidelines-The following is suggested as a guide for advance notice to ORSP of a pending submission:

- 2 weeks or more advance notice for single institution submission.
- 4 weeks or more advance notice for multiple institution submission.
- 6 weeks or more for advance notice for international collaboration.

II. Internal Proposal Deadlines-All proposals through the Office of Research and Sponsored Programs are required to be submitted in accordance with the following guidelines:

- **Single Institution Submission (MSU only)** – When submitting single institution proposals for external funding, a minimum of three (3) business days advance notice are required for review, approval, and submission of completed applications.
- **Multi-Institution Submission (MSU and one or more domestic collaborators)**—For proposals that involve one or more domestic collaborating institutions, a minimum of seven (7) business days advance notice are required for review, approval and submission of completed applications. Observing these lead time requirements will help ensure that your proposal can be reviewed and that any required modifications that impact more than one institution might be made in sufficient time to meet deadline dates.
- **International Collaborations (MSU and one or more international collaborators)**—For proposals involving international collaborations, a minimum of ten (10) business days advance notice are required for review, approval and submission of completed applications. International proposal collaborations in particular, can present additional challenges given time zone differences, budgetary conversions, and varying institutional processes, procedures and requirements.

Bear in mind that ORSP's review of proposals consists of much more than a budgetary review. Many sponsors prescribe very specific content and formatting requirements that in some cases, if not followed, may result in a proposal being returned without review. The above guidelines, again, are in place to prevent that occurrence and as noted, assist proposal applicants in submitting a compliant, high quality proposal.

There may be instances where the above deadlines cannot be followed, e.g.; late notice from a sponsor and/or collaborator requesting a quick turnaround. Under these circumstances, proposals will be evaluated on a case-by-case basis given current workload and staffing levels. All reasonable efforts will be made to accommodate these types of submissions—in some cases, however, review of these submissions may be limited to internal administrative and budgetary requirements given time constraints.

ORSP thanks you for your cooperation and we look forward to working with you on your submission!