Proposal Request Form Job Aid

This job aid outlines the steps for submitting a Proposal Request from.

The form notifies MSUE Grant Services of your intent to submit a proposal. It also provides information to MSUE Grant Services to review the sponsor solicitation and start the Proposal Document (PD).

WHO:

- PI
- MSUE Grant Services

WHEN:

- Initiating a Proposal

HOW:

1. Review sponsor solicitation for needed information to complete the form.
2. Complete a [Proposal Form.](#) If you do not have all the information currently, fill out as completely as possible.
   - If you are the PI, enter your name. If you are completing on behalf of the PI, enter your name, followed by the PI (i.e. John Smith on behalf of Susan Jones, PI).
   - Enter your email address.
   - Provide the name of the funding agency and link (if available).
   - Indicate if MSU will be a subaward on the proposal. See [Subaward Information .](#) Another institution (the sponsor) will apply for a grant (from the prime sponsor) naming MSU as a subaward.
     - Provide the name of lead institution.
   - Indicate if international activities are part of the project.
   - Provide the Facilities and Administrative Cost (F&A) rate; this information should be included in the sponsor solicitation.
   - Enter the solicitation information if applicable (number, title, web address).
   - Enter the project information (title, start and end date, estimated costs, proposal due date).
   - Indicate if MSU will have sub-awards, the number, and estimated dollar amount. Sub-awards are other organizations partnering with MSU Extension to carry out a portion of the overall grant goals/objectives.
   - List MSU Co-Is. Note, all PI's and Co-PI's must have a master's degree or higher. Individual's without a master's degree may serve as a Co-I or key person.
   - List non-MSU Co-Is.
   - Specify type of project form list.
   - Specify activity type from list (most of MSUE's are education/instruction, public service, or fee for service).
   - Indicate if it is a limited submission (review the sponsor solicitation for this information). See [Institutionally Limited Proposals and Requesting Approval.](#) Limited submission only allows for one submission from Michigan State University.
   - Indicate if cost share/match is required.
   - Add any comments.
   - Add any attachments.
3. MSUE will begin the PD in the Kuali Coeus system and send the PI the PD number and a proposal checklist (outlining all proposal documents and due dates).