

Northwestern Oklahoma State University

Office of Sponsored Programs

580-327-8110

**Guide for Approval and Submission of Grant Proposals
Pre-Award Procedure**

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General Guidelines

The purpose of this document is to assist faculty, project directors (PD) and primary investigators (PI) with the process of seeking extramural funding for the university from grants or cooperative agreements.

In order for the Office of Sponsored Programs (OSP) to accurately track proposal development, submission, and award, PIs should initiate all grants and contracts only after contacting the OSP.

Before proceeding with a proposal, the following issues should be considered by the individual or group wanting to pursue a grant or agreement.

- Does the proposal serve Northwestern's mission?
- Is it in the best interest of the university, school and department to pursue the proposal?
- Does the university possess the necessary resources that will allow it to effectively carry out the grant or agreement? (staff, faculty, facilities, etc.)
- What obligations will the university have during and after the life of the grant?

If the responses to the above questions are all positive, then a **Proposal Planning Sheet (PPS)** should be submitted to the Office of Sponsored Programs for the Grants Oversight committee to provide preliminary approval. The **Proposal Planning Sheet** is the first step in the university grant submission process.

The **PPS** document can be obtained from the Office of Sponsored Programs located in Vinson Hall 311 or electronically on the OSP website (soon to be available in auto-fill form). The PPS contains basic information about the proposal and should be completed prior to actual proposal development. Although the PPS contains sections requesting financial information, data entered on the Planning Sheet provides only preliminary estimates.

Please see the Office of Sponsored Programs for assistance with the Proposal Planning Sheet Document.

The Office of Sponsored Programs will schedule approval of the Proposal Planning Sheet with the Grants Oversight Committee and the President of the university, which is required before any actual proposal development. **When submitting a Proposal Planning Sheet, please allow at least 10 days for approval.**

NOTE: SERVING AS A PRIMARY INVESTIGATOR DOES NOT ASSURE THE POSITION OF PROJECT DIRECTOR FOR A PROJECT. THE GRANTS OVERSIGHT COMMITTEE WILL OVERSEE THE ELECTION OF THIS POSITION.

Following Approval of PPS and Abstract

- Research and write the proposal. When preparing a proposal, the PI or PD will conform to all cost limitations or exclusions set forth in the OMB circulars, federal laws, state laws, university guidelines, sponsoring agency requirements and in the sponsoring agency agreement.

The Office of Sponsored Programs is available for assistance with policies, procedures, form preparation, proofreading and other support issues.

NOTE: Only Dr. Janet Cunningham, President, or her authorized representative may sign grants or agreements.