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**Subject:** External Grant and Contract Proposal Submission Timeline

**ORGS Office:** Office of Sponsored Programs

**CMU Partner Office (if applicable):** N/A

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**Applicable Area:** OSP

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**Purpose:**

To establish internal timelines for the submission of external grants and contracts on behalf of Central Michigan University (CMU).

The Office of Sponsored Programs (OSP) requires that applicants adhere to a proposal submission timeline to ensure sufficient opportunity to review proposals for alignment with sponsor guidelines and internal requirements. This policy supports a smooth submission process and successful implementation of projects once sponsor funding is awarded.

Please be advised that individual colleges may have additional submission timelines for their respective faculty and staff to ensure timely review of proposals before they are submitted to OSP. Those college- or department-specific requirements will be communicated and monitored by those units, and unit approval to move forward will be relayed to OSP before work with applicants is initiated.

**General Background Information:**

- CMU Policy 3-9, *Conflict of Interest Policy for non-PHS funded proposals*
- CMU Policy 3-34, *Conflict of Interest – Managing Conflicts of Interest in Public Health Service Funded Research Projects*
- *OSP Policy 11,010, Eligibility to serve as CMU Principal Investigator (PI)/Project Director (PD) on Sponsored Projects*

**Definitions:**

**PHS:**

Public Health Services – funding primarily comes from the U.S. Department of Health and Human Services and is distributed through various agencies and programs (National Institutes of Health (NIH), Centers for Disease Control and Prevention (CDC), the Health Resources and Services Administration (HRSA), etc.).

### Standard Proposals:

Standard Proposals do not include any of the specialized circumstances below.

### Specialized Proposals:

Specialized Proposals are proposals which include items such as partnering with external institutions, entities or consultants, equipment purchases, alteration or renovation of facilities, new construction, and/or cost share (this is not an all inclusive list). \*If your proposal has more than one of these specialized circumstances (including multiple external partners), additional time may be required.

### Timelines:

#### **Budget Preparation Timeline**

Applicants are advised to begin the budgeting process with their OSP Pre-Award Liaison as soon as they decide to move forward with a submission, as the final budget must be vetted in accordance with OSP procedures and university policies, prior to routing for institutional review and approval to submit in CMU's online approval system, Cayuse SP (Cayuse).

#### **Submission Timeline**

Applicants who suspect their submission might be categorized as a Specialized Proposal should verify the status as soon as possible with their OSP Pre-Award Liaison.

Applicants planning submission of a Specialized Proposal must notify and begin work with OSP **at least twenty (20) full business days** prior to submission deadline.\*

Applicants planning submission of a Standard Proposal must notify and begin work with OSP **at least ten (10) full business days** prior to submission deadline.\*

Cayuse routing to secure the necessary institutional reviews and approval to submit a proposal must begin **at least five (5) full business days** prior to the submission deadline. Cayuse routing can begin when all information requested in the Cayuse proposal shell has been entered and the following files (when relevant to the project) are uploaded to the Cayuse proposal shell .

- final OSP vetted and OSP approved project budget
- CMU's scope of work/project summary
- subaward and/or consultant materials
- equipment or other required bids

In accordance with relevant CMU Policy (Conflict of Interest Policy for non-PHS funded proposals (3-9) and PHS funded proposals (3-34)), each Principal Investigator/Co-Investigator and Key Personnel must complete and submit the required Conflict of Interest (COI) disclosure form (via the Cayuse Outside Interests module) prior to submitting an external grant or contract. The COI disclosure form must be completed and submitted **at least three (3) full business days** prior to the proposal submission deadline.

In accordance with OSP's internal deadline, Cayuse routing must be finalized and all proposal materials required for submission must be available to OSP in final form **at least three (3) full business days** prior to the proposal submission deadline. Non-compliance will likely result in the proposal not being approved for submission.

#### **Holiday and/or CMU Closure Timeline**

A proposal will not be submitted when CMU is officially closed for business. Submissions with deadlines occurring when CMU is closed for business, such as weekends and holidays, will require earlier deadlines to ensure a compliant and

institutionally approved submission. OSP will work with applicants to determine a submission plan during periods when CMU is closed. When there is an unforeseen university-wide closure, OSP will work with the PI to identify the best way to move forward with a pending submission.

#### **Late or “Last-Minute” Proposals**

Though OSP diligently supports all applicants, priority will be given to those who follow this policy. Applicants who do not comply with this policy cannot submit an institutionally vetted proposal. For additional information about proposals with limited time available for development and review, please see Policy 11,029, *At-Risk Proposal Policy* for guidance.

#### **\*Exceptions to the Timeline Submission Policy**

OSP reserves the right to make exceptions to or modify the timeline based on proposal complexity or other extenuating factors. The Vice President for Research and Innovation or Executive Director for Research and Innovation are the only authorized officials to grant exceptions.