

Proposal Processing Checklist – Departments/Principal Investigators (PI)

Louisiana State University
Office of Sponsored Programs (OSP)

PROPOSAL ROUTING – STREAMLINED REVIEW:

PI uploads the following documents in final format to SPS three (3) business days before mailing or electronic submission deadline (five (5) business days for NIH Grants.gov submission)

- Budget and Justification (if justification is required)
- Proposal Cover Sheet and/or other forms which contain financial/budgetary information, and/or required Authorized Representative signature
- Copy of RFP/Announcement or web link in SPS
- Subcontractor paperwork (if applicable):
 - Subcontractor budget and budget justification
 - Letter of collaboration signed by subcontractor's Authorized Representative
 - Rate Agreement for private entity when F&A is included in subcontract budget
- Special Approvals/Proposal Information documentation (as applicable):
 - Extra compensation justification.
 - F&A waiver or reduction request.
 - Off-campus budget justification.
 - Voluntary committed cost sharing request.
- If electronic submission by OSP, streamlined review documents must also be loaded in the sponsor system (e.g. NSF FastLane).
- If Grants.gov submission, Grants.gov package (containing streamlined review documents) must be uploaded to SPS.

PI routes proposal in SPS

PROPOSAL ROUTING – EXPANDED REVIEW:

PI uploads proposal to SPS three (3) business days before mailing or electronic submission deadline (five (5) business days for NIH Grants.gov submission) OR ten (10) business days before mailing or electronic submission deadline for collaborative, multi-disciplinary, or center proposals

- All items required for streamlined review.
- FINAL complete application package.
- Subcontractor scope of work if not separately identified in the main proposal (if applicable).

PI routes proposal in SPS

PROPOSAL REVIEW:

OSP conducts streamlined or expanded review as requested.

OSP reviews budget for:

- Salaries and Wages
 - Current salaries must be used and any increases disclosed. Any additional compensation (not summer salary) must be disclosed to sponsor in budget justification.

- Senior Personnel Effort - Most research proposals require some level of committed PI/Co-PI or senior personnel effort each year. See OSP Guide
- Fringe Benefits – use federally negotiated rates
- Travel
 - Should be estimated and budgeted based on Louisiana State Travel Regulations
- Materials and Supplies
- Consulting and Professional Services
 - LSU personnel cannot be included as a consultant. All LSU personnel must be budgeted under salaries with fringe benefits.
- Subcontractors – required documents must be uploaded
- Operating Services
 - If an on-campus facility is used, the facility must be an approved Service Center in order to budget as operating services.
- Other Direct Costs
- Equipment
 - Individual items costing \$5,000 or greater, with a useful life of at least one year
- Graduate Assistant Tuition – see OSP website
- Facilities & Administrative Costs – use federally negotiated rate
 - Research, Instruction, or Public Service rate
 - On-campus vs. Off-campus – To use off-campus rate, 50% of direct costs (less subawards) must be off-campus. Justification must be uploaded to SPS.
 - Federal funds vs. State funds vs. Industry funds
 - Sponsor limited F&A rate is used.
- Cost sharing
 - Cost sharing must be required by the sponsor
 - Voluntary committed cost sharing must be approved by the Vice Chancellor for Research and Economic Development.
 - All cost sharing commitments included in the proposal must be approved by the University department/unit responsible for the funds.

OSP contacts PI/department contact for any needed changes or for additional information.

PI/department contact uploads revisions in SPS and makes changes to electronic submission documents (if applicable).

Required approvals are obtained

- PI, Co-PI, Department & College Approvals in SPS
- Special Approvals/Compliance in SPS
- Authorized LSU Signature provided by OSP

PROPOSAL SUBMISSION:

PI/OSP submit proposal

- For hard copy submission, OSP contacts PI/department contact to pick up proposal and submit by mail or Fed Ex to sponsor.
- For electronic submissions by the Authorized Representative, PI gives OSP the approval to submit and then OSP submits.
- For PI driven electronic submissions, OSP gives PI the approval to submit and PI submits

COLLABORATIVE PROPOSALS WITH AG CENTER:

To be treated as subawards:

- The non-lead institution (either LSU or Ag Center) is treated like any other subaward with the lead recovering F&A on the first \$25K of the subaward to the other, when F&A is calculated using MTDC.
- When LSU is the lead, OSP will accept Ag Center approval via Ag Center's OSP routing sheet or email from the Ag center OSP office.
- When Ag center is lead, list "LSU Ag Center" as Sponsor in SPS.
- Ag Center personnel should not be listed in SPS.

COLLABORATIVE PROPOSALS WITH PENNINGTON (PBRC):

To be treated as subawards:

- The non-lead institution (either LSU or PBRC) is treated like any other subaward with the lead recovering F&A on the first \$25K of the subaward to the other, when F&A is calculated using MTDC.
- When LSU is the lead, OSP will accept PBRC approval via PBRC's OSP routing sheet or email from the PBRC OSP office.
- When PBRC is lead, list "LSU-Pennington Biomedical Research Center" as Sponsor in SPS.
- PBRC personnel should not be listed in SPS.

PREPROPOSALS/NOTICES OF INTENT:

PI routes Preproposals/Notices of Intent in SPS if one of the following apply:

- The program limits the number of applications that may be submitted by an institution.
- A detailed budget is required
- Authorized Representative signature, and/or Electronic Submission by OSP is required.

Preproposals/Notices of Intent which do not require Authorized Representative signature, and which provide only total cost estimates, rather than a detailed budget may be submitted directly to Sponsor by PI without routing in SPS.

LIMITED SUBMISSIONS:

When a program limits the number of applications that may be submitted by an institution, PI should:

- Contact the Office of Research and Economic Development (ORED) for information on the internal selection process.
- ORED will provide you with the date by which a pre-proposal must be submitted and information about the expected content of the pre-proposal.
- ORED will conduct an internal selection process to determine which applications will be submitted from LSU.
- Selected PI's submit proposal to OSP per guidelines above.

QUESTIONS:

OSP: 578-2760 or osp@lsu.edu

RESOURCES

OSP: www.lsu.edu/osp

OSP Guide: <http://www.lsu.edu/osp/osp-guide.php>

SPS Manual: <http://www.lsu.edu/osp/files/item61158.pdf>

LSU Budget Worksheets:

<http://www.lsu.edu/osp/proposals/proposal-forms/budget-worksheets.php>