Required Proposal Milestones - Grants and Contracts Development

Intent to Submit

IDEAL: 60-180 Days

MINIMUM: 20 business days (1 month) prior to deadline

PI ACTION

- **Notify Grants and Contracts Development with email to grants@csusm.edu**
- Generate list of budget needs
- Identify collaborators and subawards (if applicable)
- Complete COI disclosure and RST training (if applicable)
- Draft proposal documents

GCD ASSISTANCE

- GCD lead will work with you to develop a budget
- GCD lead will correspond with collaborators and subawards for requireed documents
- GCD will provide a checklist of documents

Final Budget and Routing

IDEAL: 30 Days

MINIMUM: 10 business days (2 weeks) prior to deadline

PI ACTION

- Finalize budget
- Complete Cayuse proposal record
- Send draft materials (e.g., CVs, abstract, Current and Pending, narrative, etc.)

GCD ASSISTANCE

- GCD will enter final budget information in Cayuse and upload it as an attachment
- GCD lead will review draft documents, help to finalize budget justification
- GCD will follow-up with chair, dean, other signatories as needed to ensure Cayuse record is complete before submission

Final Full Proposal Documents

IDEAL: 7 Days

MINIMUM: 72 hours prior to deadline

PI ACTION

- Verify college approvals are complete in Cayuse
- Send ALL final proposal documents for final review, processing, upload, and submission

GCD ASSISTANCE

- GCD lead will provide administrative, quality, and compliance review of final documents
- GCD will attach institutional documents needed (e.g., F&A rate agreement, W-9, 501c3 status letter)
- GCD lead will upload documents for submission