



PROCEDURE TITLE:

Proposal Submission

APPLIES TO:

All faculty and staff submitting proposal for external funding on behalf of KSU

ADMINISTRATIVE AUTHORITY:

Office of Research & Innovation

Sponsored Programs

Office of the Provost and Vice President of Academic & Student Affairs

APPROVED BY:

President Koffi C. Akakpo

EFFECTIVE DATE:

June 23, 2025

NEXT REVIEW DATE:

June 23, 2027

PROCEDURE STATEMENT:

The Office of Research & Innovation (ORI) is the only office with delegated authority to submit proposals for sponsored projects to external funding agencies on behalf of Kentucky State University (KSU). To ensure all proposals meet sponsor requirements and institutional standards, and to manage the significant fiduciary responsibility associated with proposal submission, ORI requires adherence to the internal deadlines outlined in this procedure. Proposals that do not meet these deadlines may not be submitted.

DEFINITIONS:

Authorized Organizational Representative (AOR)

A designated official in the ORI who has the legal authority to sign and submit proposals and accept awards on behalf of Kentucky State University (KSU).

Business Day

Any day from Monday through Friday, from 8:00 a.m. to 4:30 p.m. Eastern Time, that KSU is open for business.

Principal Investigator (PI)

The individual with the primary responsibility for the design, execution, and management of a sponsored project.

Proposal

A detailed request for funding for a research, training, or public service project, submitted to an external sponsor in accordance with the sponsor's instructions.

PROCESS:

Internal Submission Timeline

Adherence to the following timeline is mandatory to ensure a thorough review and timely submission of all proposals.

- **Thirty (30) Days Prior to Sponsor Deadline:** The PI must submit a completed Intent to Submit (ITS) form to ORI. This form, which requires the signature of the PI, Department Chair, and Dean, notifies ORI of the planned submission and initiates the administrative support process.
- **Fourteen (14) Days Prior to Sponsor Deadline:** A near-final budget and budget justification must be submitted to ORI for review. This allows sufficient time for revisions and for ORI to complete required sponsor forms.
- **Five (5) Full Business Days Prior to Sponsor Deadline:** The complete and final proposal package must be received by ORI. The package must include a final version of all scientific and administrative components, as well as a completed Grant Submission Form signed by the Department Chair and Dean.

Proposal Prioritization

To provide fair and equitable service, ORI will review and process proposals in the order they are received in final, submission-ready form. While ORI will make every effort to review all submissions, there is no guarantee of submission for proposals received after the five-day deadline for which a formal exception has not been granted.

Grant Submission Form and Departmental Approval

The signature of the Department Chair and Dean on the Grant Submission Form provides official institutional documentation that they have reviewed and approved the proposal, specifically certifying that:

- The PI has the requisite time and effort available to conduct the project.
- The PI has no competing or overlapping commitments that would hinder the project's completion.
- The department and college will provide the necessary space, resources, and workload allocation for the project should it be funded.
- They are aware of any cost-sharing commitments and have identified a funding source.
- They are aware of all regulations governing the award and their associated fiduciary and oversight responsibilities.

Pre-Proposals and Letters of Intent (LOI)

The deadlines outlined above also apply to any pre-proposal or LOI that requires submission by an AOR or includes a detailed budget, cost-sharing commitment, or requires an exception to KSU's standard facilities & administrative (F&A) rate.

Exception Process

Exceptions to these deadlines will be granted only for truly extenuating and unforeseeable circumstances (e.g., severe illness, official KSU closure). Lack of awareness of this procedure or failure to plan accordingly are not grounds for an exception. A formal written request for an exception, signed by the PI and the relevant Department Chair or Dean, must be submitted to the Director of Sponsored Programs and the Vice Provost for Research no less than fourteen (14) days prior to the sponsor deadline.

REFERENCES AND RELATED MATERIALS:

- Office of Management and Budget (OMB) Uniform Guidance, 2 CFR Part 200

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions & Disclosures	Sponsored Programs	(502) 597-5837	Dorothy.Daley@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Procedure)	June 2025	Dorothy Daley and Zach Atwell
