

MSU Extension

GRANT PROPOSALS SUBMISSION DEADLINES

Find the deadline for submitting your proposal and make sure you are performing the below actions by the designated business days before.

20

Business
Days before



Let everyone know you are interested in applying.

- **Email** the grants office, "MSUE.GrantServices@campusad.msu.edu" your ID, AID, and DD. Attach the solicitation.
- **If you have submitted in KC before**, copy the previous proposal for your new proposal, and get your new PD#. Set up Anne & Deb in the permissions tab as aggregators so they can assist, and send them the new PD#
- **If you have not submitted in KC before**, contact Deb (or grants team) to set up a Zoom training meeting.

12

Business
Days before



Get the budget and budget justification done.

- **Build your budget** in KC system. When the final budget is ready for review, check the final box next to budget to be used on the budget versions tab and save.
- **Under abstracts and attachments, attach:** copy of RFP/RFA, budget justification/narrative, and scope of work.
- **Let the grants team know** it is ready for review.
- **Grants Team will review** budget and send to Office of Sponsored Programs (OSP) for institutional approval.

6

Business
Days before



Send final versions for submission.

- **Attach completed proposal to KC** in the abstracts & attachments tab.
- **Email grants team** and your ID, AID, and DD that you proposal is final and ready to be routed for institutional approval. Include PD#.
- **Grants team must route proposals** in time to get all proposal approvals prior to your submission of proposal to funder.

Individual Grants Team Contacts:

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