

## Proposal Submission Guidelines

### For proposals without subawards

Step	Minimum BUSINESS Days Prior to proposal submission deadline	When VPR/OSP will start to enforce deadline
PI submits Notice of Intent through online portal	10 BUSINESS days prior to the proposal submission deadline (=submission deadline date + 10 working days) <sup>1</sup>	15-Feb-24
OSP contacts PI to receive budget parameters to build draft budget	9 business days prior to deadline	n/a: These steps outline the tasks required for submission of a proposal without subawards, and when they need to occur, to reach the routing and approval completion deadlines.
PI replies to OSP with information for draft budget	8 business days prior to deadline	
OSP provides PI draft budget	7 business days prior to deadline	
PI responds with budget adjustments	6 business days prior to deadline	
OSP finalizes budget and loads into NOI and Agency portals	5 business days prior to deadline	
Based on budget, OSP provides draft Budget Justification to PI		
OSP completes Cost-Share documentation (if appropriate) and loads into NOI portal		
OSP loads F&A distribution into NOI portal		
PI completes Budget Justification and returns to OSP	4 business days prior to deadline	
OSP loads Budget Justification into agency portal <sup>2</sup>	3 business days prior to deadline	
PI loads draft project description into NOI portal		
Proposal routed for approvals		TBD
PI loads all other proposal components (except Budget and Budget Justification) into agency portal	Prior to submission deadline	
Proposal approvals complete	Prior to submission deadline	TBD
Proposal submitted by OSP	Prior to submission deadline	

For proposals where South Dakota Mines (SDM) is the lead institution on a proposal with subawards

Step	Minimum BUSINESS Days Prior to proposal submission deadline	When VPR/OSP will start to enforce deadline
PI submits Notice of Intent through online portal	11 BUSINESS days prior to the proposal submission deadline (submission deadline date + 11 working days) <sup>1</sup>	15-Feb-24
OSP contacts PI to receive budget parameters to build draft budget for SDM and subaward(s)	10 business days prior to deadline	n/a: These steps outline the tasks required for submission of a proposal with subawards, and when they need to occur, to reach the routing and approval completion deadlines.
OSP contacts the institutional OSP(s) for subaward(s) to request required documentation (budget, budget justification, statement of work, and subrecipient commitment form)		
PI replies to OSP with information for draft budget for SDM and subaward(s)	9 business days prior to deadline	
OSP provides PI draft budget for SDM and subaward(s)	8 business days prior to deadline	
PI responds with budget adjustments	7 business days prior to deadline	
OSP finalizes budget and loads into NOI and Agency portals	6 business days prior to deadline	
Based on budget, OSP provides draft Budget Justification to PI		
OSP completes Cost-Share documentation (if appropriate) and loads into NOI portal		
OSP loads F&A distribution into NOI Portal		
PI completes Budget Justification and returns to OSP	5 business days prior to deadline	
OSP loads Budget Justification into agency portal <sup>2</sup>		
SDM OSP receives required information from other institution(s)	4 business days prior to deadline	
PI loads draft project description into NOI portal	3 business days prior to deadline	TBD
Proposal routed for approvals		
PI loads all other proposal components (except Budget and Budget Justification) into agency portal	Prior to submission deadline	
Proposal approvals complete	Prior to submission deadline	TBD
Proposal submitted by OSP	Prior to submission deadline	

**For proposals where South Dakota Mines (SDM) is a subaward and another organization is submitting to an agency**

Step	Minimum BUSINESS Days Prior to proposal submission deadline	When VPR/OSP will start to enforce deadline
SDM PI submits Notice of Intent through online portal	15 business days prior to the proposal submission deadline (=submission deadline date + 15 working days) <sup>1</sup>	15-Feb-24
OSP contacts SDM PI to receive budget parameters to build draft budget and contact information for primary organization (i.e., the entity that will submit to an agency)	14 business days prior to deadline	n/a: These steps outline the tasks required for submission of a subaward for a proposal submitted by another organization, and when they need to occur, to reach the routing and approval completion deadline prior to submission of a proposal.
SDM PI replies to OSP with information for draft budget	13 business days prior to deadline	
OSP provides SDM PI draft budget	12 business days prior to deadline	
SDM PI responds with budget adjustments	11 business days prior to deadline	
OSP finalizes budget and loads into NOI portal	10 business days prior to deadline	
Based on budget, OSP provides draft Budget Justification to SDM PI		
OSP completes cost-share documentation (if appropriate) and loads into NOI portal		
OSP loads F&A distribution into NOI Portal		
SDM PI completes Budget Justification and returns to OSP <sup>2</sup>		
SDM PI loads draft project description into NOI portal	9 business days prior to deadline	
SDM PI completes any additional required documents needed (other than budget and budget justification) for submission to the primary organization (e.g., scope of work)		
Proposal routed on SDM campus for approvals	8 business days prior to deadline	TBD
SDM on campus proposal approvals completed	5 business days prior to deadline	TBD
SDM PI and OSP send required information to primary organization so that they can route all proposal components for approval		

<b>Footnotes</b>
<sup>1</sup> Some RFPs have many PIs submit for the same deadline (e.g., BOR research competitiveness). For those RFPs, additional days may be required to handle the higher volume of submissions. These special deadlines which will be announced by OSP shortly after an RFP is published.
<sup>2</sup> After implementation of CAYUSE, this list will be modified so that proposals will be routed with both budget and budget justification for review.

<b>Legend</b>
PI Task
OSP Task
Proposal routing for approvals
Date of Deadline Implementation
Information yet to be determined