Guide to Proposal Submission Form

(OSP Form Two)
Introduction

Before any proposal, prime or subaward, is submitted to a funding agency, it must be routed through the FVSU internal review process. The *Notice of Intent to Submit Form (OSP Form One)* is the first step in the process. It should be completed and returned to the Office of Sponsored Programs (OSP) as soon as possible, but no later than 15 business days before the agency submission date.

The internal review process for external funding proposals ensures compliance with federal, state, and institutional regulations and promotes accuracy in all budgetary and institutional information. The second step is the *Proposal Submission Form (OSP Form Two)* along with the appropriate signatures and documents should be submitted no later than 10 business days before the agency submission date.

To complete the forms please visit [www.fvsu.edu/sponsored-programs](http://www.fvsu.edu/sponsored-programs) Select Resource Center.
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Proposal Submission Form (OSP Form Two)

Section 1
Document Information

1. Enter the Notice of Intent Approval Number.
   *Reminder You must complete the Notice of Intent (OSP Form 1) to receive this number.*

2. Enter the proposal Title., Click Next.

Section 2
Principal investigator information.

1. Enter the first name of principal investigator.
2. Enter the last name of principal investigator.
3. Enter FVSU phone number of principal investigator.
4. Enter FVU email address of principal investigator.
5. Enter principal investigator organizational department.
6. Enter phone number of principal investigator.
Section 3
Funding Source Information.

Use the funding announcement/RFP to complete the funding source information section. Please be reminded the current Indirect Cost Rate (IDC) for FVSU is 36%. The IDC may only change if the funding agency requires such in the RFP.

1. Enter name of Funding Agency/Organization.
2. Enter the legal name of the Funding Agency or Organization that will be funding the proposal submission.
3. Enter the Funding Opportunity Number.
4. Enter CDFA number* if applicable.

*Catalog of Federal Domestic Assistance (CDFA) is the number assigned in awarding documents to most grants and cooperative agreements by the federal government.
5. Is this a Sub-Award? Yes or No

5.1. If **Yes**, select the number of Sub-Award Information

5.1.1. Enter first name of Sub-Award contact.

5.1.2. Enter last name of Sub-Award contact.

5.1.3. Enter phone number of Sub-Award contact.

5.1.4. Enter email address of Sub-Award contact.

5.1.5. Enter the University/ Agency name of Sub-Award contact

5.2. If **No**, go to next section **Budget information**.

6. Does the proposal require online submission? Yes or No

*Reminder: Make sure that you have the credentials necessary to submit electronically example username and password for grants.gov*

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**Section 4**

**Budget Information**

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7. Enter the total amount of funding requested in the proposal.

*Direct plus Indirect Costs (if allowable)*

8. Enter Indirect Cost percentage the university may capture from the proposal.

9. Enter the total dollar amount of indirect costs the university may capture from the proposal.
10. Is there an in-kind requirement? **Yes** or **No**?

10.1. If **Yes** Enter the dollar amount.

10.2. If **No** to Question 10.

11. Is there an matching requirement? **Yes** or **No**?

11.1. If **Yes** Enter the dollar amount.

11.2. If **No** to Question 10.

12. Flow through award (**Not a Subaward**)

13. **Library Acquisition Assessed at 3% of the budget on all allowable proposals it is auto calculated. The PI is responsible for providing proof if not allowable.**
14. Please attach a copy of the complete abstract, budget, budget justification, current funding opportunity/RFP each is a requirement. You are also able to attach letters of intent, support and other documents.

   *All files must be in PDF format and cannot be more than 25MB. If you need help saving an RFP or any other document as a PDF please visit [here.](#)*

15. Is this a subaward Yes or No

16. Does the proposal require online submission? Yes or No

   *Reminder: Make sure that you have the credentials necessary to submit electronically example username and password for grants.gov*
17. Enter the Name of the Department Chair/Project Director

18. Click to acknowledge that you have read and understand the statement.

19. Enter your First and Last name to electronically sign the form and Click submit.
20. Once you submit the Notice of Intent Form, you will receive an email of form submission.

From: noreply@fvsu.edu
To: Hunter, Alfreda B.
Subject: Proposal Submission2.0 has been received by the Office of Sponsored Programs
Date: Tuesday, May 19, 2020 12:31:37 PM

[CAUTION: External Email]: This email originated from outside FVSU. Use caution replying or supplying information, clicking links or opening attachments. If you suspect the message is fraudulent, utilize the GoSecure IDR option in Outlook, or contact the FVSU Helpdesk at 478-825-6228 or by email, ithelpdesk@fvsu.edu.

Your Proposal Submission2.0 for proposal FVSU Disney has been received in the Office of Sponsored Programs.

Please visit your Dynamic Forms home page by clicking here.