

OSP Quick Reference
General Requirements for a Complete Proposal

1. Proposal Approval Form

1.1 All Data requests on the Proposal Approval Form must be complete or given a not applicable (NA) response. Every slot must have a response as the data are entered into the InfoEd proposal tracking system.

2. Proposal Approval Form Attachments

2.1 A draft statement/scope of work (SOW)/abstract or proposal draft detailing the work you are proposing, whether GSU is the prime or the subcontractor. We need to know the general requirements and expectations for GSU (timelines, research subjects, evaluation, etc).

2.2 Completed forms (if applicable).

2.3 A budget indicating by line item the spending categories. If the Agency requested the budget in a different format, provide only the Agency's format (this includes modular budgets). The only exceptions would be loaded distribution budgets. The agency may accept them loaded, but GSU will need the detail breakout for input into our systems, if awarded.

2.4 A budget justification/narrative outlining a description of the line item costs

- **Personnel** = known names of all persons (faculty, staff, GRA's) working on the project and for what period. If costs are to be expended as extra compensation then extra compensation must be stated as extra compensation. All non-GSU personnel must be listed as consultants. Utilize GSU's institutional base salary. Projected increases for future budget periods should be limited to 3% to 6% per year and in accordance with the State of Georgia, Board of Regents and university policies.

- **Fringe Benefits** = applicable FB rate for academic year or summer personnel (see [Fact Sheet](#) for current rates - available at [URSA's website](#).)

- **Supplies** = chemicals, test tubes, disposable lab ware, animal costs, expendable equipment, audio video tape, etc.

- **Permanent Equipment** = each individual item (over \$4999) to be purchased and estimated associated cost. Estimated cost of an individual item includes the cost of the equipment, installation, accessories and delivery.

- **Travel** may include airfare, mileage, lodging meals, etc.

- = Domestic travel is regulated by GSU's Institutional Travel Policy available in Disbursements office. More restrictive travel regulation may be imposed by sponsoring agency. The sponsoring agency's regulation must be followed. The GSU link for rates is:

- = <http://www.gsu.edu/~wwwfas/FinancialOperation>

- = GSU uses federal government CONUS rate for meals and lodging

- (<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>)

- = Foreign Travel and per diem rates may be located at U.S. State

- Department's website: <http://www.state.gov/m/a/als/prdm/>

- **Participant Support Costs** = items such as stipends, subsistence allowances, travel and registration fees paid on behalf of participants or trainees in connection with meetings, conferences, symposiums, workshops, etc.

- **Consultants** = external experts not employed by GSU who provide a unique contribution to the project. Consultants cannot be named as key personnel. Federal agencies specifically prohibit payment of consultant fees from federally supported projects to persons employed by the federal government. All cost related to consultant fees must be listed under consultant costs (i.e., consultant's travel, supplies, etc.). All consultant rates of pay must comply with specific agency approved rates and limitations.

- **Subcontracts** = work performed by other institutions, businesses, corporations, or organizations other than consultants. Each subcontractor must have:

- = Letter of Intent

- = Statement/Scope of Work (SOW)/Scientific Abstract

- = Detailed budget and narrative/justification by line item.

- = Negotiated F&A rate agreement

- **Cost Share** = financial commitment by GSU to share in the expense of conducting a project for which funding is being requested from an external source. Also referred to as in-kind, matching, etc.

- = The same cost sharing dollars can be used only once

- = Cost sharing on federal projects cannot come from federal sources

- = If cost sharing is not required, GSU discourages voluntary cost sharing as it negatively impacts our F&A negotiations for our rate. A letter of support signed by Department Chair and College Dean is required for all voluntary cost share.

- = A separate cost sharing budget and budget narrative is required

- = When the cost share is from an external source a letter of commitment must be available at the time of OSP proposal review.
 - **Facilities and Administrative Costs** = the negotiated indirect costs rate agreement issued by the University's cognizant agency.
 - = F&A must be applied for all research, instruction, public service, and other sponsored activities (see [Fact Sheet](#) for current rates - available at [URSA's website](#)).
 - = When a sponsoring agency does not pay or pays F&A at a lower rate than GSU states, documentation from that agency which indicates this provision must be provided.
 - = If a PI is requesting a waiver of part or all of the negotiated rate, which will only be granted in rare instances, prior approval must be obtained from the Vice President of Research before OSP can process or release a proposal with this request.
 - = GSU receives F&A on the 1st \$25,000 of each subcontract
 - = Items excluded from the base are participant support, equipment, subcontracts over \$25,000, tuition.
3. **Program Guidelines** – If you are responding to an RFP, RFA, PA, or other solicitation please attach a copy of it or detailed information about it, or its web address so that OSP can access it. This is required in order to ensure both agency requirements/compliance and institutional requirements/compliance.
 4. **Letter of Intent from each Subcontractor** – If your proposal is a collaboration or requires consortium effort please include a Letter of Intent from the organization and provide a SOW, F&A for the organization, budget and narrative justification (see also subcontract above).
 5. **Letter of Intent from each Consultant** – A letter of commitment from each consultant indicating their hours/rate as well as a brief synopsis of their intended contribution made to the proposed work.
 6. **Certifications/Assurances** – Agency specific documents must be included when proposal is submitted to OSP. All certifications/assurances are signed by authorized institutional officials only.
 7. **Request for Waiver of F&A** – Must include justification and request memorandum approved by the Vice President for Research to reduce or waive F&A (see also F&A above).

This reference document is by no means all inclusive, but rather a summarized quick tip document. The requirements of a solicitation can alter (decrease/increase) the amount of documentation required that represents a complete proposal. To review the detail requirements please review the [Resource Manual](#) located on the [OSP website](#). This document is being updated continually. Please check it regularly for updates. The requirements of a solicitation do not mitigate the minimum requirements for processing a proposal (SOW, Budget and Budget Narrative/Justification).

In the event a proposal is submitted without the items referenced above, as appropriate, the PI and Department contact referenced on the Proposal Approval Form will be notified immediately, via email and telephone concerning missing or incomplete items. The objective is to minimize any delay in the processing of the proposal and minimize the risk of missing the agency's deadline submission date.

For further assistance, you may contact the Office of Sponsored Programs at ext. 1-4350.