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MEMORANDUM

TO: MAFES/CALS Departments and Faculty

FROM: Jamie Larson, Associate Director MAFES

DATE: 07/10/2026

SUBJECT: Grant Submission Process and Deadlines

BACKGROUND

- Only the Office of Sponsored Projects (OSP) can submit proposals to a sponsor on behalf of the University. PIs may not submit proposals directly to sponsors (in rare cases the sponsor requires the PI to submit and that may only be done once OSP is aware and approves proposal).
- The MAFES Director's office provides pre-award grants and contracts support to CALS/MAFES departments and units. Appropriate contact person is described in figure below. These specialists understand MSU procedures and sponsor requirements and are here to help with proposal development.
- Opportunities that come to the attention of MAFES are communicated via email announcements.
- To help ensure that grant proposals submitted to funding agencies are complete, accurate, and correctly budgeted and formatted, it is important that PIs follow the appropriate submission process described below.

PROPOSAL SUBMISSION PROCESS AND DEADLINES

- As soon as a PI decides to submit to a specific RFP/RFA/NOFO, notify your MAFES Contracts and Grants Specialist as well as the departmental business office.
- Either the departmental business office or the PI should create a new proposal in Cayuse. Please grant both access and editing privileges to your MAFES Contracts and Grants Specialist.

- PIs should develop draft budgets and budget justifications and have them reviewed by departmental business offices to ensure correct fringe rates, F&A rates, and budget categories. As soon as the departmental business manager has approved the budget, upload into a Cayuse task so MAFES personnel can review. The budget and budget justification are often the items that take the longest to review and get correct, please start these items early!
- While budget is being reviewed by MAFES, continue to work on other required documents. The personnel documents (current & pending, biosketch, and conflict of interest forms) also take substantial time to review, please upload these as early as possible as well!
- Upload required documents as you have them ready, avoid uploading all documents at the deadline. Each item will be reviewed by MAFES personnel before OSP review.
- MAFES Contract and Grants personnel will continue to work with PI and departments to make corrections and resolve issues. Once all documents are approved by MAFES personnel, they will also communicate with OSP, letting them know the package is ready for their review.
- OSP requires 3 full business days (to the hour) from the time that MAFES indicates a proposal is ready for their review and the deadline for submission. No one may change any item in the package within that 3-day period unless directed to do so by OSP. If this deadline is not met, OSP will require approval from the Vice President of ORED (3-day waiver request).
- If OSP requires the waiver, it will be indicated in Cayuse. PIs must provide a justification for the lateness. The task should be sent to Jamie Larson for MAFES approval. If MAFES approval is granted, the task will be submitted to the Vice President's Office. Only with extenuating circumstances and lack of a history of late proposals, will the waiver be granted.
- Once the entire proposal package is approved by OSP, they will route for approvals within Cayuse, and then submit to the funding agency.
- In order to meet OSP's strict deadline, **MAFES also has a 3-day deadline**. All components of the proposal package must be uploaded in Cayuse for MAFES to review at least 3 business days (to the hour) prior to OSP's deadline.

PREPROPOSALS

- Depending on factors, some preproposals must go through OSP while others may not:
 - It is important to note that if you would like to receive credit for ANY pre-proposal, the proposal must go through OSP.

- If the pre-proposal is a white paper or does not include any type of dollar amount, OSP does NOT need to review it.
- If the pre-proposal requires a budget (lump sum or breakdown), cost share, or requires OSP signature, OSP must review it.

MAFES Contracts and Grants Specialists Departmental Assignments

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662.325.1150		662.325.0869	
Department Name	Org Number	Department Name	Org Number
Agricultural Economics	010500	Plant and Soil Science	011100
Poultry Science	013100	Wildlife, Fisheries & Aquaculture	080300
Landscape Architecture	012600	Southern Regional Aquaculture	016100
Animal & Dairy Science	011300	Thad Cochran Warmwater Aquaculture	016200
Agriculture Sciences & Plant Protection	011900	Water Resources Institute	440502
Food Science Innovation Hub	015100	Agriculture Autonomy Institute	194200
GRI	191000	Coastal R&E	015900
Social Science Research Center	012200	Central R&E	015700
Human Sciences	012100	Brown Loam	012300
LSBI	018100	Coastal Plain	012400
IGBB	191400	Truck Crops	013500
Southern Rural Development	018000	DREC	013200
Ag & Bio Engineering	010300	North Ms. Branch	012700
Biochemistry, Nutrition, & Health Promotion	012000	NE Ms. Branch	012800
		S Ms. Branch	013000
		White Sands	013001
		Prairie	013900
		NMREC	014000
		NMREC Horticulture Unit	014001
		Pontotoc Branch Exp. Station	014600
All MAFES GMOAs - Sarah Busby			
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