



P.O. Box 9740
Mississippi State, MS 39762

P. 662.325.3005
F. 662.325.3001

MEMORANDUM

TO: MAFES/CALS Departments and Faculty

FROM: Jamie Larson, Associate Director MAFES

DATE: 01/18/2024

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 in proposal development.
- Opportunities that come to the attention of MAFES are communicated out 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, 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 ticket for the proposal in the OSP portal (Samanage). Please copy your MAFES Contracts and Grants Specialist on the ticket.

- 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 Samanage 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!
- The internal approval sheet (IAS) should be created and routed for signatures as soon as the budget is complete and approved by MAFES. It can take time to circulate for signatures, especially when multiple PI and/or multiple units are involved. **START THIS EARLY!**
- Upload required documents as you have them ready, avoid uploading all documents at the deadline. Each item will be reviewed by MAFES personnel before having 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 seek approval/signature from the Director/Dean on behalf of the PI. 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 the portal. PIs must indicate why the submission is late. This will automatically be sent to the MAFES Director's Office. If MAFES approval is granted, it will be forwarded 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 submit to the funding agency.
- In order to meet OSP's strict deadline, **MAFES also has a 3-day requirement.** All components of the proposal package must be uploaded in the portal 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.
 - Any time that money is attached to it, it should be submitted to OSP just like a typical proposal with an IAS.

MAFES/FWRC Contracts and Grants Specialists					
Departmental Assignments					
Natalie Belk		Mary Ann Latham		Haleigh Fason	
nnb22@msstate.edu	662.325.1150	maryann.latham@msstate.edu	662.325.0869	hps23@msstate.edu	662.325.2795
Department Name	Org Number	Department Name	Org Number	Department Name	Org Number
Agricultural Economics	010500	Plant and Soil Science	011100	Ag & Bio Engineering	010300
Poultry Science	013100	Southern Regional Aquaculture	016100	CFR/FWRC	088800
Landscape Architecture	012600	Thad Cochran Warmwater Aquaculture	016200	Ctr for Reolving Human Wildlife Conflicts	080300
Food Science and Health Nutrition	012000	Water Resources Institute	440502	Forestry	080100
Animal & Dairy Science	011300	Coastal R&E	015900	WF&A	080300
Biochemistry & Molecular Biology,	011900	Central R&E	015700	MS. Co-Op Unit	080400
GRI	191000	Brown Loam	012300	Sustainable Bioproducts	080500
Social Science Research Center	012200	Coastal Plain	012400	All SMOAs and Hatch, REEport and NRS projects associated with the above departments	
Human Sciences	012100	Truck Crops	013500		
LSBI	018100	DREC	013200		
IGBB	191400	North Ms. Branch	012700		
Southern Rural Development	018000	NE Ms. Branch	012800		
All SMOAs and Hatch, REEport and NRS projects associated with the above departments		S Ms. Branch	013000		
		Prairie	013900		
Sarah Woodward		NMREC	014000	Chelsea Taylor	
sarah.woodward@msstate.edu	662-325-8103	NMREC Horticulture Unit	014001	c.taylor@msstate.edu	662-325-5917
All CALS/MAFES GMOAs		Pontotoc Branch Exp. Station	014600	All CFR/FWRC GMOAs	
		MAFES SRI			
		Soybean Promotion Board			
		Cotton Promotion Board			
		Corn Promotion Board			
		Peanut Promotion Board			
		Rice Promotion Board			
		All SMOAs and Hatch, REEport and NRS projects associated with the above departments			