



Cleveland State University

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Sponsored Programs and Research Services

Guidelines for NSF Proposal Submission

Review the bullet points below to ensure a smooth, timely submission of your proposal. Please note all blue links are hyperlinks.

1. Proposal must be routed and approved by your College three (3) days prior to the deadline even if you are in communication with SPRS staff. **Failure to meet this deadline may result in delayed submission or missed deadline.**
2. If available, please submit the RFP or any submission guidelines published by the funder for the proposal application as soon as possible to allow SPRS adequate time to review it.
3. All key personnel must have an active NSF ID. See [here](#) instructions.
4. For Collaborative proposals, please see [here](#) for the linking instructions. (When utilizing the linking function do NOT download the opportunity in Cayuse. Cayuse will only be used for the approval process.) This is the preferred process as it reduces administrative work for the PI.
5. When CSU is the PRIME and a Subrecipient is involved and the linking function will not be utilized, the Subrecipient must submit to the SPRS office:
 - a. [Subrecipient Information and Commitment Form](#)
 - b. [Research and Related Budget Form](#)
 - c. Budget Justification
 - d. Letters of Support if applicable

SPRS is happy to contact the subrecipient institution for this information. Please send the name and email address of the contact person at the Subrecipient institution. Include the phone number if you have it. This information should be sent as soon as possible to person assigned to assist you with the proposal. Delayed responses from the other institution may result in missed deadlines.

6. The NSF proposal checklist can be found [here](#).