1. Process Overview

NOTE: The purpose of this document is to describe the future process at MSU. This is the defined procedure, AFTER the implementation of the Kuali Coeus Research Administration system.

NOTE: The Principal Investigator is referred to throughout this document by the term, “PI.” This term is intended to include the PI and/or anyone designated by the PI.

This process begins when OSP makes the final approval of a proposal and ends when the proposal has been sent to the sponsor, and a copy is attached to the Institutional Proposal.

After a Proposal Development document is submitted for routing and has been fully-approved, it may be submitted to the sponsor. After OSP’s final approval, the Proposal Development document will be marked with a status of “Approved and Submitted.” If the proposal is eligible for system-to-system (S2S) submission, the “submit to S2S” button is then available on the Proposal Actions tab.

A Proposal Development document may be submitted to the sponsor either S2S or by some other means. Before a Proposal Development document is submitted S2S, KC displays the following informational message in the S2S Submission Details subpanel: “Submission details will be available after the proposal is submitted.” To submit a proposal via S2S, OSP performs the “submit to S2S” action to transmit the proposal to the sponsor.

KC automatically updates the S2S Submission Details subpanel after the proposal is submitted. This data will be populated by S2S electronic connection. Updates occur during initial submission and are refreshed automatically by the system on a periodic basis (approximately every 5-10 minutes). Automatic updates stop once the application status reaches “Received by Sponsoring Agency.” S2S assigns a “S2S Tracking Id” number to the proposal.

For proposals not being submitted S2S, OSP determines whether the proposal will be sent to the sponsor by OSP or the Dept/College. The proposal will be sent to the sponsor in accordance with the sponsor’s requirements and the best method available. This could include: a sponsor website, e-mail, or hardcopy. If a Dept/College makes the submission, they inform OSP that the proposal has been submitted, and provide a copy of the proposal package to OSP. If the proposal was sent to sponsor outside of KC:
• submitted via hardcopy, the Dept/College scans the proposal package and sends it to OSP
• prepared electronically, the Dept/College provides a pdf copy of the proposal
• emailed to the sponsor, the Dept/College copies OSP on the e-mail

OSP is solely responsible for selecting the “submit to sponsor” button in KC and will attach the electronic copy of the proposal package to the Institutional Proposal document.
2. Process Flow – Diagram

KC-PRE17 Submit Proposal to Sponsor – FUTURE STATE

1. Open proposal in KC
2. Submitting proposal S2S?
   - Yes
   - Use KC to submit proposal to sponsor via S2S
   - Mark for updates from sponsor
   - OSP submits proposal to sponsor
   - OSP attaches copy of proposal to institutional Proposal document

3. Dept/College
4. Dept/College submits proposal to sponsor
5. OSP
6. OSP informs OSP that proposal has been submitted and provides copy of proposal package
## 3. Process Flow – Steps

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<td>1</td>
<td>Open proposal in KC</td>
<td>When OSP has indicated their final approval and has confirmed the proposal is ready to submit to the sponsor, OSP opens the Proposal Development document in KC.</td>
<td>Verification received</td>
<td>Proposal Development document opened</td>
<td>OSP</td>
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<td>2</td>
<td>Submitting proposal S2S?</td>
<td>OSP determines whether the proposal is to be submitted via system-to-system (S2S).</td>
<td>Review of Proposal Development document</td>
<td>Decision</td>
<td>OSP</td>
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| 3                     | Use KC to submit proposal to sponsor via S2S | If the proposal is to be submitted via S2S, the user navigates to the KC Proposal Development document > Proposal Actions tab and selects the “submit to S2S” option. This action:  
  - Submits the proposal data to S2S  
  - Updates the status of the document | Decision to submit S2S  
  - Proposal submitted via S2S; KC Proposal Development document updated | OSP                  |
| 4                     | Monitor for updates from S2S | KC communicates electronically with S2S and receives updates on the processing status of the proposal. These updates are shown on the “S2S Submission Details” subpanel, and include updates for initial receipt of the proposal, validation of the proposal with no errors, and other information. | Proposal submitted via S2S | Updates received from S2S | OSP              |
| 5                     | Submitted by OSP or Dept/College? | For proposals not being submitted S2S, OSP determines whether the proposal will be sent to the sponsor by OSP or the Dept/College. | Proposal ready for submission | Decision           | OSP              |
| 6                     | OSP submits proposal to sponsor | OSP will send the proposal to the sponsor according to the sponsor’s requirements and the best method available. This could include: a sponsor website, e-mail, or hardcopy. | OSP to submit to sponsor  
  - Proposal sent to sponsor | OSP                  |
| 7                     | Dept/College submits proposal to sponsor | The Dept/College will submit the proposal in the manner (hardcopy, electronic, fax, etc.) according to the sponsor requirements. | Dept/College to submit proposal  
  - Proposal submitted to sponsor | Dept/College          |
| 8                     | Inform OSP that proposal has been submitted and provide copy of proposal package | The Dept/College informs OSP that the proposal has been submitted, and provides a copy of the proposal package to OSP. If the proposal was:  
  - Submitted via hardcopy, the Dept/College will scan the proposal package and send it to OSP  
  - Prepared electronically/on-line, the Dept/College will provide a pdf copy of the proposal  
  - E-mailed to the sponsor, the Dept/College will copy OSP on the e-mail | Submission of proposal to sponsor  
  - OSP notified of submission and copy of proposal sent to OSP | Dept/College          |
|-----------------------|-----------------------------|--------------------------------------|---------------------------|---------------------------|------------------|