

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Procedure: Proposals for Sponsored Programs

This procedure is in accordance with the SDBOR 5:2 and SDSM&T (IX-10) policies.

PROPOSALS FOR SPONSORED PROGRAMS

In general, the following steps are involved in the preparation of a proposal:

1. Obtain information on potential sponsors and their application requirements, including: Request for Proposals (RFP).
2. Make contact with the potential sponsor to assess the relevance of the proposed research or program to the mission of the agency involved. This is especially important if the proposal is unsolicited.
3. Initiate a proposal by submitting the Intent to Propose using SD Mines login ID and Password (<http://www.sdsmt.edu/Research/Sponsored-Programs/Pre-Award-Support/Intent-to-Propose/>)
4. The PI shall complete the required proposal information; including proposal title, abstract, agency name, provide link or copy of RFP, and answer the sequence of required questions listed in the Intent to Propose document.
5. You may edit the proposal document at any time to provide additional information, upload proposal narrative, add Co-PIs names, etc.
6. At this point, each PI must work with the Office of Sponsored Program (OSP) to complete the budget, budget justification, cost sharing, major instrumentation and other required documentation.
7. All documents must be completed and uploaded three working days prior to the final submission.
8. After completion of the internal proposal submission process, required signatures of PI, Co-PIs, corresponding Department Heads, Provost and Vice President for Research must be completed electronically within 24 hours from the time of notice received from Sponsored Programs.