**Email Templates for Communication with**

**Michigan State University Office of Sponsored Programs (OSP)**

**Initial Proposal Notification - *Send to OSP as soon as you are aware of a proposal.***

To: [proposalteam1@osp.msu.edu](mailto:proposalteam1@osp.msu.edu)

Subject: New Proposal Created, PDxxxxx: [PI Name]

Hello,

I started PDxxxxx for an upcoming proposal. Below are the proposal details:

PI Name:

Notice of Funding Opportunity (NOFO) number:

Due Date:

Notes: Helpful notes include: if proposal is being submitted directly to NIH or as a sub to another institution, or if there’s subs on the project

Please let me know if you have any questions.

Thank you,

**Budget Notification - *Due at least 6 business days before deadline.***

To: [OSP Contact Assigned from Initial Proposal Notification email]

Subject: Budget Review, PDxxxxx: [PI Name]

Hello,

The budget for PDxxxxx is final and ready for review. Please let me know if you have any questions.

Thank you,

**Final Proposal Notification - *Due at least 3 business days before deadline.***

To: [OSP Contact Assigned from Initial Proposal Notification email]

Subject: Proposal Review, PDxxxxx: [PI Name]

Hello,

PDxxxxx is fully routed, proposal documents are final, and all COI’s are complete/documented. Please review and let me know if you have any notes prior to submission.

Thank you,

**Proposal Canceled - *Send to OSP when you are notified of the cancellation.***

To: [OSP Contact Assigned from Initial Proposal Notification email]

Subject: Proposal Canceled, PDxxxxx: [PI Name]

Hello,

Dr. NAME has decided not to submit PDxxxxx. I have canceled the PD in KR.

Thank you,

**Proposal Delayed - *Send to OSP when you are notified of the delay.***

To: [OSP Contact Assigned from Initial Proposal Notification email]

Subject: Proposal Delayed, PDxxxxx: [PI Name]

Hello,

Dr. NAME will delay this proposal until the next NIH cycle. I’ve updated the due date in the PD to xx/xx/xxxx.

Thank you,