PROPOSAL CREATION & ROUTING

Does this proposal need to be entered in Cayuse SP?
* Will UNCG receive external funds?
* Will UNCG faculty commit effort?
* Will project use UNCG resources?
If yes to any, then yes to Cayuse SP

PI notifies CAS Pre-Award of Intent to Submit

CAS Pre-Award Admin

Who will create the IPF in Cayuse?

the PI

INTERNAL PROCESSING FORM (IPF)

NIH or other Fed (usually)

CAS Pre-Award Admin

Who will create the Sponsor Application? Depends on the Sponsor

Private Foundation Admin or PI

NSF PI adds Admin as Other Authorized User, provides submit access for SPO/AOR

the PI

SPONSOR APPLICATION

BEFORE ROUTING IPF:
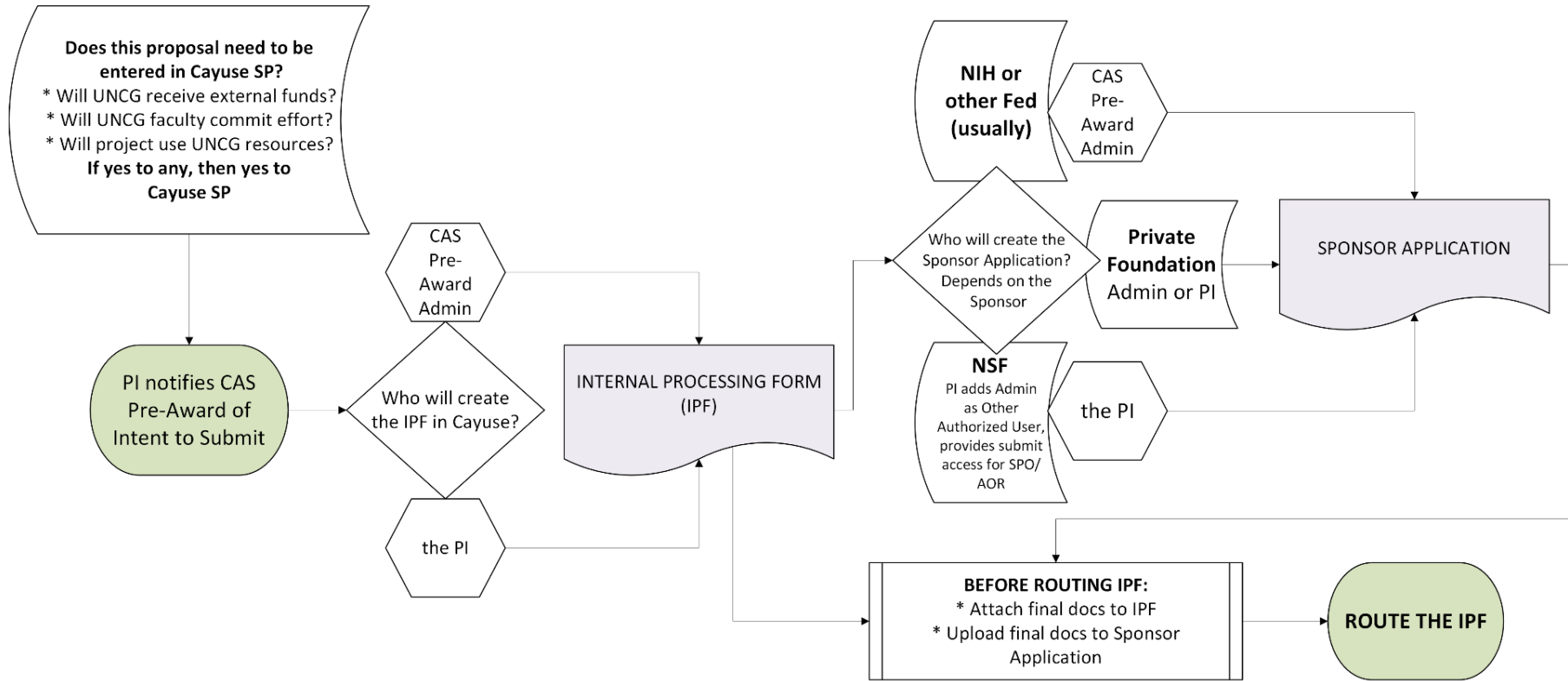* Attach final docs to IPF
* Upload final docs to Sponsor Application

ROUTE THE IPF

4-6 weeks before sponsor deadline, or sooner if:
* collaborative
* inter-disciplinary

If ADMIN creates IPF, PI wil have edit access once they are added to the Research Team

If PI creates IPF, PI must ADD THE ADMIN as "Proposal Editor" with 0 effort and 0 credit

FINAL DOCS
Internal Budget
Budget Justification
Sponsor Budget
Project Narrative / Description (Draft ok for routing)
Subaward Docs (including Budget docs)
Personnel Docs
Letters

7 business days before sponsor deadline

PROPOSAL REVIEW & SUBMISSION

CAYUSE SP MODULE

IPF REVIEW BEGINS

PI and CO-PIs CERTIFY IPF

DEPT HEADS review & approve

UNIT APPROVERS review & approve

Revised Budget Docs (if needed)

OSP Budget Reviewer reviews all Budget Docs

Pre-Award Admin & PI provide revised docs as needed

IPF should clear budget review **5 business days** before deadline

If IPF reaches GS <24 hrs before deadline, it is a RED ZONE proposal.

Final Narrative, References & other revised docs may be attached to IPF, uploaded to sponsor application

CAYUSE OUTSIDE INTERESTS MODULE

All UNCG Research Team Members

RESEARCH-BASED COI Disclosure

COI OFFICE reviews & checks for up-to-date **Annual COI**

OSP Grant Specialist (GS) reviews final sponsor application

PI reviews & approves final application

FINAL APPLICATION

Goal is to submit 1+ day before deadline. OSP will not submit after 5 PM, unless director has approved late submission in advance.

SUBMIT SPONSOR APPLICATION in sponsor platform

Often OSP must submit. Sometimes PI may submit. Confirm with OSP.