

Step 1: Selecting a funding opportunity

- **As soon as** a Principal Investigator (PI) decides to apply for a program, they should notify their College Grants Officer (CGO) with the funding opportunity information so the proposal can be put on the calendar.

Step 2: Developing a budget and justification

- The PI will provide the names of any UK personnel on the proposal to the CGO who will then create a budget template spreadsheet with updated salary and health information. The PI will then complete worksheet, and the CGOs will be available for guidance. The justification, the narrative to go with the numbers, should be created by the PI at the same time as the budget.

Step 3: The Internal Approval Form (IAF)

- The PI will complete the IAF, including enrichment, and attach the budget, justification, abstract/project summary (titled Abstract), and sponsor guidelines. After the form is completed, the PI will submit the form and it will then go to the CGO for review to ensure consistency with guidelines, UK policy, and accuracy. Once approved by the CGO it will route to any other investigators, Department Chairs, and Associate Deans of Research; then, when finally complete, received at OSPA. The CGOs will be available for guidance and assistance during this process. INSTITUTIONAL POLICY STATES THE IAF SHOULD BE COMPLETED THREE BUSINESS DAYS BEFORE THE PROPOSAL DEADLINE. COLLEGE POLICY REQUIRES THE PI TO SUBMIT A COMPLETE AND ACCURATE VERSION OF THE IAF TO THE AG CGO 5 BUSINESS DAYS BEFORE THE PROPOSAL DEADLINE.

Step 4: Submission Mechanism

- **Cayuse**
 - Cayuse is UK's Proposal Preparation & Submission system for all Grants.gov proposal submission, which is the bulk of all Federal proposals. The system is required to be used for all eligible proposals.
 - The PI and the CGO work together in Cayuse.
In general, the PI is responsible for:
 - All programmatic pieces
 - Entry of Key Personnel information
 - Entry of budget
 - Entry of subaward information
 - In general, the CGO is responsible for:
 - All institutional information
 - All institutional forms and uploads
 - Adding people and institutions to Cayuse as needed
 - Providing final review to ensure consistency with guidelines, UK policy, and accuracy
- **Non-Cayuse**

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- If the proposal submission method is something other than Cayuse, the PI and the CGO will work collectively to determine the appropriate process and timeline for submission. This includes situations where a proposal isn't submitted, but an award is still being made. **Budget information should not be submitted to the sponsor** until reviewed and approved by CGO.

Step 5: Submission

The PI will complete all required portions, then release to the CGO. COLLEGE POLICY REQUIRES THE PI TO SUBMIT A COMPLETE AND ACCURATE VERSION OF THE PROPOSAL TO THE AG CGO 5 BUSINESS DAYS BEFORE THE PROPOSAL DEADLINE. The CGO will review the entire package to ensure consistency with guidelines, UK policy, and accuracy. In the case of Cayuse proposals, the CGO will then forward an error-free version to the OSPA Research Administrator for final review and submission. INSTITUTIONAL POLICY REQUIRES AN ERROR-FREE VERSION OF THE PROPOSAL BE RECEIVED BY THE RA THREE BUSINESS DAYS BEFORE THE PROPOSAL DEADLINE.

Reminders:

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| As soon as known: | Notify CGO of intended submission |
| 5 days before deadline: | Proposal and IAF must be forwarded to AG CGO |
| 3 days before deadline: | Error-free proposal AND fully routed IAF must be received by the OSPA RA |