

Graduate Student Checklist for Proposal Submission

As a graduate student looking to submit a proposal for funding on behalf of the University of New Mexico via the University's internal proposal submission system, Cayuse SP, the following list of items below must be completed.

1. **Designate A Faculty Mentor for Graduate Student** – In order for a graduate student to submit a proposal via Cayuse SP, a UNM faculty member must serve as the student's mentor. This mentor will accept responsibility for the awarded project should the individual leave the University.
2. **PI Eligibility Form** – In order for a graduate student to submit a proposal via Cayuse SP the PI Eligibility Form must be filled out and signed. This form can be found at <http://osp.unm.edu/forms/index.html>.
 - a. Please note, this PI Eligibility Form must be filled out for each individual proposal the graduate student wishes to submit.
 - b. Required Signatures: Graduate student, faculty mentor, and department chair
3. **Cayuse SP Account Request** – In order to access Cayuse SP you will need to have an account set up. Go to the following website to request a Cayuse SP account: <http://osp.unm.edu/docs/request-for-cayuse-account.html>. This site will also allow you to request a NSF and eraCommons username and password if needed.
4. **Grants Management Training** – You will need to complete the Grants Management Training which will explain UNM's proposal submission process in detail as well as provide you with the tools necessary to successfully submit a proposal. This training DOES NOT have to be completed prior to proposal submission. The training can be taken online, search GMT 100 at: <https://learningcentral.health.unm.edu>
5. **Annual FCOI Disclosure** – Please complete your annual Financial Conflict of Interest (FCOI) Disclosure at <https://esurvey.unm.edu/opinio/s?s=79355> **Please note, every August you will be required to complete a new annual FCOI disclosure.
6. **Create Profile on PIVOT** – In order to find funding opportunities unique to your area of interest you will need to create an account on the PIVOT system. Once your account is created please list all your research interests in your profile so that the system can match you with appropriate funding opportunities. The PIVOT system can be found at <https://pivot.cos.com/login>. **Make sure that you use your UNM e mail address so that the system will recognize you as a UNM member and access will be free.

7. **Meet with Grant Coordinator for the Psychology Department** – Once you have completed all necessary registrations and trainings, meet with Lindsay Britt, the Grant Coordinator for the Psychology Department to learn about department specific proposal submission processes.