# Step By Step Proposal Submission Process

Please see Proposal Submission Timeline Below for Guidance on when Propsoal Items are due

1. Develop research idea and identify funding mechanism using your profile created in the PIVOT system found at http://pivot.cos.com/funding_main.

2. As soon as PI is aware of proposal submission (at least 1 month prior to proposal due date), fill out Early Alert form located at http://psych.unm.edu/online-forms/new-proposal/.
   **PLEASE NOTE: If you are involved in another department's proposal submission, for example HSC, an Early Alert Form is still required.

3. If the PI does not already have an account in the Cayuse SP system, fill out a Cayuse SP User Account Request - http://osp.unm.edu/docs/request-for-cayuse-account.html
   a. If submitting to NIH or NSF, please make sure you also request an account for FastLane or eraCommons respectively using the account request form listed above.

4. If the PI and all other project personnel have not completed an Annual FCOI Disclosure for that fiscal year, please do so at the following website: https://esurvey.unm.edu/opinio/s?s=79355

5. Once the Early Alert form has been completed the Contract and Grant Administrator, Lindsay Britt, will create a new Cayuse SP record. The Cayuse SP system can be accessed at https://unm.cayuse424.com/696/.

6. When the Cayuse SP record is created, Lindsay Britt will send the PI an e mail with the Cayuse SP record number so the PI and Lindsay can work together to get the record completed.

a. Please note, all sections of the Cayuse SP record must have green checkmarks before the proposal record is considered complete.
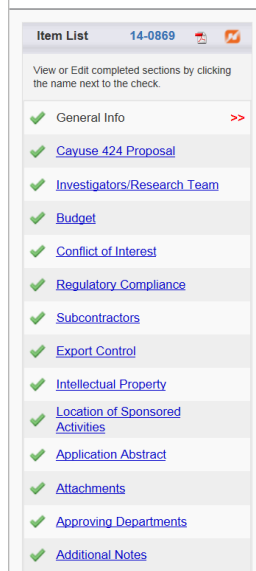

7. Begin filling out the budget using the template found at: http://psych.unm.edu/research/proposal-submission-information.html
   a. Contract and Grant Administrator can help PI with budget development. **PLEASE NOTE: If you are involved in another department's proposal submission, for example HSC, please send Contract and Grant Administrator your portion of the budget so that it can be reviewed for completeness and accuracy.

8. Begin drafting a budget justification. A budget justification template can be found at: http://psych.unm.edu/research/proposal-submission-information.html
   a. Contract and Grant Administrator can help PI with budget justification.

9. Upload all required proposal documents into the Attachments section of the Cayuse SP record.
   a. **Required Documents:**
      i. Sponsor Solicitation
      ii. Budget in Excel Format
      iii. Budget Justification
      iv. Statement of Work
   b. **Required Documents if Applicable:**
      i. Export Control Form
      ii. Cost Share Form
      iii. PI Eligibility Form
      iv. Letter of Academic Title
      v. F&A Waiver or Reduction Request
      vi. Policy from Sponsor Stating that They do not Pay F&A
      vii. IRB Approval if Received at the Proposal Stage
      viii. IACUC Approval if Received at the Proposal Stage

10. If a subaward is included in the project, make sure a contact name and e mail address at the subaward institution is listed in the Early Alert form. Contract and Grant Administrator will contact the subaward institution for necessary documents.
    a. If subaward is involved the following documents will be needed:
        i. Budget
        ii. Budget Justification
        iii. Statement of Work
        iv. Signed Letter of Commitment
        v. Subrecipient Commitment Form
        vi. F&A Rate Agreement

11. When all proposal documents have been finalized, uploaded into the Cayuse SP record and all sections of the record have a green checkmark next to them the PI will need to click the "Submit for Routing" button in Cayuse SP.

    ✔ Attachments
    ✔ Approving Departments
    ✔ Additional Notes
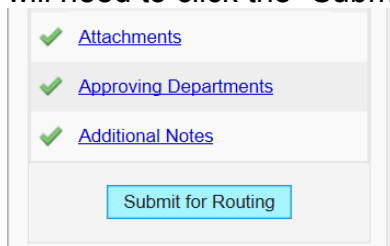
    [Submit for Routing]

12. When the proposal has been submitted for routing the PI will need to certify the proposal. Instructions for certifying the proposal can be found at: http://psych.unm.edu/research/proposal-submission-information.html

13. Once the PI has certified the proposal the department Chair will need to approve the proposal record in Cayuse SP.

14. If any other departments or colleges are included in the proposal, that respective Chair of Dean will need to approve the proposal record in Cayuse SP.

15. Once all respective Chairs and/or Deans have approved the proposal in Cayuse SP the College of Arts and Sciences will approve the proposal record.

16. Once all necessary approvals have been obtained the proposal record will be sent to the Office of Sponsored Projects Contract and Grant Administrator for review.

17. If changes are needed the Office of Sponsored Projects Contract and Grant Administrator will notify PI and Contract and Grant Administrator.

18. Once changes are made, the proposal will be approved by OSP and submitted to the sponsor. In rare cases the Office of Sponsored Projects will allow the PI to submit the proposal directly to the sponsor once they have reviewed and

approved the proposal record, but that will be on a case by case basis and solely up to the Office of Sponsored Projects.

19. CELEBRATE!!!

**PI is strictly prohibited from submitting a proposal to any sponsor without the proposal being approved by the Office of Sponsored Projects. Submitting a proposal without Office of Sponsored Projects approval is a violation of Regents' Manual Policy 7.8, UBPPM Policy 2010, Sections 1, 3 and 4, and UNM Faculty Handbook Policy E60, Sections 2 and 6.

Proposal Submission Timeline for the Psychology Department

1 Month Prior to Agency Deadline:
1. Early Alert Form has been filled out at http://psych.unm.edu/online-forms/new-proposal/

15 Business Days before Proposal Submission:
   a. Cayuse record has been started
   b. Budget is drafted
   c. Budget Justification is drafted
   d. Statement of Work has been drafted
   e. Technical proposal documents are in process
   f. FCOI form has been filled out
   g. Export Control form has been filled out (if necessary)
   h. Lindsay has contacted Subaward institution for documents

10 Business Days before Proposal Submission:
   a. Cayuse SP record is completely filled out
   b. Budget is finalized
   c. Budget justification is finalized
   d. Statement of Work is finalized
   e. Subaward documents have been received

7 Business Days before Proposal Submission:
   a. Lindsay has completed preliminary review of proposal (budget, budget justification, subaward documents if applicable)

6 Business Days before Proposal Submission:
   a. PI has approved the Cayuse SP record and submitted for routing
   b. All final proposal documents have been uploaded (including final technical documents)
   c. Proposal is in the process of routing to Office of Sponsored Projects – changes are highly discouraged at this point

5 Business Days before Proposal Submission
   a. Final proposal has been approved by all departments and is in the Office of Sponsored Projects for review

**PLEASE NOTE:
- **Proposals submitted less than 2 business days prior to the submission deadline WILL NOT be submitted for any reason.**
- **Proposal packages that are incomplete or are received less than five days in advance of the sponsor due date may be reviewed and submitted only if time permits. Late proposals will not be allowed to jump ahead of other**

proposals already received. Those complete proposals submitted more than 5 full business days in advance of the submission due date will be given priority. There is no guarantee that late proposals will be submitted in time to meet the submission deadline. If it is possible to submit the late proposal, the College or School of the submitting department will be assessed a $500 service fee for every occurrence. The fee will be deducted from the College or School's F&A distribution at the next fiscal quarter.