

## Actions that Require Cayuse SP Record vs. E Mail Notification

What grant/contract actions require a Cayuse SP record and which grant/contract actions can be completed via e mail to your Pre Award Contract and Grant Administrator? In general, any action that involves funding from a sponsor and/or requires formal authorization and signatures will require a record to be entered into Cayuse SP. The table below will help you determine what specific actions need a Cayuse SP record and which do not. If you have any questions regarding whether or not a specific action requires a Cayuse SP record please contact the [A&S Research Office Staff](#).

<b>Cayuse SP Record Needed</b>	<b>E Mail Notification Needed</b>
New Proposal (UNM is Prime or Subawardee)	No Cost Extension Request
Resubmission Proposals (UNM is Prime or Subawardee)	Prior Approval Request
Funded Contracts not originated with proposal submission	LOI/White Paper/Concept Paper without budget and does not require a signature from the UNM Authorized Representative
LOI/White Paper/Concept Paper with required budget and/or required signature from the UNM Authorized Representative	Pre-Award Spending Form
Non-Funded Agreements (MOU, MTA, data access, etc.)	Internal Budget Revision Request
Supplemental Funding Requests	Award Institutional Transfers (Outgoing Award from UNM)
Continuation	Limited Competition Pre-Proposal (the pre-proposal that is submitted to the Limited Competition Committee in order to be selected)
Award Institutional Transfers (Incoming Award to UNM)	Change of PI Requests
	Carryforward Requests