New PI Checklist

As a new faculty member at the University of New Mexico, please complete the list of items below in order to submit a proposal through the University's internal proposal submission system, Cayuse SP.

1. **Banner ID Number** – This will be assigned to you by the Faculty Contracts Office

2. **Net ID** – Once you receive your Banner ID you will need to go to https://netid.unm.edu/ to get a Net ID assigned to you

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 before proposal submission, but will need to be completed before an award is made. 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.