

## UNM F31 Proposal Submission Process

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

1. **Determine Proposal Due Date**
  - a. Standard Due Dates for **General** F31 Applications:
    - i. April 8
    - ii. August 8
    - iii. December 8
  - b. Standard Due Dates for **Diversity** F31 Applications:
    - i. April 13
    - ii. August 13
    - iii. December 13
2. **Designate Primary Sponsor** – must be a UNM faculty member
3. **Designate Co-Sponsors** – can be affiliated with UNM and/or MRN
4. **Complete Early Alert Form** - As soon as student is aware of proposal submission (**at least 1 month prior to proposal due date**), Submit a request to the [A&S Research Office staff](#).
5. **PI Eligibility Exception Request 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/?q=osp-forms>
  - 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 Sponsor, and department chair
  - c. Please keep this form as it will be required to be scanned and sent to the Office of Sponsored Projects once they set up you Cayuse SP account
6. **Cayuse SP Account Request** – In order to access Cayuse SP and create your proposal record you will need to have an account set up. Go to the following website to request a Cayuse SP account: <http://osp.unm.edu/?q=osp-new-account>.
  - a. In the “Select an Account Type” section, please make sure you check the boxes for both the Cayuse Research Suite and NIH and eraCommons
  - b. In the “PI Information” section, please enter your information as the student, NOT your sponsors information
7. **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 describe award management requirements. This training **DOES**

**NOT** have to be completed prior to proposal submission, but will need to be completed before an award is made. Sign up for Grants Management Training at <https://learningcentral.health.unm.edu/learning/user/login.jsp>

8. **Annual FCOI Disclosure** – Please complete your annual Financial Conflict of Interest (FCOI) Disclosure at <https://esurvey.unm.edu/opinio/s?s=28602>  
\*\*Please note, every August you will be required to complete a new annual FCOI disclosure.
9. **Meet with the A&S Research Office staff**– Once you have completed all necessary registrations and trainings detailed in the steps above, meet with the [A&S Research Office staff](#), to learn about the proposal submission processes. These processes include:
  - a. Creation and Completion of Cayuse SP Record
  - b. Budget Development
  - c. Budget Justification Development
  - d. Statement of Work Development
  - e. Uploading of Required Application Documents into Application
  - f. Finalizing Proposal Application
10. **Work with the A&S Research Office Staff** – they will be able to assist you in creating the budget, budget justification, Cayuse SP record, and Statement of Work
11. **Route Cayuse SP Record to Office of Sponsored Projects** – Once all proposal documents have been completed the A&S Research Office Staff will complete this step. **\*\*Please note, this proposal record must be routed to the Office of Sponsored Projects AT LEAST 5 business days before the due date.**
12. **Certify the Cayuse SP Record** - When the proposal has been submitted for routing, the following people will need to certify the proposal. Instructions for certifying the proposal can be found at: <http://psych.unm.edu/research/proposal-submission-information.html>
  - a. PI (student)
  - b. Chair of Department
  - c. College of Arts and Sciences
13. Once all necessary approvals have been obtained the proposal record will be sent to the [A&S Research Office staff](#)
14. If changes are needed the Office of Sponsored Projects Contract and Submit a request to the [A&S Research Office staff](#) will notify PI and Grant Coordinator.
15. Once changes are made, the proposal will be approved by OSP and submitted to the sponsor.

## 16. 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.**

## **UNM F31 Proposal Submission Timeline**

### **1 Month before Proposal Submission:**

- a. Primary sponsors and co-sponsors have been identified
- b. Request Form has been submitted to the [A&S Research Office staff](#)
- c. PI Eligibility Form has been completed
- d. Cayuse SP Account has been Requested

### **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)

### **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

### **7 Business Days before Proposal Submission:**

- a. Preliminary review of proposal (budget, budget justification, etc.) has been completed

### **5 Business Days before Proposal Submission:**

- a. Cayuse SP record has been submitted
- b. PI has approved the Cayuse SP record
- c. Proposal is in the process of routing to Office of Sponsored Projects – changes are highly discouraged at this point
- d. Technical documents may still be in draft version up to the day prior to the proposal submission deadline

### **2 Business Days before Proposal Submission:**

- a. All final proposal documents have been uploaded into Cayuse SP
- b. Sponsors and Co-Sponsors have uploaded reference letters into eraCommons

**\*\*PLEASE NOTE: If proposal is not routed to the Office of Sponsored Projects 5 business days prior to the proposal deadline the proposal will be submitted without review. If an award is made for a proposal submitted without review the Office of Sponsored Projects retains the right to reject the award on behalf of the University of New Mexico.**