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](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](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.**