Proposal Submission Timeline

Anytime

10 business days

5 business days

2 business day

Identify Funding

Notify GSP of planned proposal via PARS

Proposal and Budget created in Cayuse SP

Internal Routing and Approval via Cayuse SP

Chair/Dean Approval via Cayuse SP

Submit

• Principal Investigator (PI) identifies a funding opportunity, meets with collaborators and develops an idea for a project

• PI notifies via PARS (Proposal Assistance Request System)

• GSP reviews sponsor’s guidelines

• PI provides tentative budget

• Grants Administrator (GA) creates proposal in Cayuse SP

• PI completes compliance questions

• GA and PI finalize budget

• PI uploads proposal abstract

• PI certifies accuracy of proposal and budget

• GA submits proposal for internal routing and approval

• Dept. Chairs, Deans and Associate Provost approve submission

• PI uploads all final proposal documents

• GSP reviews submission checklist and approves proposal for submission

• GA submits proposal and notifies PI

Anytime 10 business days 5 business days 2 business day

10 business days

5 business days

2 business day
Internal Approval – last 5 days

5 business days before deadline
- Grants Administrator (GA) and PI finalize budget and details
- PI completes compliance Qs and abstract
- GA initiates routing
- **Chairs** receive email with link to approve proposal

4 business days before deadline
- Log in to Cayuse and review Internal Processing Form (IPF)
- **% effort (and release time)**
- **Cost sharing**
- APPROVE or REJECT proposal
- Rejection sends back to PI for revision

3 business days before deadline
- Upon chairs’ approval, deans receive email with link
- Log in to Cayuse and review IPF
- APPROVE or REJECT proposal
- Rejection sends back to PI for revision

2 business days before deadline
- Upon Deans’ approval, Associate Provost receives email and approves
- PI uploads all final files
- GA checks proposal
- GSP Supervisor checks proposal
- GSP reviews submission checklist and approves proposal for submission
- GA submits proposal and notifies PI

Submission
E-Systems for Grants Management

PARS
Notification of Submission

Cayuse SP
CCNY Approvals and Tracking Database

External Portals for Submission to Sponsor

- Fastlane NSF
- Cayuse 424 to Grants.gov (NIH, DOD, etc)
- Other Electronic Portals
- Paper or Email to Sponsor
- Subcontract Documents to Lead Institution
**PARS**

- New version 3.0 of [PARS](#) available end of Sept.
- Simpler and quicker
- Allows for non-PI point of contact
- Developed in-house by GSP’s IT Officer
Username format: first letter of first name, full last name, all lowercase, no spaces

Password in TRAINING SITE: cayuse2014
Password in LIVE SITE: same as PI’s current password in Cayuse 424
Cayuse Research Suite

3.0.1

Research Administration Modules

Cayuse 424
Cayuse SP (Sponsored Projects)

System Administration Applications

Backbone
Research Contacts
Workflow

Application Help

Cayuse Support Center
Browser Support & Configuration

Cayuse 424 (For some proposals)
- For proposal assembly and submission to Grants.gov (NIH, DOD, Dept. of Ed, etc)

Cayuse SP (For ALL PROPOSALS)
- Chair/Dean approval
- Compliance questionnaires
- GSP tracking database
PIs click here to view all of their proposals....

... and here to view proposals awaiting PI and Co-PI certification

Chairs, Deans and others click here to view proposals

... and here to approve
“Submitted” means routed for internal approval, not submitted to the sponsor.

Click Proposal Number for detailed view.
All CAYUSE SP sections are complete 5 business days (1 week) before deadline.

**NOT:** The sum of allocated credit on this proposal is currently 0%.

CHAIRS approve total sponsored, cost-shared and total effort % (and any associated release time).

Should be 0% - CCNY is not currently using Cayuse SP to track allocated credit at the proposal submission stage.

Combined academic year and summer
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**

Only **Agency Mandated Cost Sharing** is allowed

**Cost Sharing** must be contributed by a specific unit (e.g., School/division or department)

CHAIRS and/or DEANS approve cost sharing in the form of in-kind effort or cash
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**
All CAYUSE SP sections are complete 5 business days (1 week) before deadline.
After proposal submission, GSP will add the final summary/abstract. PIs will provide a DRAFT abstract for CHAIRS, DEANS and other approvers to gain an overview of the project before approval. GSP can then use the Cayuse SP database to search for keywords to match funding opportunities with faculty research interests.

All CAYUSE SP sections are complete 5 business days (1 week) before deadline.
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**

CCNY’s Internal MS Excel Budget will be attached in Cayuse SP for viewing by all parties.

Access to each Attachment can be limited to certain parties.
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**

Anyone with access to the proposal can add a SUBMITTION NOTE: PI, Co-PI, Chairs, Deans, GSP....
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**

Grants Administrator initiates internal routing **5 business days (1 week) before deadline**

GSP checks approval routing chain for accuracy before initiating internal routing

**First** – Lead PI’s Department Chair  
**Second** – All other Investigators’ Dept. Chairs  
**Third** – All Deans of affiliated Schools/Divisions  
**Fourth** – Associate Provost for Research
Email to PI and All Investigators

URGENT: Proposal Certification Request

Proposal No: 15-0008
Lead Principal Investigator: Bianca Santoro
Other Investigators: Stephen O'Brien, Zhenghao Luo, Shireen Saleque, Ronald Koder
Proposal Title: A test proposal to practice IPF approval in all science departments
Sponsor Deadline: Thursday September 25 2014
GSP Grants Administrator: Candice Baptiste-Sexton (212-650-7905, csexton@ccny.cuny.edu)

The proposal referenced above, naming you as a PI, has been initiated for routing, review and approval through Cayuse SP. Please log into Cayuse SP now and certify the proposal in your "PI Certification Inbox."

Without your certification, Grants and Sponsored Programs will not submit the proposal to the sponsor. If there are multiple PIs named on this proposal, each one must complete his or her own certification in Cayuse SP.

You may also check the status and progress of your proposal by "PI Certification Inbox." Click the proposal number to view the status and track approvals that must be completed by all PIs and Co-PIs.

If you have any questions, please contact the Grants Administrator for this proposal (listed above).

To reset your Cayuse SP password, please visit the ORA website, email cayuse@ccny.cuny.edu or call ORA at ext. 5418.

Click link to login to Cayuse SP

PI and all CCNY Co-PIs complete approval by 2 business days before deadline
URGENT: Proposal Authorization Required

All Chairs, Deans and Associate Provost complete approval by 2 business days before deadline

Click link to login to Cayuse SP
Click **PDF Icon** for a pdf summary of important proposal information

Click **Proposal Number** or **View IPF** for access to proposal details
The above proposal has been successfully submitted. All lead/principal investigators and approving departments listed below have been notified and should electronically authorize (in routing order for departments) this proposal before it is received by the Office of Research Administration.

### Investigator(s) who must certify this Proposal

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Role</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irina Gladkova</td>
<td>Lead Principal Investigator</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>Lane Gilchrist</td>
<td>Principal Investigator</td>
<td>Not Yet Reviewed</td>
</tr>
</tbody>
</table>

### Department(s) that must authorize this proposal

<table>
<thead>
<tr>
<th>Order</th>
<th>Department</th>
<th>Authorizing Person(s)</th>
<th>Authorizing Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electrical Engineering</td>
<td>Roger O'Doherty</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>2</td>
<td>Computer Science</td>
<td>Akira Kawaguchi</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>3</td>
<td>Chemical Engineering</td>
<td>Jeffery Morris</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>4</td>
<td>Civil Engineering</td>
<td>Julia Daljos</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>5</td>
<td>Biomedical Engineering</td>
<td>Mitchell Schaffler</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>6</td>
<td>Mechanical Engineering</td>
<td>Feridun Celale</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>7</td>
<td>Engineering</td>
<td>Gilda Barabino , Ardie Walser</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>8</td>
<td>Office of the Provost</td>
<td>Ashwini Undieh , Laura Bartovics</td>
<td>Not Yet Reviewed</td>
</tr>
<tr>
<td>9</td>
<td>Office of Research Administration</td>
<td>Admin Office</td>
<td>Not Yet Reviewed</td>
</tr>
</tbody>
</table>
All Approvals and Certifications are **complete 2 business days before deadline**
All Approvals and Certifications are **complete 2 business days before deadline**
Electronic Submission Portal

**Completed 2 BUSINESS DAYS** before sponsor deadline

**GSP Grants Administrator**
- Creates application package
- Adds PI and Co-Investigators
- Completes institutional certifications
- Enters final budget numbers
  - CCNY budget
  - Subcontractor budgets
- Uploads institutional eligibility documentation

**Lead PI**
- Uploads Proposal Docs
  - Summary/Abstract
  - Narrative/Research Plan
  - References
  - Budget Justification
  - CVs/Biosketches
  - Current & Pending Support
  - Facilities Descriptions
  - Postdoc Mentoring Plan
  - Letters of Commitment
Proposal Submission to Sponsor

**Completed 1 BUSINESS DAY** before sponsor deadline

**Grant Administrator**
- Reviews submission checklist for specific funding opportunity
- Checks proposal elements for compliance with sponsor guidelines

**GSP Supervisor**
- Reviews submission checklist for specific funding opportunity
- Checks proposal elements for compliance with sponsor guidelines

Grant Administrator submits proposal to Sponsor via Electronic Portal
Contacts for Assistance

• Links to PARS and Cayuse SP on www.ccny.cuny.edu/ora
• Usernames:
  • First letter of first name and full last name, all lowercase
  • For example, ashih, agreenber, csexton, gwerhner
• Login info for Cayuse Training site
  • All passwords for Cayuse Training site: cayuse2014
• Login info for Cayuse Live site (available by Oct. 1, 2014)
  • Same username format as above
  • Password is same as user’s current Cayuse 424 password
    (links provided for first-time users or to reset password)
• Contact info for Cayuse SP questions:
  • cayuse@ccny.cuny.edu
  • Laura (x7903), Adam (x7904), Candice (x7905)
  • GSP main line (x5418)