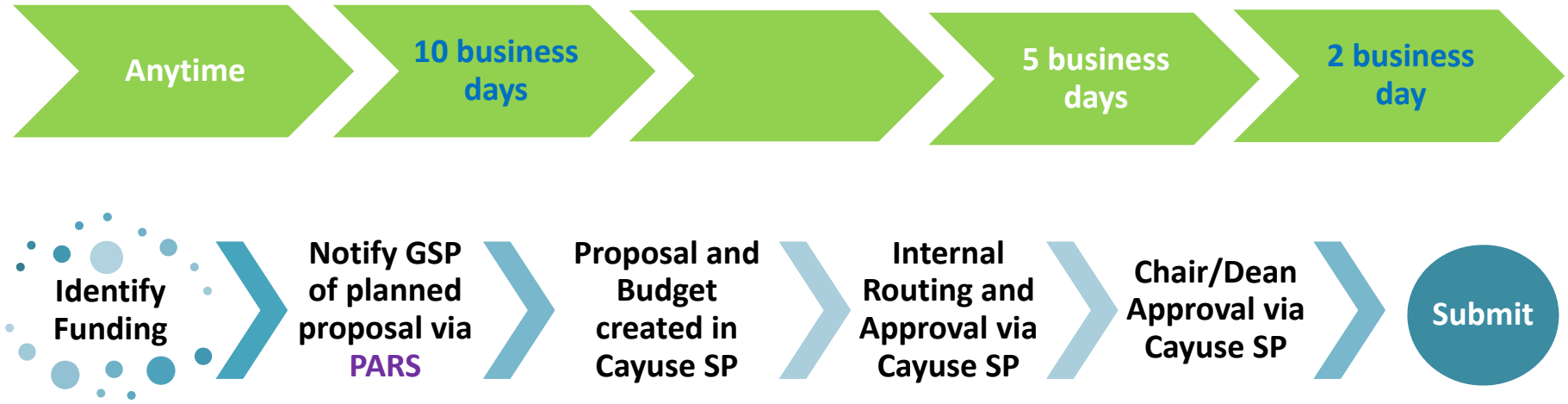
Proposal Submission Timeline



- 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

Internal Approval – last 5 days

- 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

- 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

- 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

- 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

E-Systems for Grants Management

PARS
Notification of Submission

Submit PARS

Training CAYUSE Login

Cayuse SP
CCNY Approvals and Tracking Database

CAYUSE Login

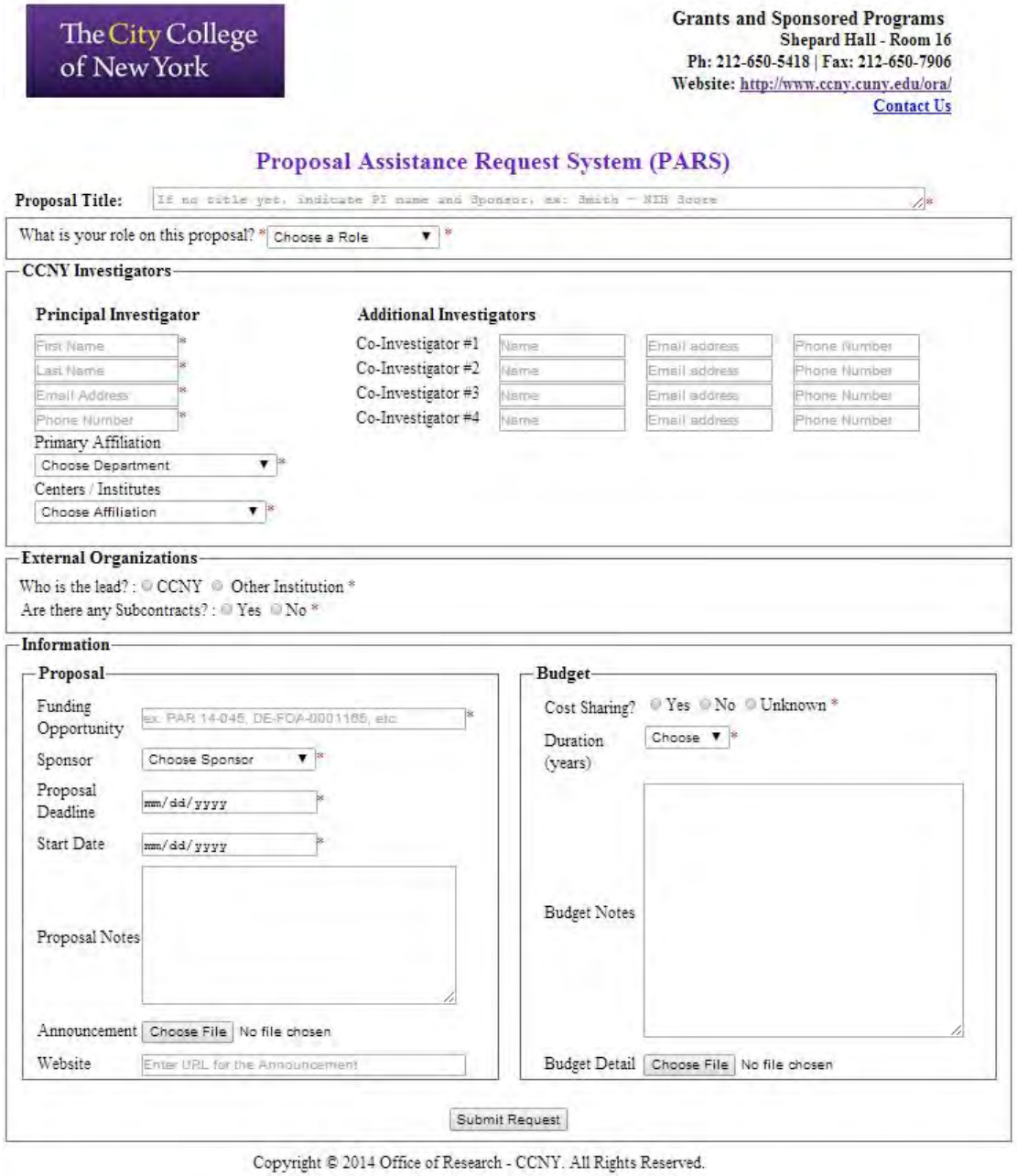
External Portals for Submission to Sponsor

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

FastLane www.fastlane.nsf.gov

CAYUSE Login

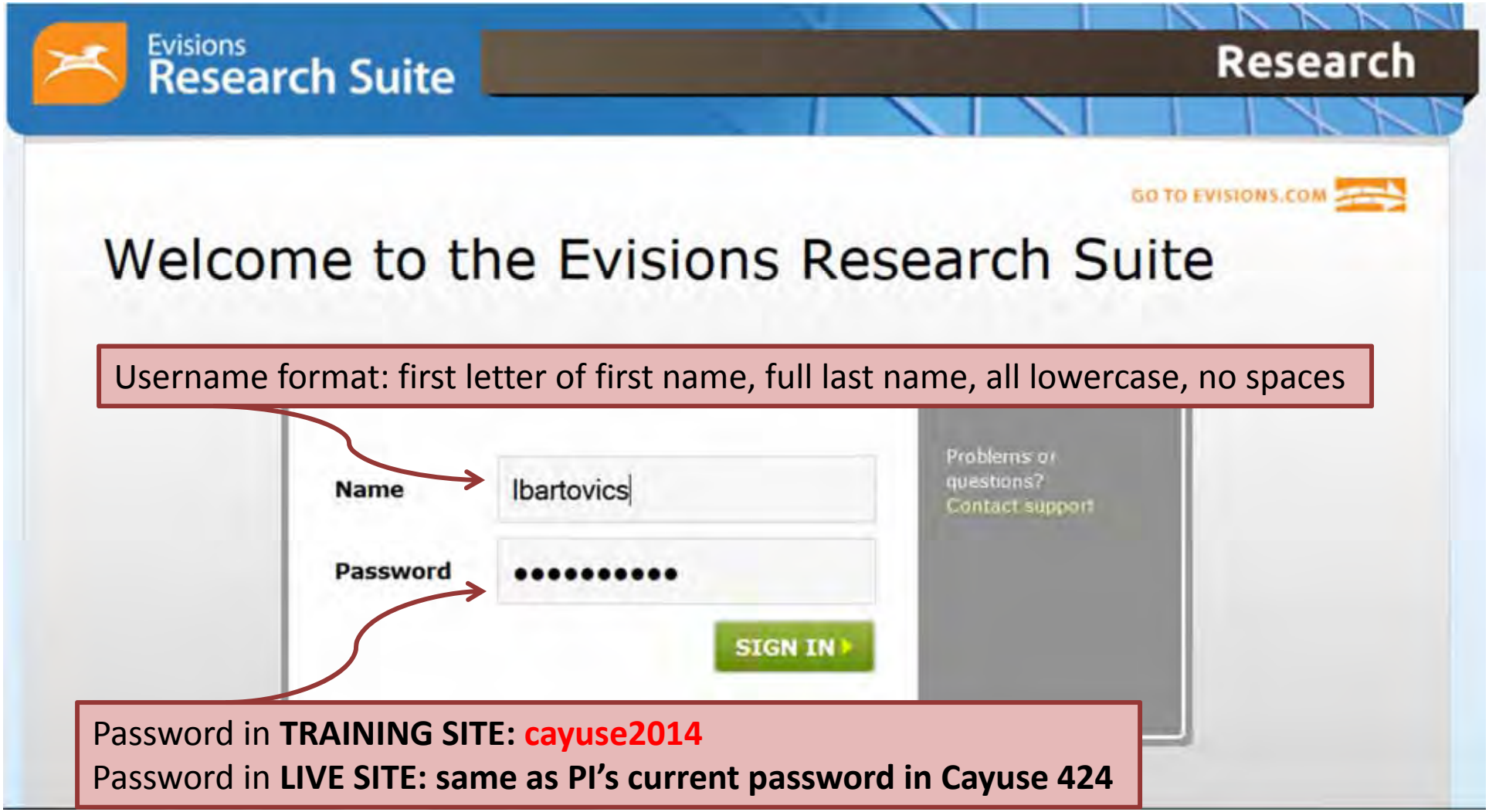
NSPIRES



PARS

Submit 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


Evisions
Research Suite
Research
GO TO EVISIONS.COM
Welcome to the Evisions Research Suite
Username format: first letter of first name, full last name, all lowercase, no spaces
Name
lbartovics
Password
SIGN IN
Problems or questions?
Contact support
Password in TRAINING SITE: cayuse2014
Password in LIVE SITE: same as PI's current password in Cayuse 424

Logged in as: *lbartovics*
Logout

Cayuse Research Suite

3.0.1

Research Administration Modules

- Cayuse 424
- Cayuse SP (Sponsored Projects)

System Administration Applications

- Backbone
- Research Contacts
- Workflow

Application Help

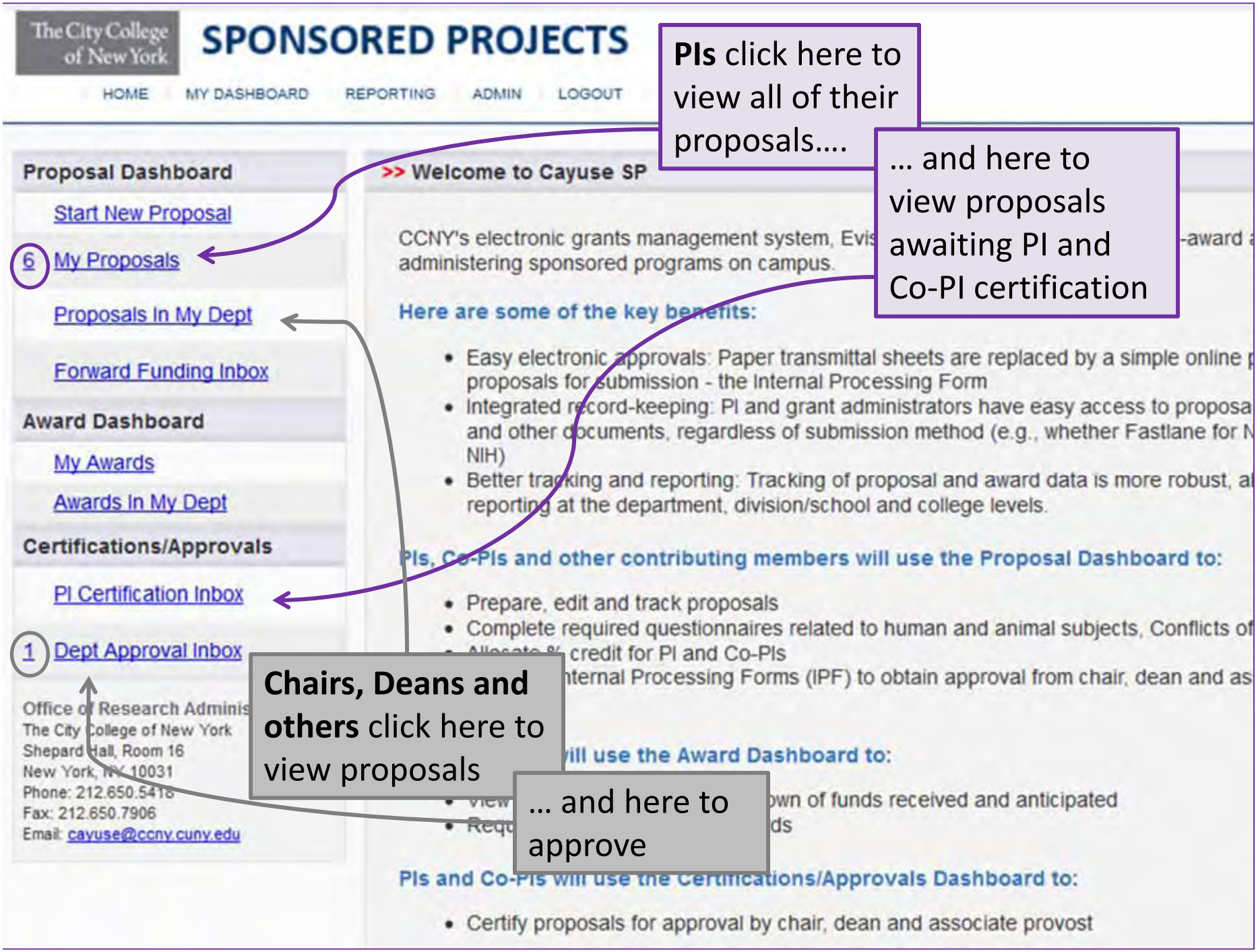
- Cayuse Support Center
- Browser Support & Configuration

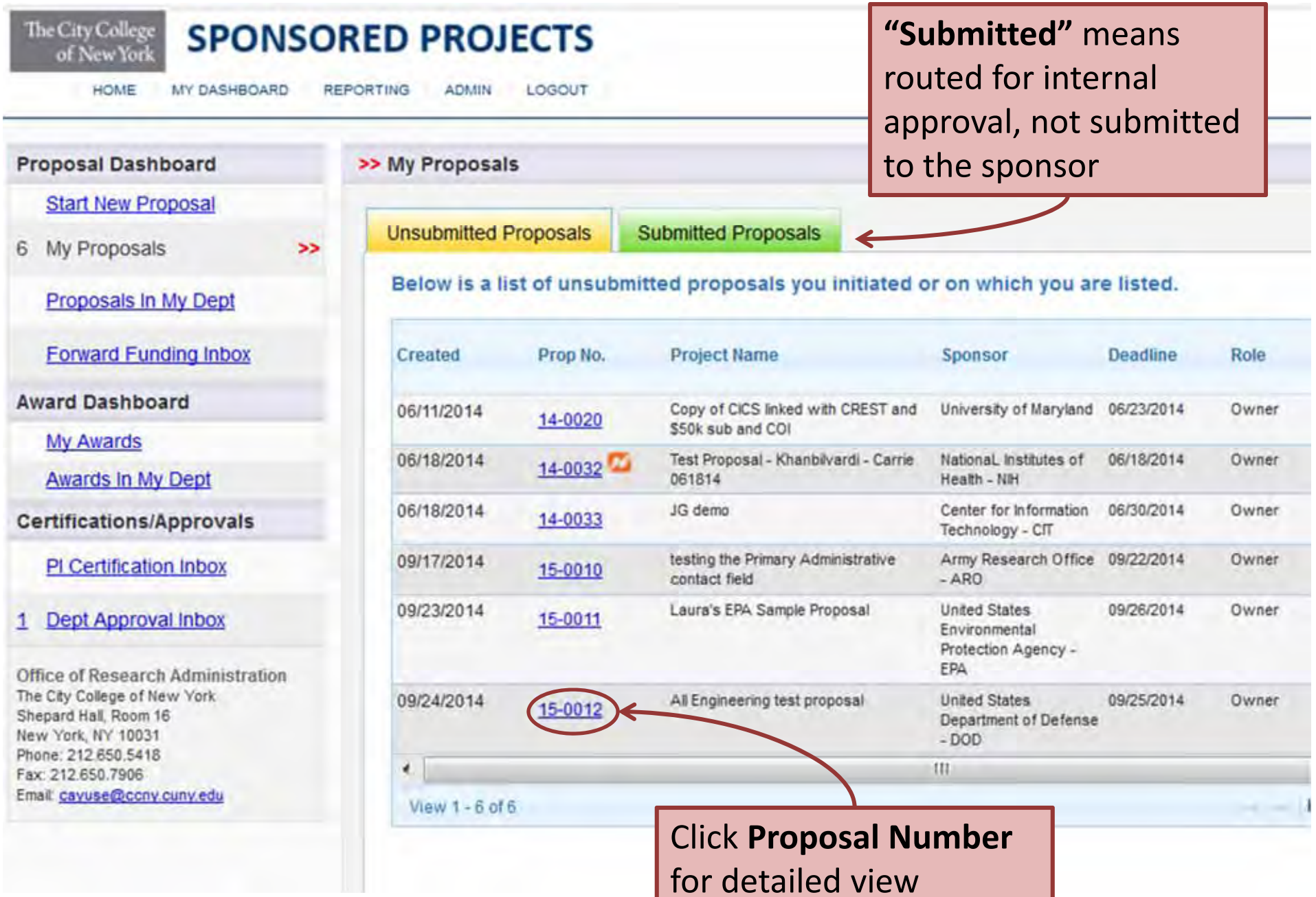
Cayuse 424 (For some proposals)

- 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


The City College of New York
SPONSORED PROJECTS
HOME
MY DASHBOARD
REPORTING
ADMIN
LOGOUT
PIs click here to view all of their proposals….
… and here to view proposals awaiting PI and Co-PI certification
Proposal Dashboard
Start New Proposal
6 My Proposals
Proposals In My Dept
Forward Funding Inbox
Award Dashboard
My Awards
Awards In My Dept
Certifications/Approvals
PI Certification Inbox
1 Dept Approval Inbox
Chairs, Deans and others click here to view proposals
… and here to approve
>> Welcome to Cayuse SP
CCNY's electronic grants management system, Evis
administering sponsored programs on campus.
Here are some of the key benefits:
Easy electronic approvals: Paper transmittal sheets are replaced by a simple online p
proposals for submission - the Internal Processing Form
Integrated record-keeping: PI and grant administrators have easy access to proposa
and other documents, regardless of submission method (e.g., whether Fastlane for N
NIH)
Better tracking and reporting: Tracking of proposal and award data is more robust, al
reporting at the department, division/school and college levels.
PIs, Co-PIs and other contributing members will use the Proposal Dashboard to:
Prepare, edit and track proposals
Complete required questionnaires related to human and animal subjects, Conflicts of
credit for PI and Co-PIs
nternal Processing Forms (IPF) to obtain approval from chair, dean and as
ill use the Award Dashboard to:
own of funds received and anticipated
ds
PIs and Co-PIs will use the Certifications/Approvals Dashboard to:
Certify proposals for approval by chair, dean and associate provost
Office of Research Adminis
The City College of New York
Shepard Hall, Room 16
New York, NY 10031
Phone: 212.650.5418
Fax: 212.650.7906
Email: cayuse@ccny.cuny.edu


The City College of New York
SPONSORED PROJECTS
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6 My Proposals >>
Proposals In My Dept
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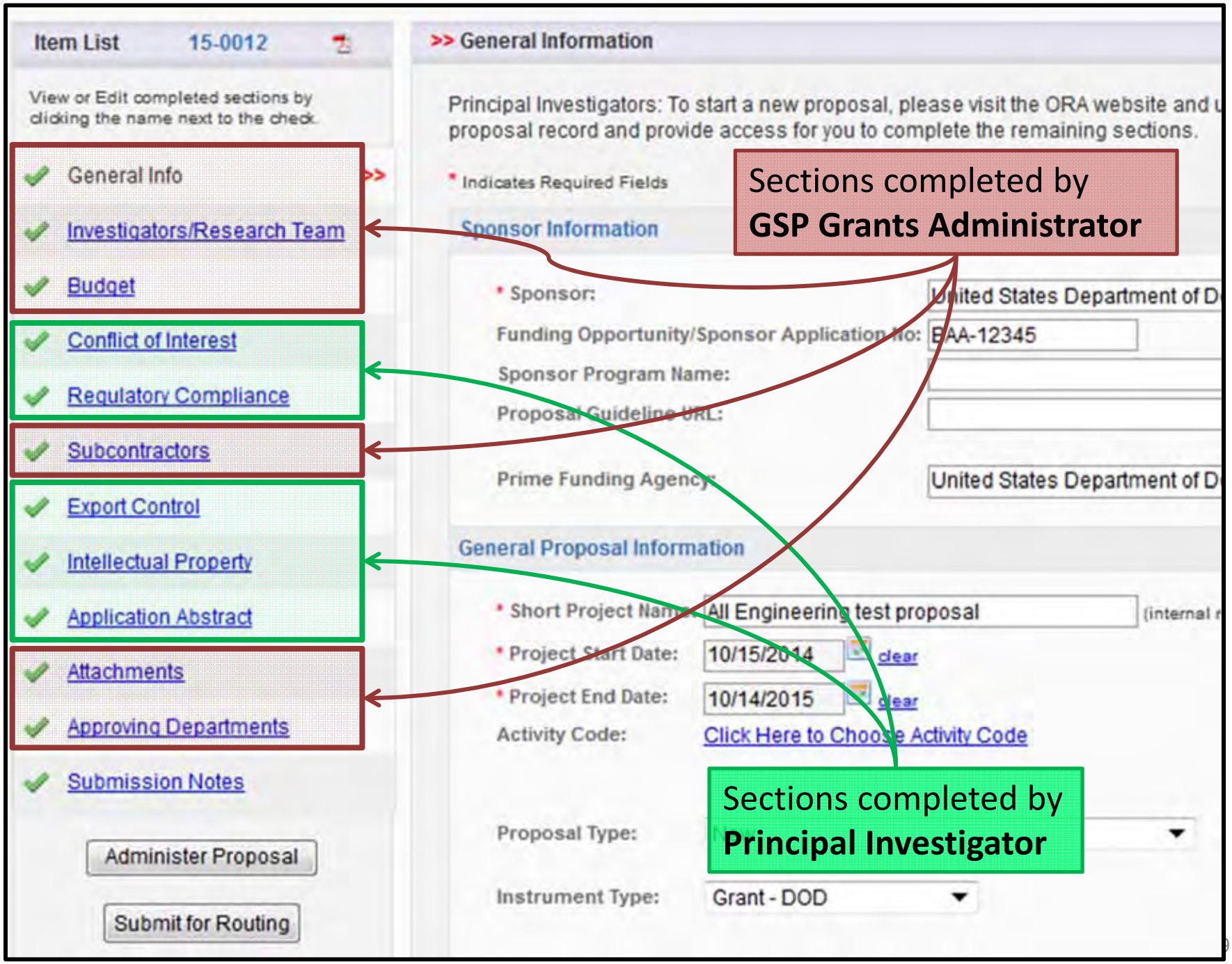
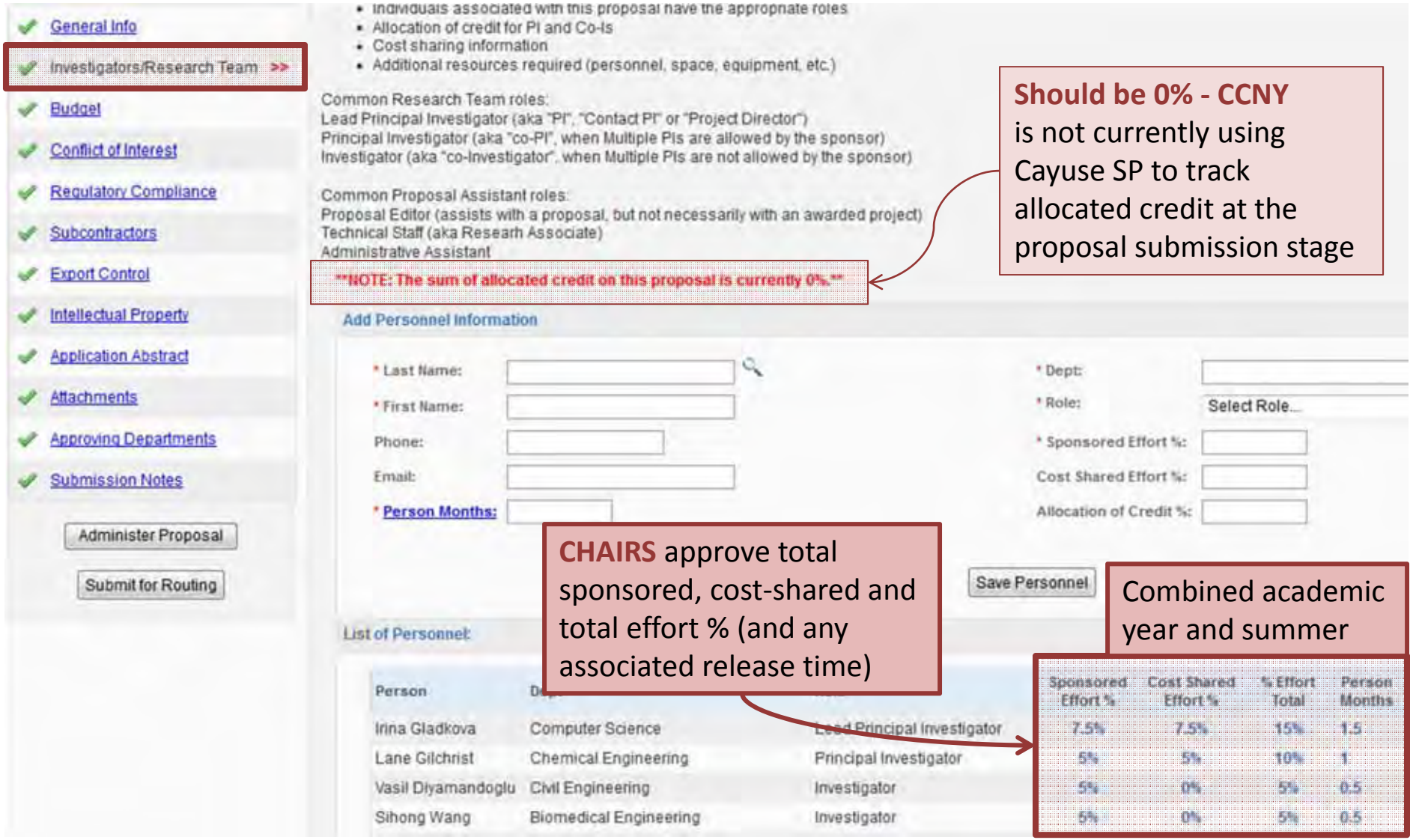
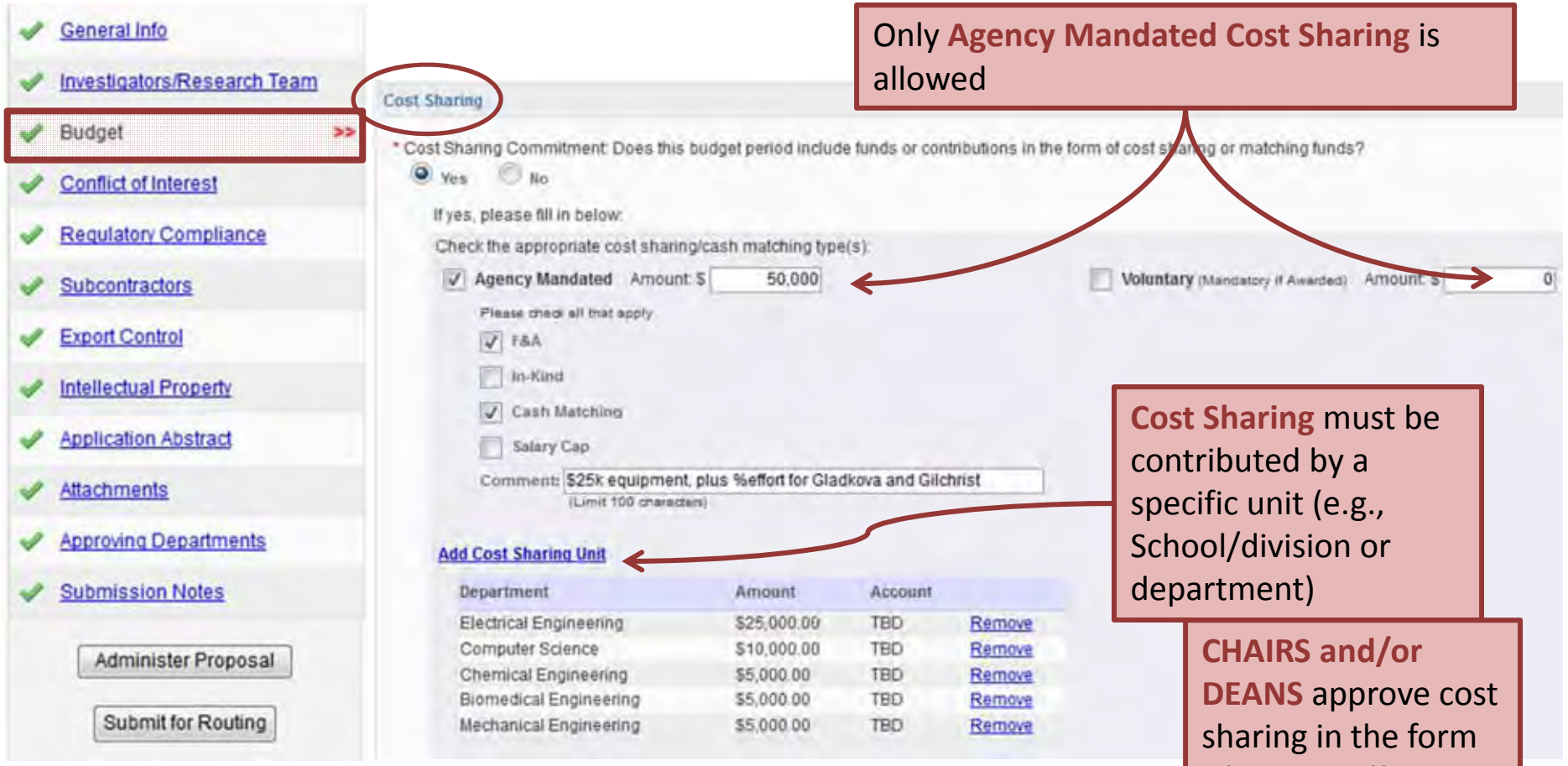
Certifications/Approvals
PI Certification Inbox
1 Dept Approval Inbox
Office of Research Administration
The City College of New York
Shepard Hall, Room 16
New York, NY 10031
Phone: 212.650.5418
Fax: 212.650.7906
Email: cayuse@ccny.cuny.edu
>> My Proposals
Unsubmitted Proposals
Submitted Proposals
Below is a list of unsubmitted proposals you initiated or on which you are listed.
Created
Prop No.
Project Name
Sponsor
Deadline
Role
06/11/2014
14-0020
Copy of CICS linked with CREST and $50k sub and COI
University of Maryland
06/23/2014
Owner
06/18/2014
14-0032
Test Proposal - Khanbilvardi - Carrie 061814
National Institutes of Health - NIH
06/18/2014
Owner
06/18/2014
14-0033
JG demo
Center for Information Technology - CIT
06/30/2014
Owner
09/17/2014
15-0010
testing the Primary Administrative contact field
Army Research Office - ARO
09/22/2014
Owner
09/23/2014
15-0011
Laura's EPA Sample Proposal
United States Environmental Protection Agency - EPA
09/26/2014
Owner
09/24/2014
15-0012
All Engineering test proposal
United States Department of Defense - DOD
09/25/2014
Owner
View 1 - 6 of 6
"Submitted" means routed for internal approval, not submitted to the sponsor
Click Proposal Number for detailed view


Item List 15-0012
View or Edit completed sections by clicking the name next to the check.
General Info
Investigators/Research Team
Budget
Conflict of Interest
Regulatory Compliance
Subcontractors
Export Control
Intellectual Property
Application Abstract
Attachments
Approving Departments
Submission Notes
Administer Proposal
Submit for Routing
>> General Information
Principal Investigators: To start a new proposal, please visit the ORA website and
proposal record and provide access for you to complete the remaining sections.
* Indicates Required Fields
Sponsor Information
* Sponsor:
Funding Opportunity/Sponsor Application No: BAA-12345
Sponsor Program Name:
Proposal Guideline URL:
Prime Funding Agency:
General Proposal Information
* Short Project Name: All Engineering test proposal
* Project Start Date: 10/15/2014 clear
* Project End Date: 10/14/2015 clear
Activity Code: Click Here to Choose Activity Code
Proposal Type:
Instrument Type: Grant - DOD
Sections completed by GSP Grants Administrator
Sections completed by Principal Investigator

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**



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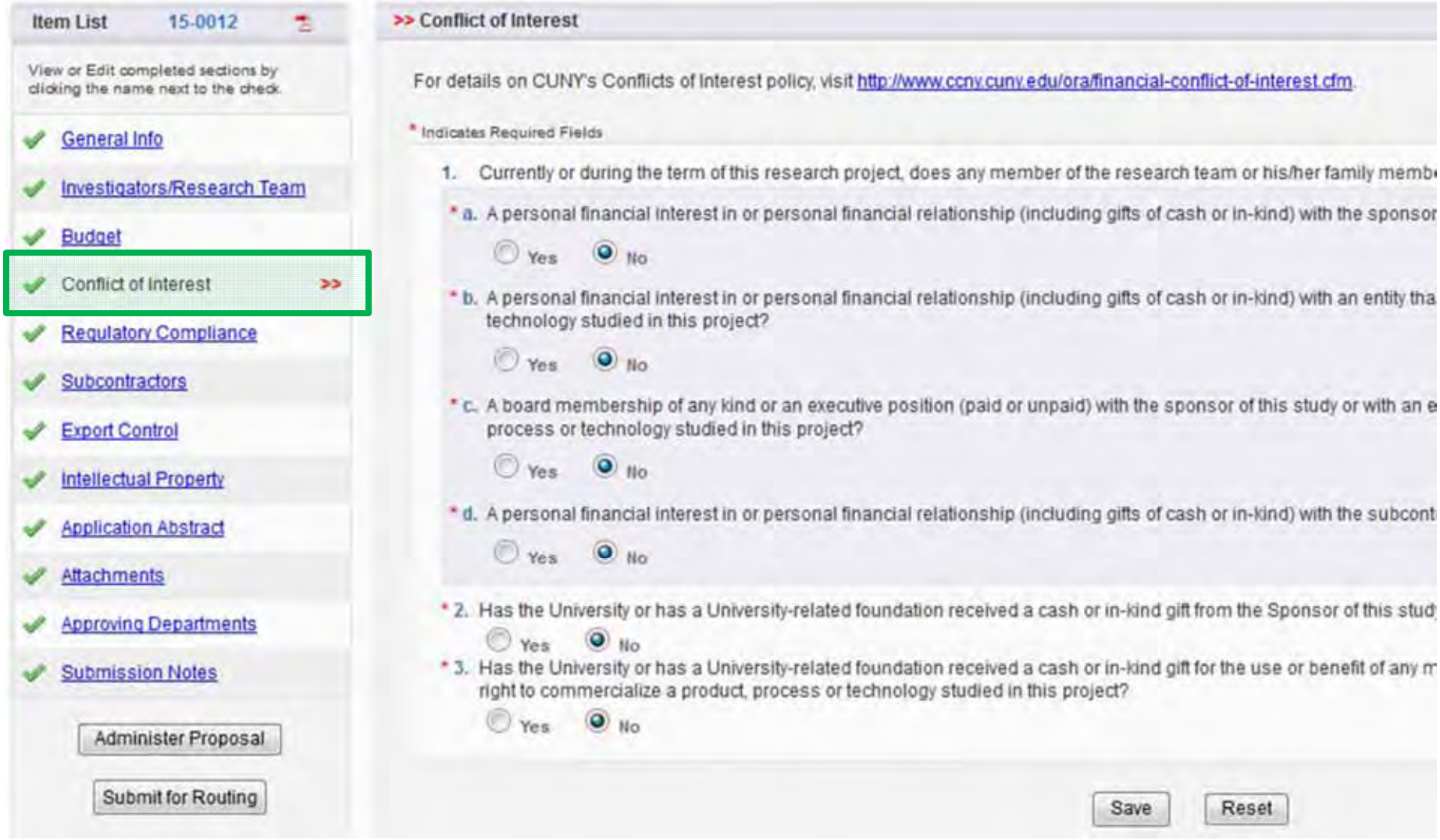
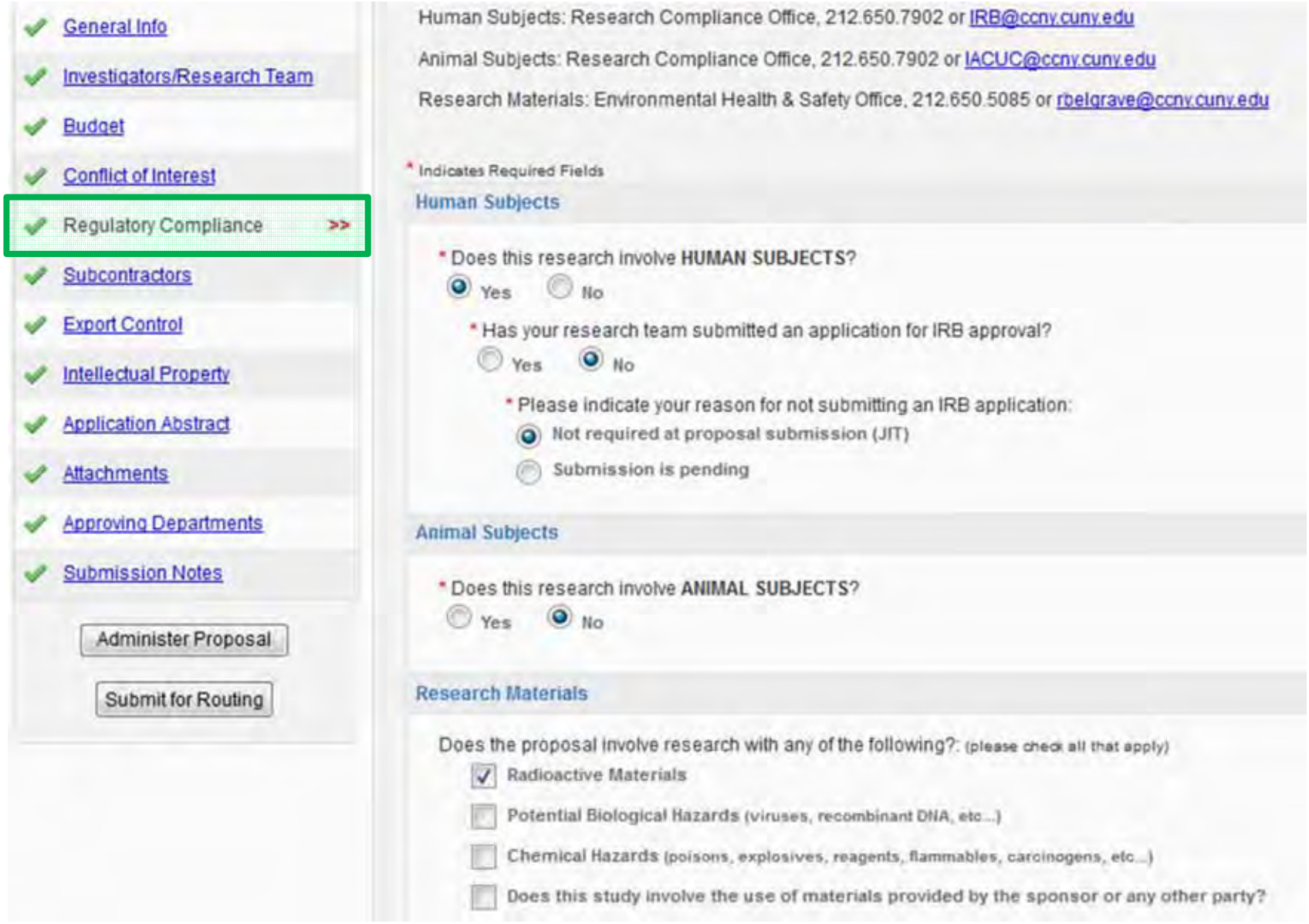
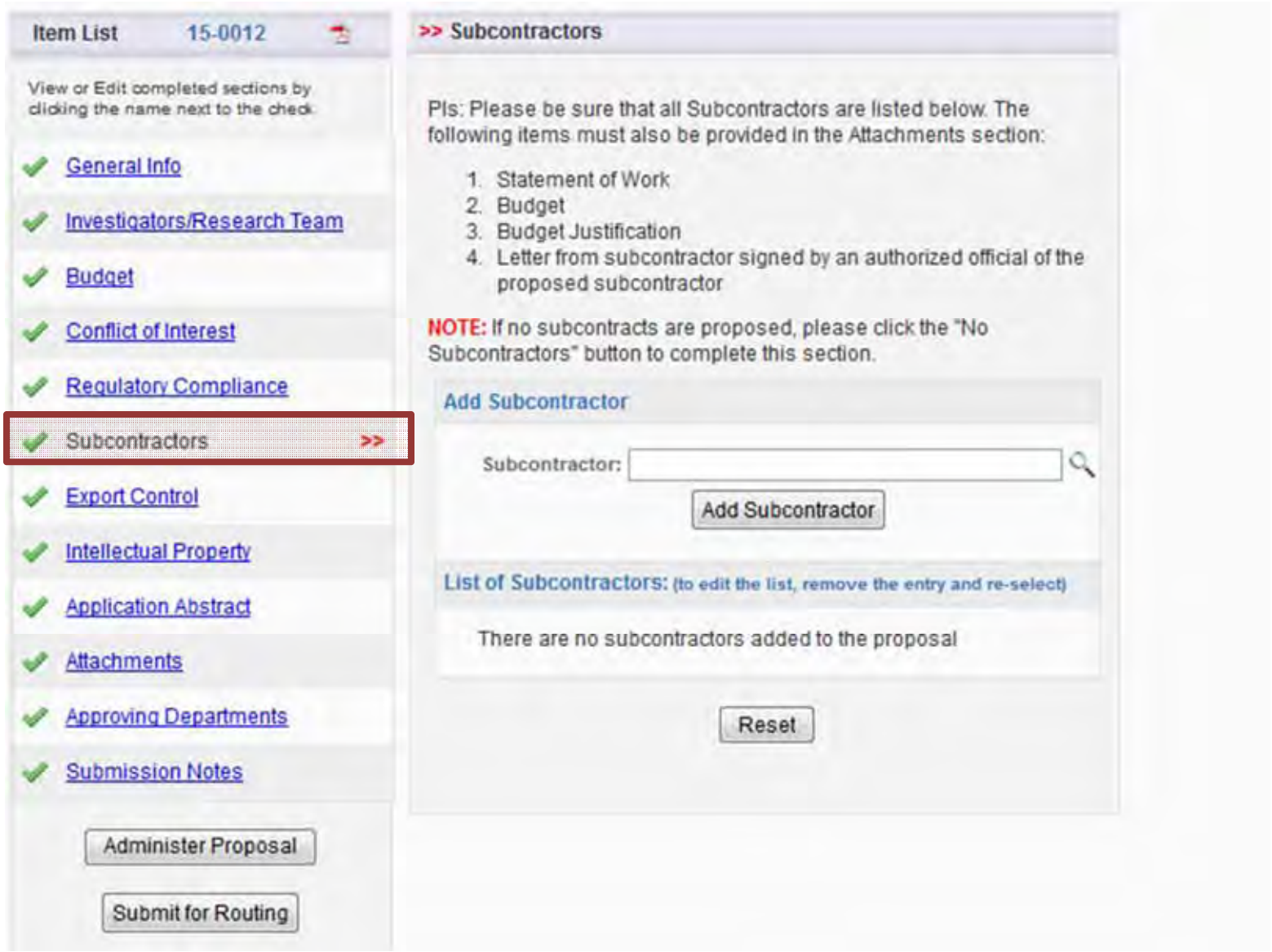


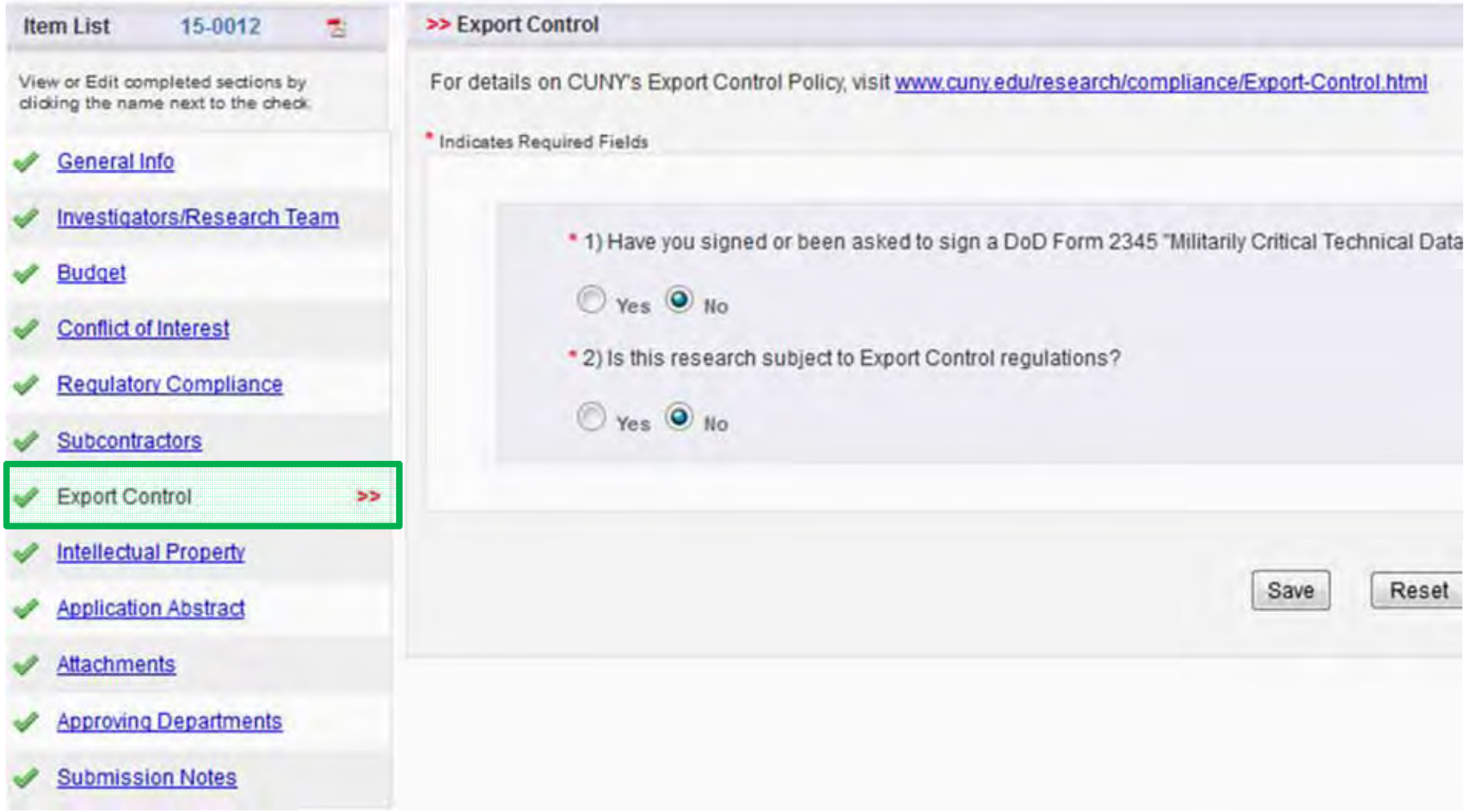
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**



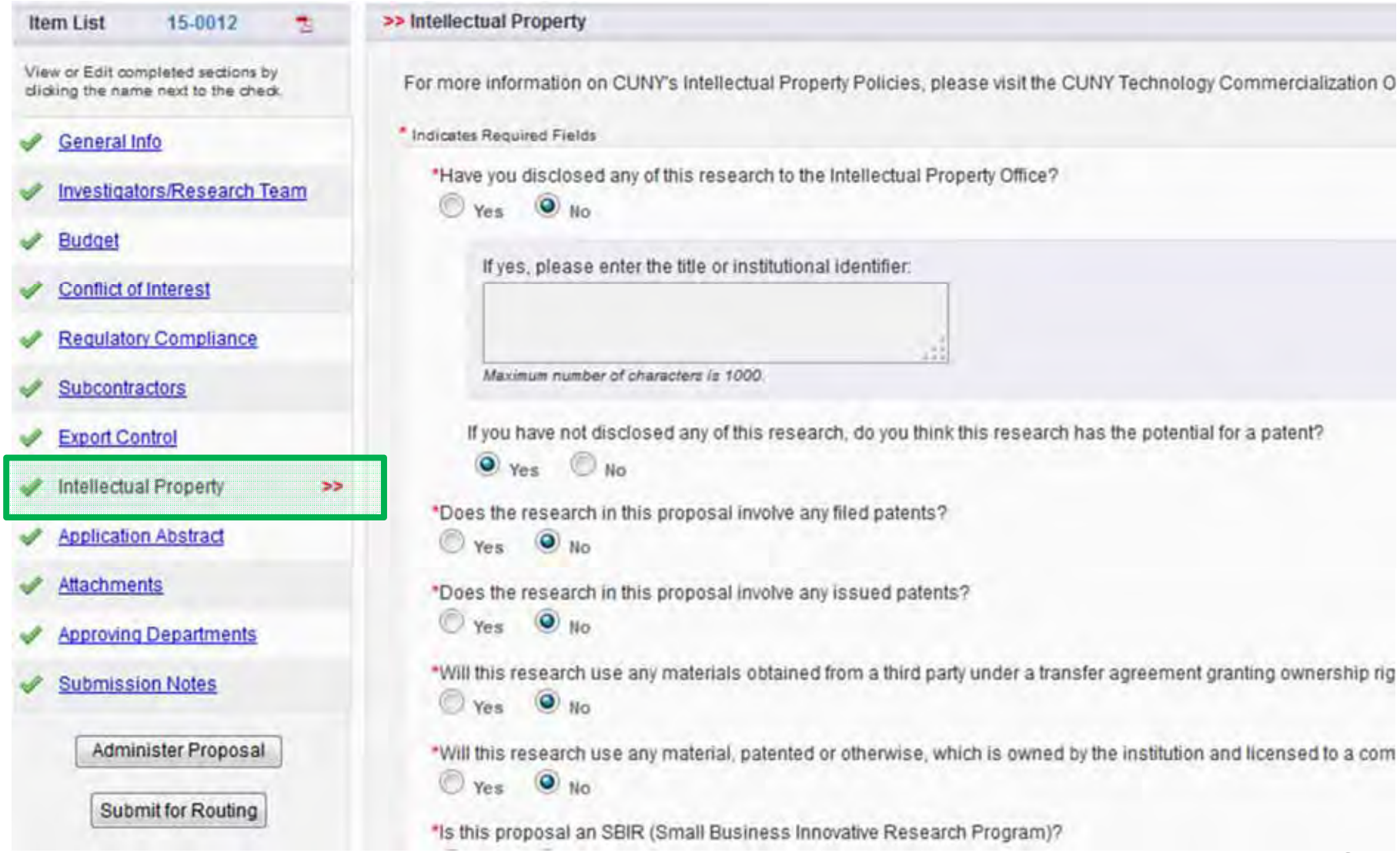
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**



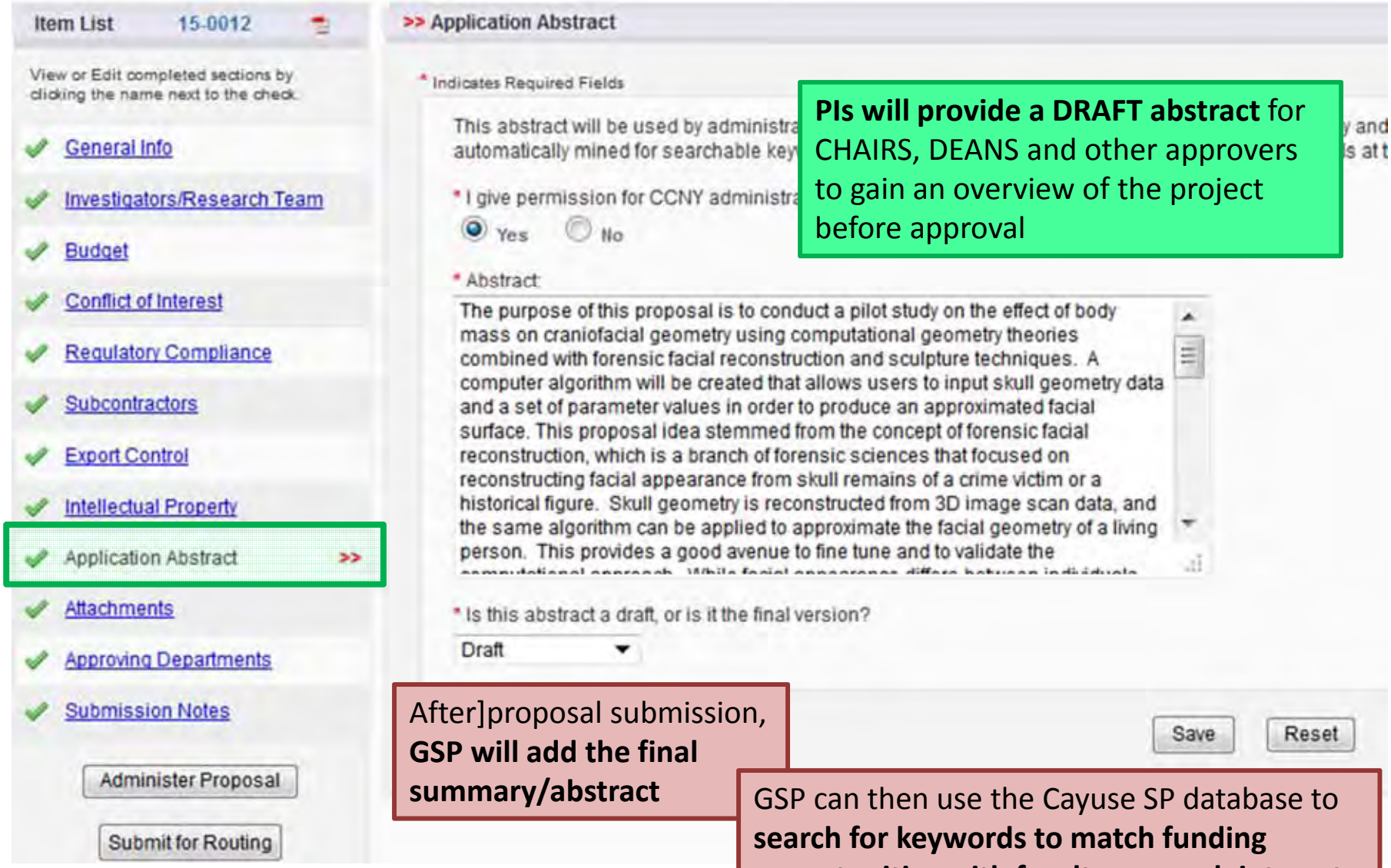
All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**



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**

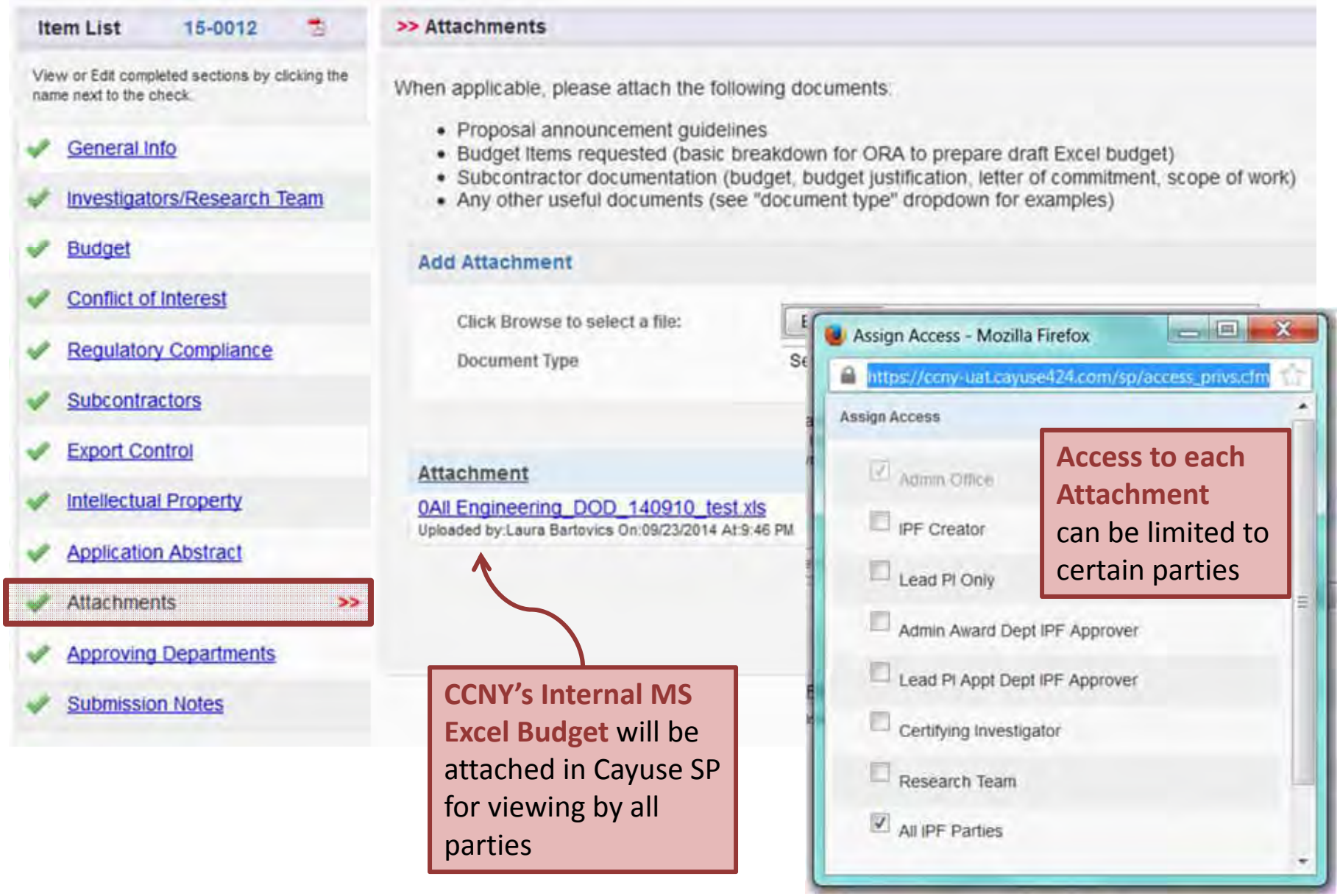


PIs will provide a DRAFT abstract for CHAIRS, DEANS and other approvers to gain an overview of the project before approval

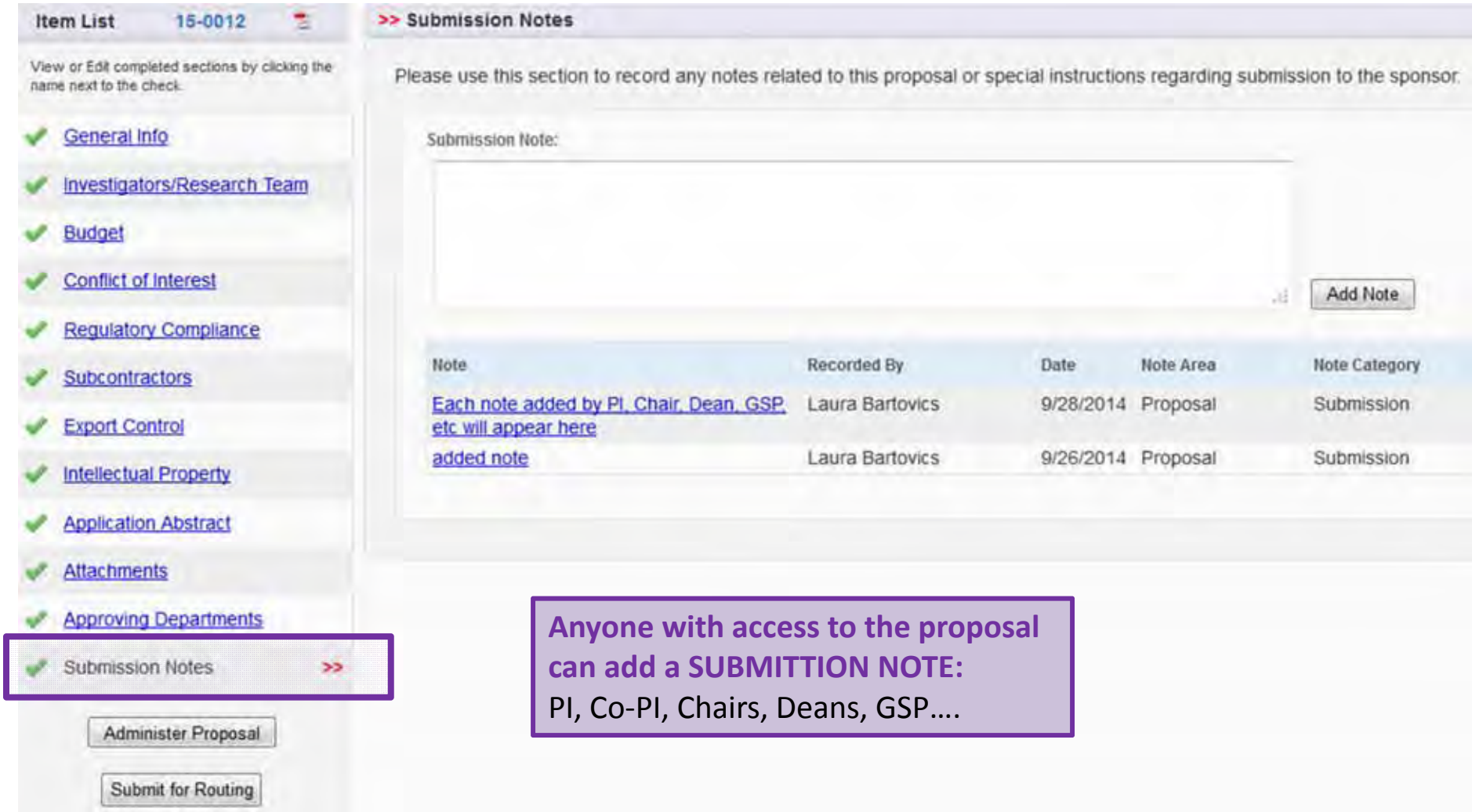
After]proposal submission, **GSP will add the final summary/abstract**

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**

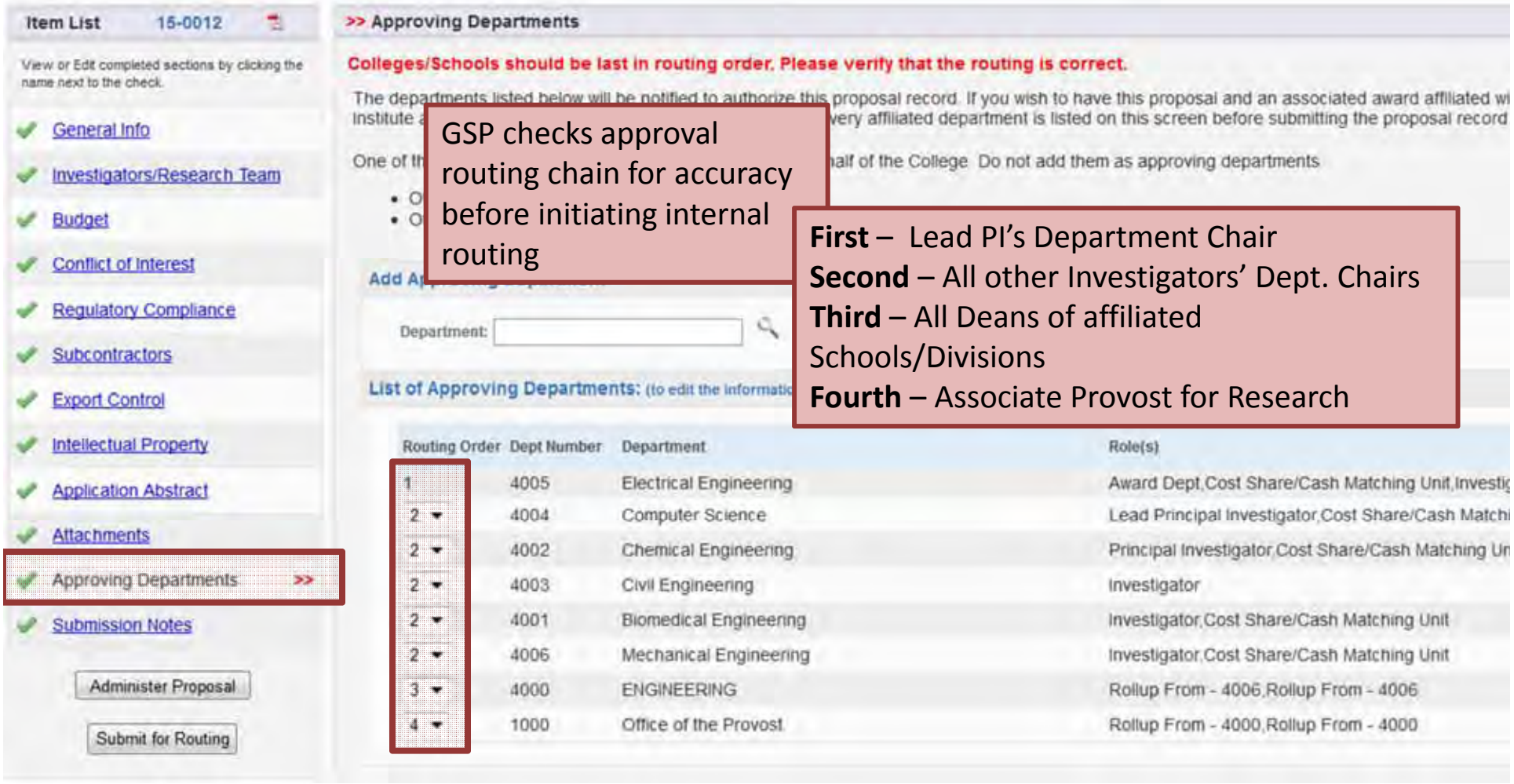


All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**



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**

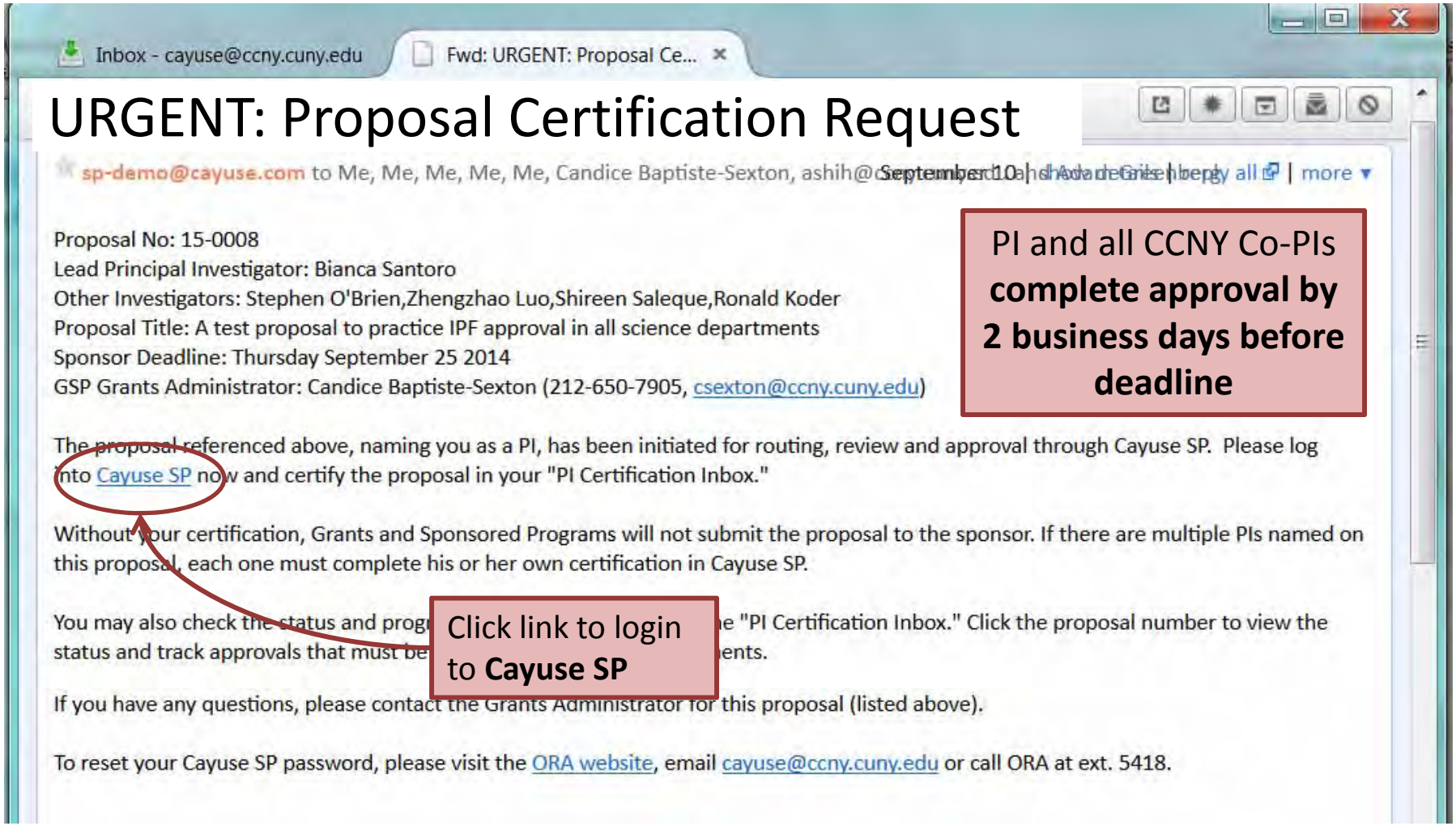


GSP checks approval routing chain for accuracy before initiating internal routing

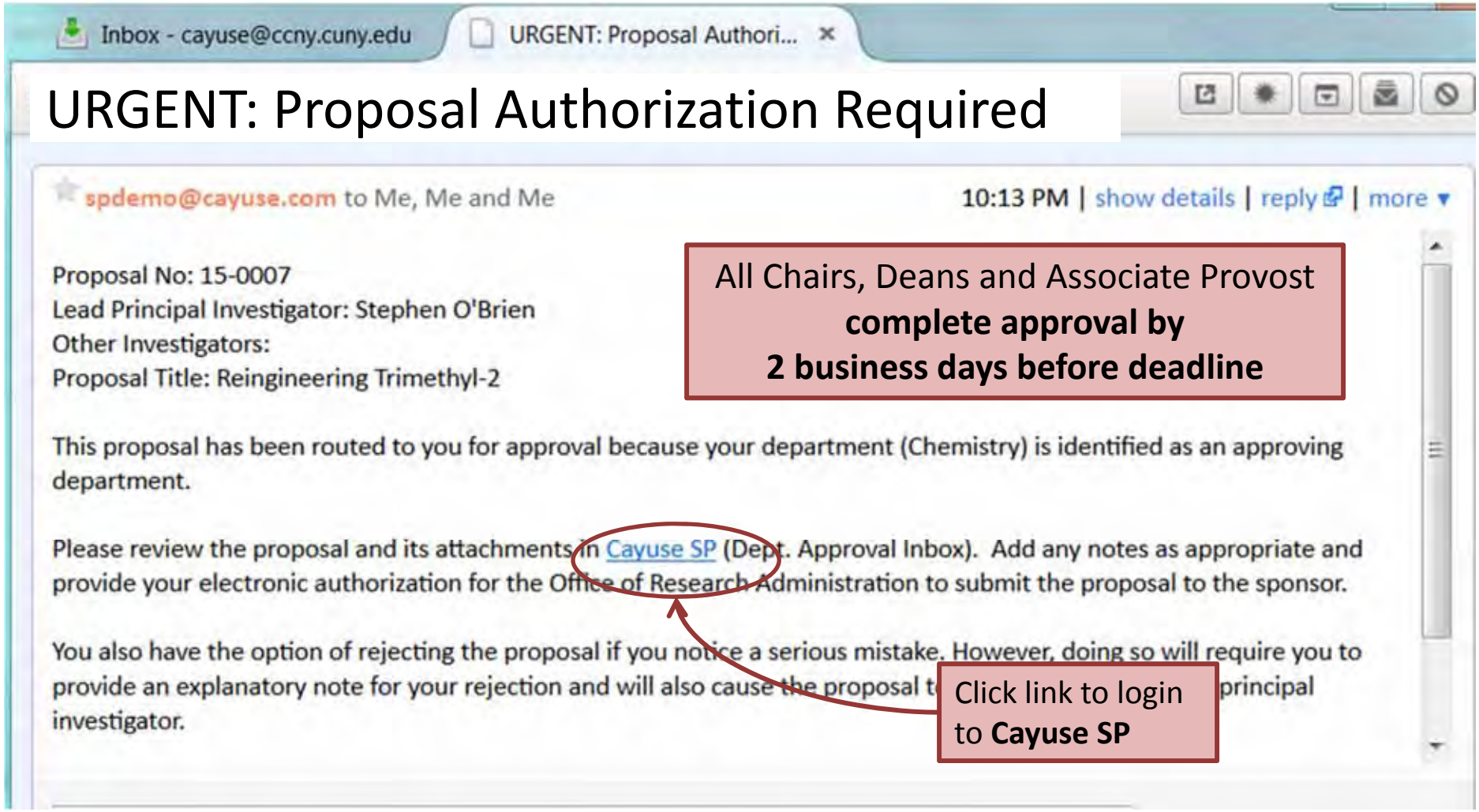
First – Lead PI's Department Chair
Second – All other Investigators' Dept. Chairs
Third – All Deans of affiliated Schools/Divisions
Fourth – Associate Provost for Research

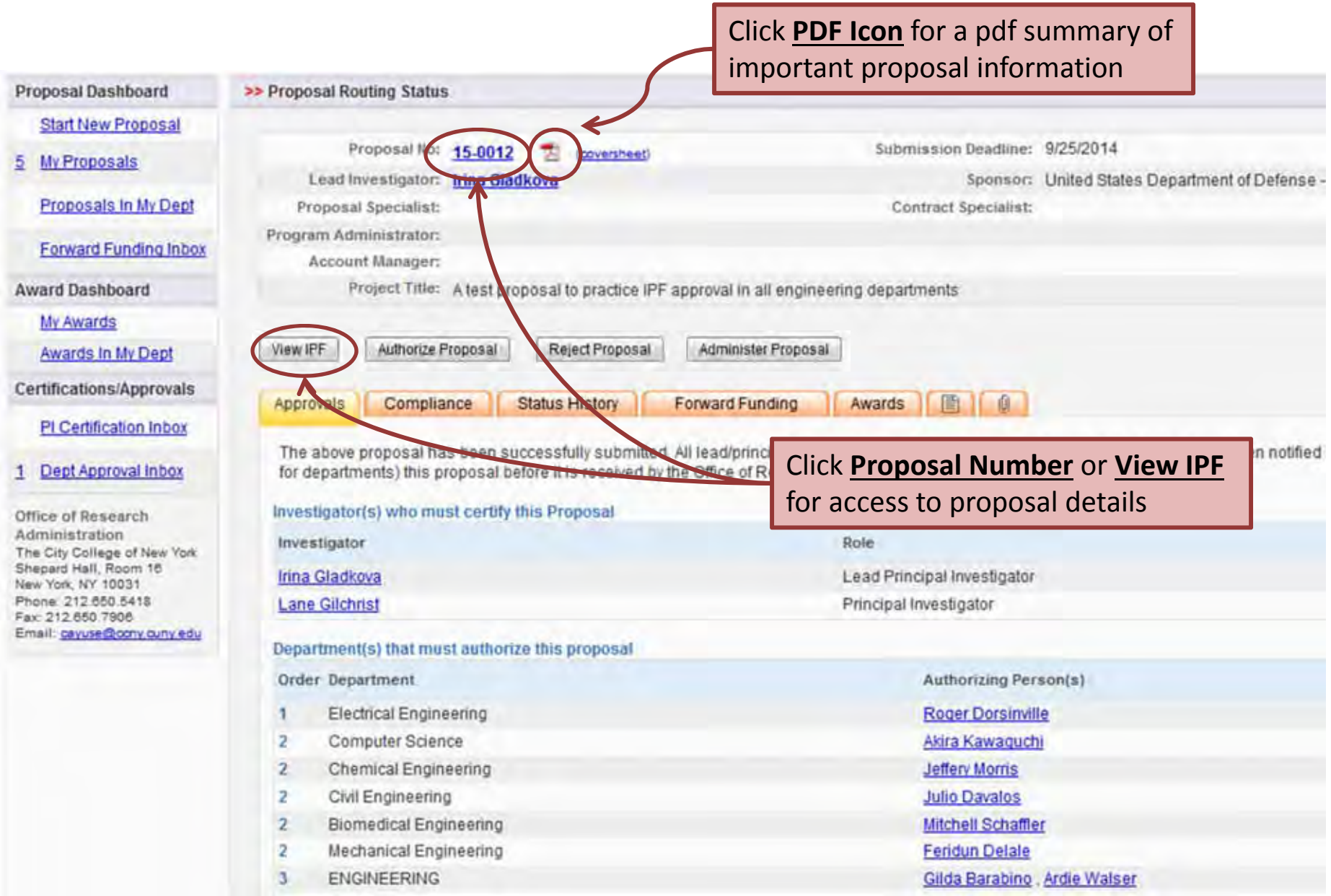
Grants Administrator initiates internal routing
5 business days (1 week) before deadline

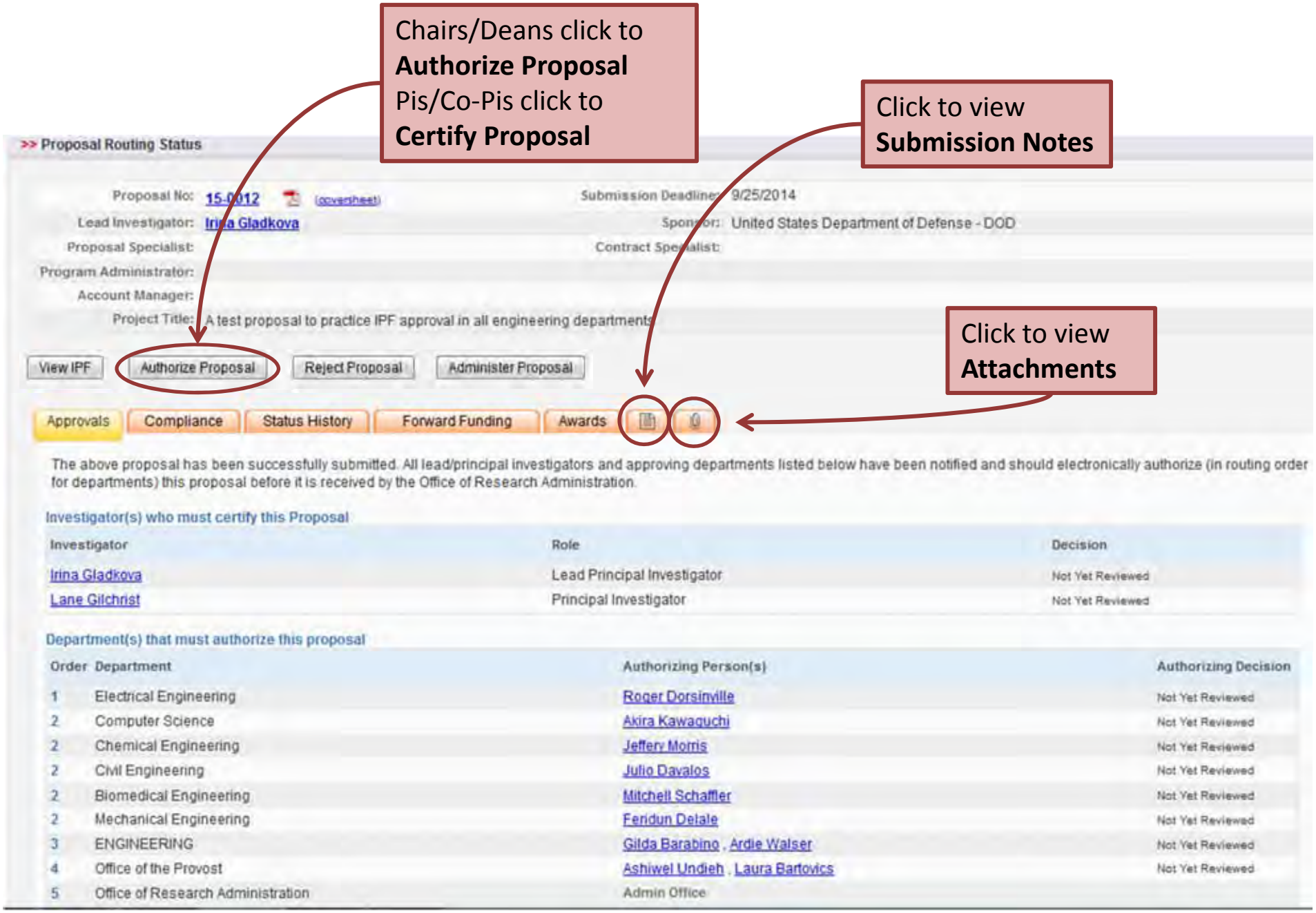
Email to PI and All Investigators



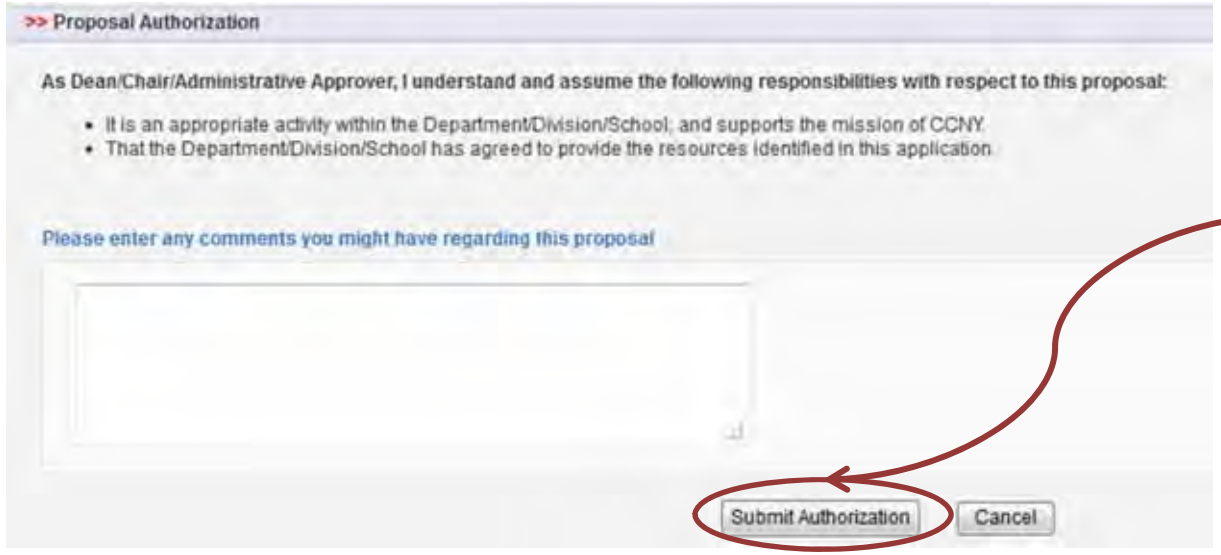
Notification Email Chairs and Deans



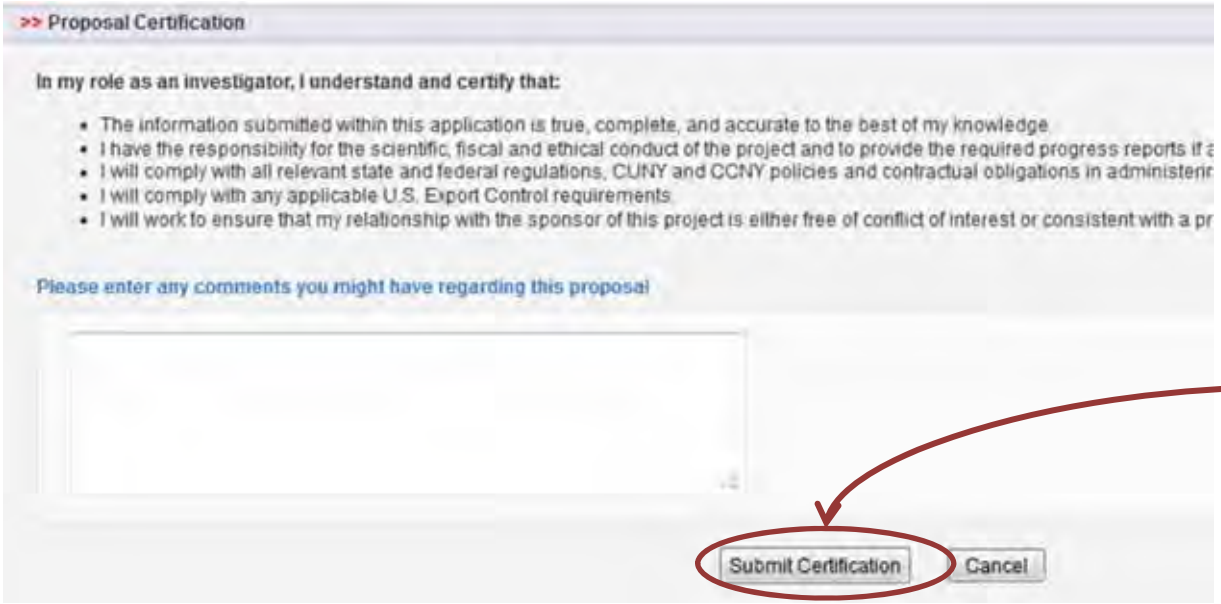

Click **PDF Icon** for a pdf summary of important proposal information
Click **Proposal Number** or **View IPF** for access to proposal details
Proposal Dashboard
Start New Proposal
5 My Proposals
Proposals In My Dept
Forward Funding Inbox
Award Dashboard
My Awards
Awards In My Dept
Certifications/Approvals
PI Certification Inbox
1 Dept Approval Inbox
Office of Research Administration
The City College of New York
Shepard Hall, Room 16
New York, NY 10031
Phone: 212.650.5418
Fax: 212.650.7906
Email: cayuse@ccny.cuny.edu
>> Proposal Routing Status
Proposal No: 15-0012 (coversheet)
Submission Deadline: 9/25/2014
Lead Investigator: Irina Gladkova
Sponsor: United States Department of Defense -
Proposal Specialist:
Contract Specialist:
Program Administrator:
Account Manager:
Project Title: A test proposal to practice IPF approval in all engineering departments
View IPF
Authorize Proposal
Reject Proposal
Administer Proposal
Approvals
Compliance
Status History
Forward Funding
Awards
Investigator(s) who must certify this Proposal
Investigator
Role
Irina Gladkova
Lead Principal Investigator
Lane Gilchrist
Principal Investigator
Department(s) that must authorize this proposal
Order
Department
Authorizing Person(s)
1 Electrical Engineering Roger Dorsinville
2 Computer Science Akira Kawaguchi
2 Chemical Engineering Jeffery Morris
2 Civil Engineering Julio Davalos
2 Biomedical Engineering Mitchell Schaffler
2 Mechanical Engineering Feridun Delale
3 ENGINEERING Gilda Barabino , Ardie Walser


Chairs/Deans click to
Authorize Proposal
Pis/Co-Pis click to
Certify Proposal
Click to view
Submission Notes
Click to view
Attachments
>> Proposal Routing Status
Proposal No: 15-0012 (coversheet)
Submission Deadline: 9/25/2014
Lead Investigator: Irina Gladkova
Sponsor: United States Department of Defense - DOD
Proposal Specialist:
Contract Specialist:
Program Administrator:
Account Manager:
Project Title: A test proposal to practice IPF approval in all engineering departments
View IPF
Authorize Proposal
Reject Proposal
Administer Proposal
Approvals
Compliance
Status History
Forward Funding
Awards
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
Investigator
Role
Decision
Irina Gladkova
Lead Principal Investigator
Not Yet Reviewed
Lane Gilchrist
Principal Investigator
Not Yet Reviewed
Department(s) that must authorize this proposal
Order
Department
Authorizing Person(s)
Authorizing Decision
1 Electrical Engineering Roger Dorsinville Not Yet Reviewed
2 Computer Science Akira Kawaguchi Not Yet Reviewed
2 Chemical Engineering Jeffery Morris Not Yet Reviewed
2 Civil Engineering Julio Davalos Not Yet Reviewed
2 Biomedical Engineering Mitchell Schaffler Not Yet Reviewed
2 Mechanical Engineering Feridun Delale Not Yet Reviewed
3 ENGINEERING Gilda Barabino , Ardie Walser Not Yet Reviewed
4 Office of the Provost Ashiwel Undieh , Laura Bartovics Not Yet Reviewed
5 Office of Research Administration Admin Office

All Approvals and Certifications are **complete 2 business days before deadline**

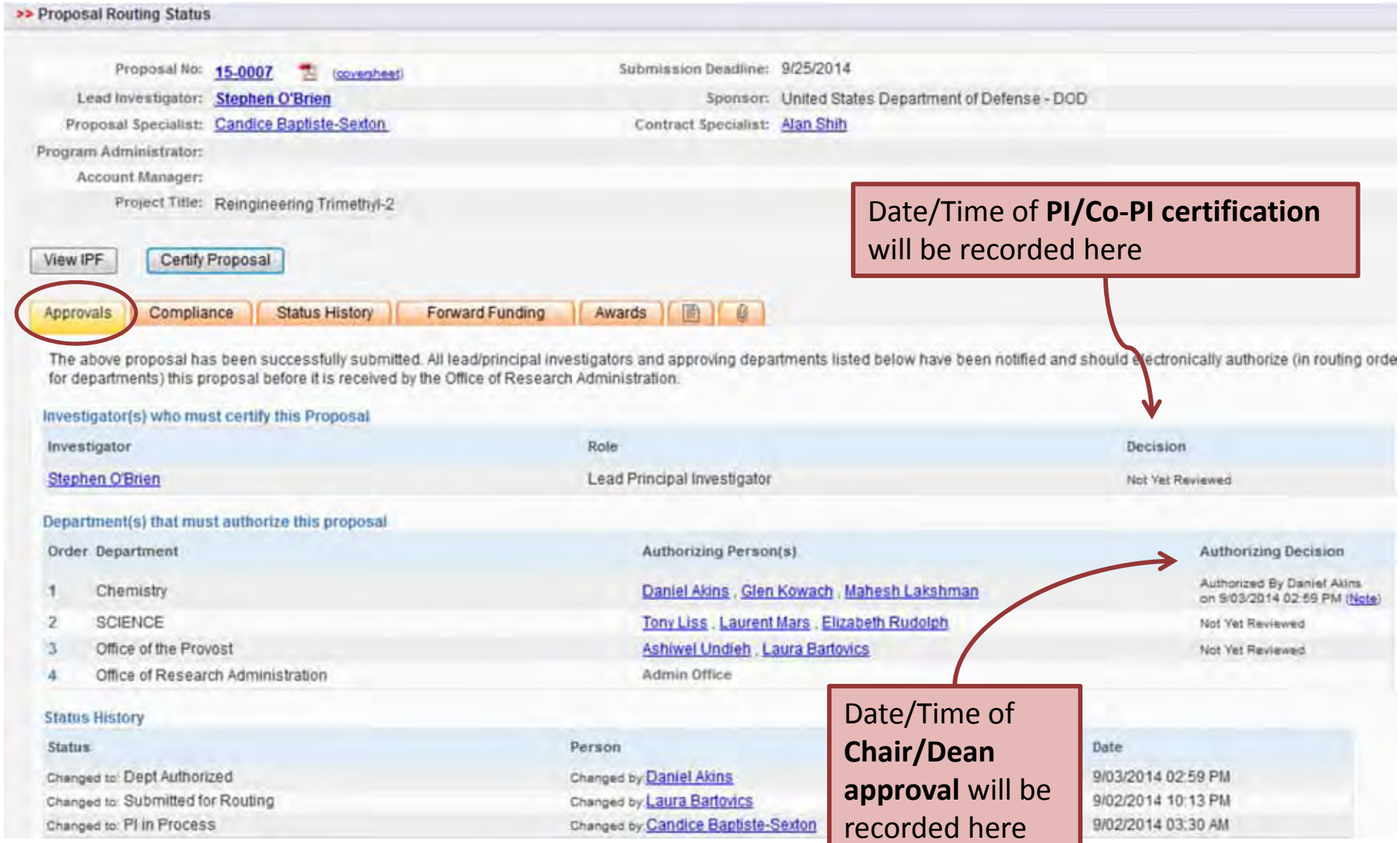


Chairs/Deans click to **Authorize proposal**



Pis/Co-Pis click to **Certify proposal**

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, agreenberg, 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)