

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

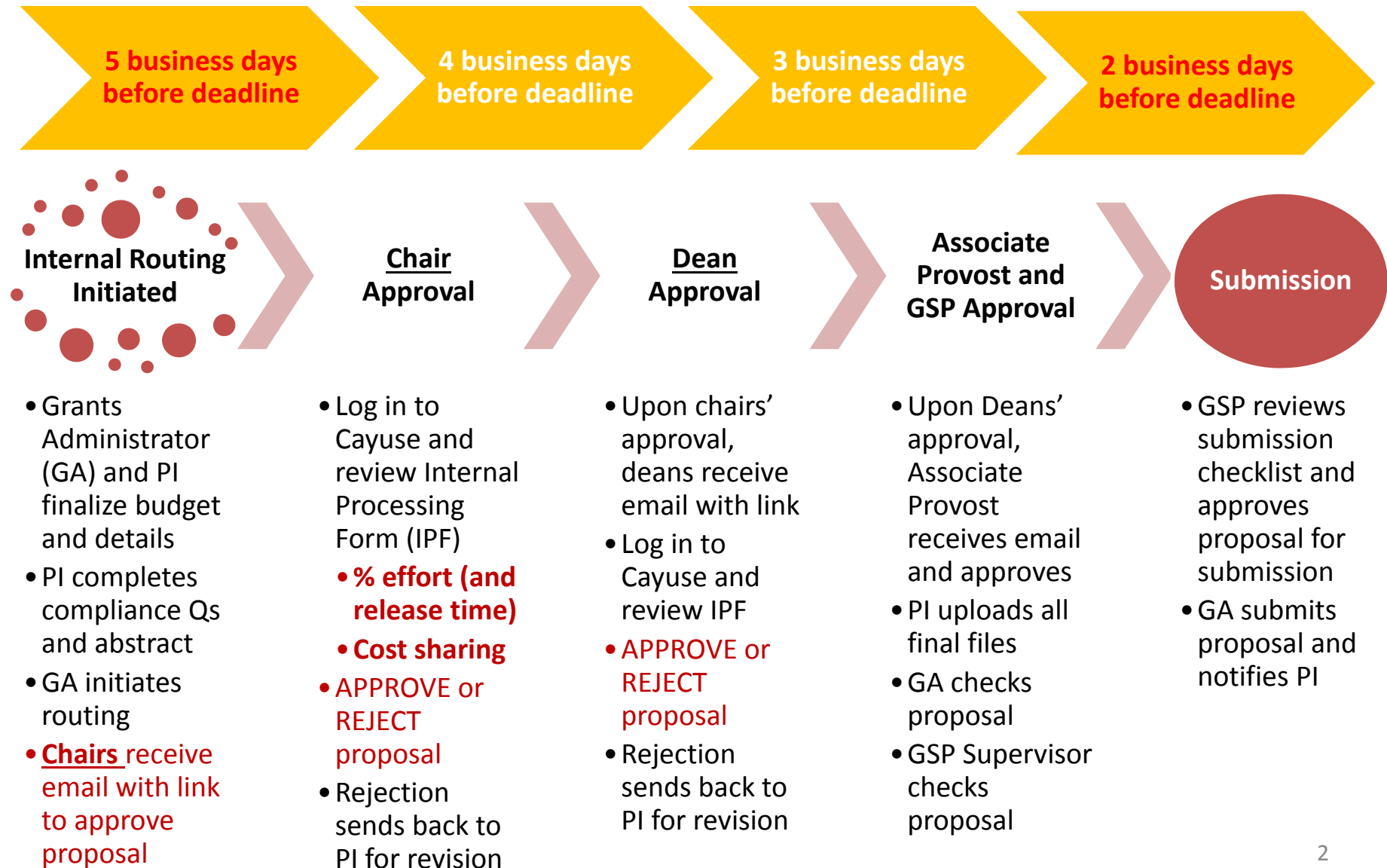
- Grants Administrator (GA) creates proposal in Cayuse SP
- PI completes compliance questions
- GA and PI finalize budget

- PI uploads proposal abstract
- PI certifies accuracy of proposal and budget
- GA submits proposal for internal routing and approval

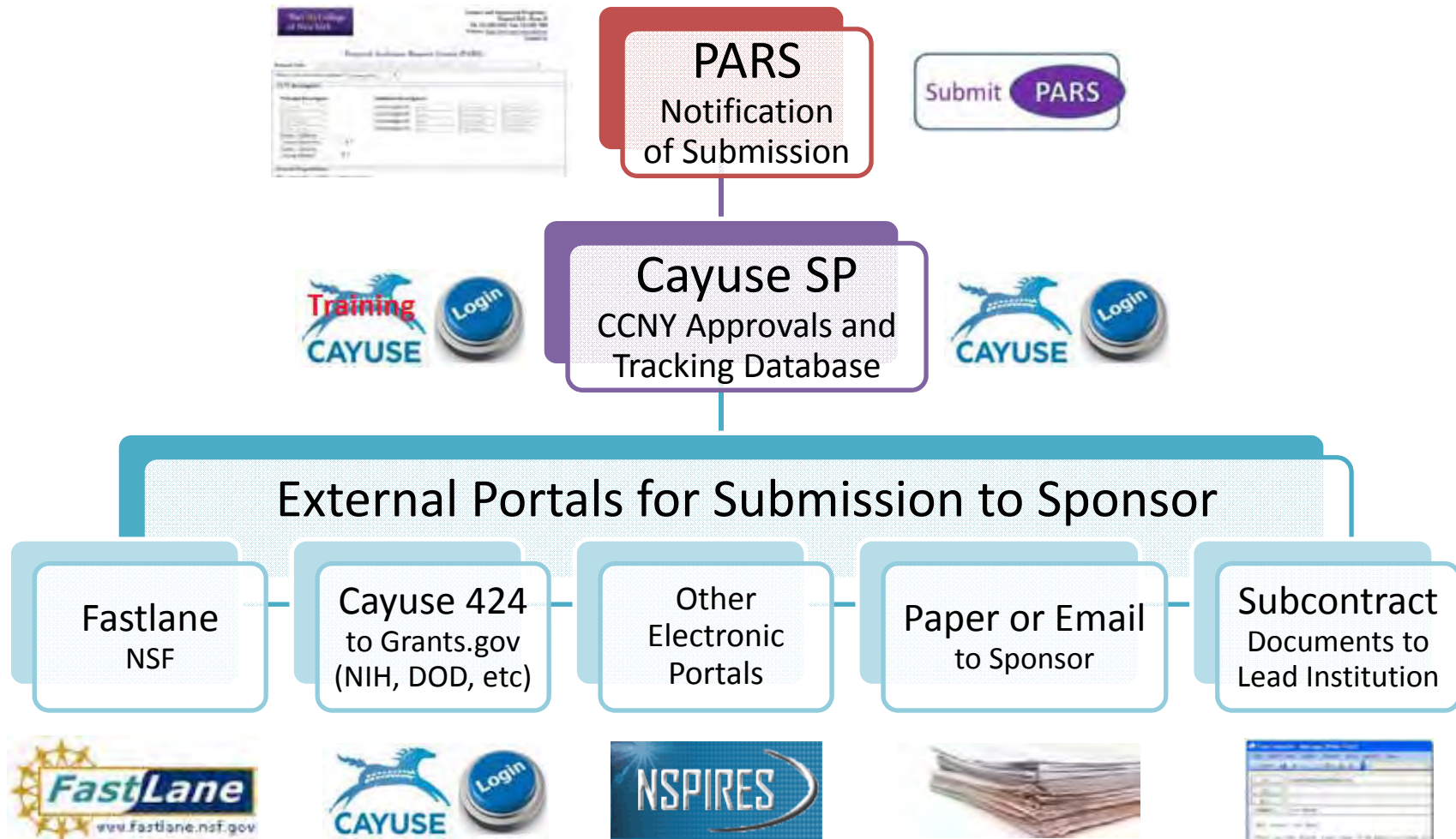
- Dept. Chairs, Deans and Associate Provost approve submission
- PI uploads all final proposal documents

- GSP reviews submission checklist and approves proposal for submission
- GA submits proposal and notifies PI

Internal Approval – last 5 days



E-Systems for Grants Management



Proposal Assistance Request System (PARS)

Proposal Title: *

What is your role on this proposal? * *

CCNY Investigators

Principal Investigator		Additional Investigators			
First Name *		Co-Investigator #1	Name	Email address	Phone Number
Last Name *		Co-Investigator #2	Name	Email address	Phone Number
Email Address *		Co-Investigator #3	Name	Email address	Phone Number
Phone Number *		Co-Investigator #4	Name	Email address	Phone Number
Primary Affiliation					
Choose Department *					
Centers / Institutes					
Choose Affiliation *					

External Organizations

Who is the lead? : ☐ CCNY ☐ Other Institution *

Are there any Subcontracts? : ☐ Yes ☐ No *

Information

Proposal	Budget
Funding Opportunity <input type="text" value="ex. PAR 14-045, DE-FOA-0001165, etc"/> * Sponsor <input type="text" value="Choose Sponsor"/> * Proposal Deadline <input type="text" value="mm/dd/yyyy"/> * Start Date <input type="text" value="mm/dd/yyyy"/> * Proposal Notes <div></div> Announcement <input type="button" value="Choose File"/> No file chosen Website <input type="text" value="Enter URL for the Announcement"/>	Cost Sharing? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown * Duration (years) <input type="text" value="Choose"/> * Budget Notes <div></div> Budget Detail <input type="button" value="Choose File"/> No file chosen

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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



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



CAYUSE

Research

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

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](#)

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

**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 proposal for submission - the Internal Processing Form
- Integrated record-keeping: PI and grant administrators have easy access to proposals and other documents, regardless of submission method (e.g., whether Fastlane for NIH)
- Better tracking and reporting: Tracking of proposal and award data is more robust, and 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 Interest
- Allocate % credit for PI and Co-PIs
- Complete Internal Processing Forms (IPF) to obtain approval from chair, dean and as

PIs will use the Award Dashboard to:

- view
- Request
- Down 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

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](#)


Office of Research Administration
The City College of New York
Shepard Hall, Room 16
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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 List15-0012

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 u 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: United States Department of D

General Proposal Information

* Short Project Name: All Engineering test proposal (internal r

* 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**

General Info

Investigators/Research Team >>

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Submit for Routing

- Individuals associated with this proposal have the appropriate roles
- Allocation of credit for PI and Co-Is
- Cost sharing information
- Additional resources required (personnel, space, equipment, etc.)

Common Research Team roles:
Lead Principal Investigator (aka "PI", "Contact PI" or "Project Director")
Principal Investigator (aka "co-PI", when Multiple PIs are allowed by the sponsor)
Investigator (aka "co-Investigator", when Multiple PIs are not allowed by the sponsor)

Common Proposal Assistant roles:
Proposal Editor (assists with a proposal, but not necessarily with an awarded project)
Technical Staff (aka Research Associate)
Administrative Assistant

****NOTE: The sum of allocated credit on this proposal is currently 0%.****

Add Personnel Information

* Last Name:

* First Name:

Phone:

Email:

* Person Months:

* Dept:

* Role:

* Sponsored Effort %:

Cost Shared Effort %:

Allocation of Credit %:

Save Personnel

List of Personnel:

Person	Dept	Role	Sponsored Effort %	Cost Shared Effort %	% Effort Total	Person Months
Irina Gladkova	Computer Science	Lead Principal Investigator	7.5%	7.5%	15%	1.5
Lane Gilchrist	Chemical Engineering	Principal Investigator	5%	5%	10%	1
Vasil Diyamandoglu	Civil Engineering	Investigator	5%	0%	5%	0.5
Sihong Wang	Biomedical Engineering	Investigator	5%	0%	5%	0.5

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

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

Combined academic year and summer

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

The screenshot displays the CAYUSE SP system interface. On the left, a sidebar lists various sections with green checkmarks indicating completion: General Info, Investigators/Research Team, Budget (highlighted with a red box and a red arrow pointing to the 'Cost Sharing' tab), Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, Intellectual Property, Application Abstract, Attachments, Approving Departments, and Submission Notes. The main content area shows the 'Cost Sharing' tab, which includes a 'Cost Sharing Commitment' section with radio buttons for 'Yes' (selected) and 'No'. Below this, it asks to 'Check the appropriate cost sharing/cash matching type(s)'. The 'Agency Mandated' option is selected with a checkmark, and its amount is set to \$50,000. The 'Voluntary' option is unselected. Under 'Please check all that apply', 'F&A' and 'Cash Matching' are checked, while 'In-Kind' and 'Salary Cap' are not. A comment field contains the text '\$25k equipment, plus %effort for Gladkova and Gilchrist'. At the bottom, there is a table titled 'Add Cost Sharing Unit' with columns for Department, Amount, Account, and a 'Remove' link for each row.

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

Department	Amount	Account	
Electrical Engineering	\$25,000.00	TBD	Remove
Computer Science	\$10,000.00	TBD	Remove
Chemical Engineering	\$5,000.00	TBD	Remove
Biomedical Engineering	\$5,000.00	TBD	Remove
Mechanical Engineering	\$5,000.00	TBD	Remove

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

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](#)

>> Conflict of Interest

For details on CUNY's Conflicts of Interest policy, visit <http://www.cuny.edu/ora/financial-conflict-of-interest.cfm>.

* Indicates Required Fields

1. Currently or during the term of this research project, does any member of the research team or his/her family member:

- * a. A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with the sponsor?
☐ Yes ☒ No
- * b. A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with an entity that has developed or is developing technology studied in this project?
☐ Yes ☒ No
- * c. A board membership of any kind or an executive position (paid or unpaid) with the sponsor of this study or with an entity that has developed or is developing a process or technology studied in this project?
☐ Yes ☒ No
- * d. A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with the subcontractor?
☐ Yes ☒ No

* 2. Has the University or has a University-related foundation received a cash or in-kind gift from the Sponsor of this study?
☐ Yes ☒ No

* 3. Has the University or has a University-related foundation received a cash or in-kind gift for the use or benefit of any member of the research team or his/her family member to right to commercialize a product, process or technology studied in this project?
☐ Yes ☒ No

[Save](#) [Reset](#)

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

[General Info](#)

[Investigators/Research Team](#)

[Budget](#)

[Conflict of Interest](#)

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Administer Proposal

Submit for Routing

Human Subjects: Research Compliance Office, 212.650.7902 or IRB@ccny.cuny.edu

Animal Subjects: Research Compliance Office, 212.650.7902 or IACUC@ccny.cuny.edu

Research Materials: Environmental Health & Safety Office, 212.650.5085 or rbelgrave@ccny.cuny.edu

* Indicates Required Fields

Human Subjects

* Does this research involve **HUMAN SUBJECTS**?

☒ Yes ☐ No

* Has your research team submitted an application for IRB approval?

☐ Yes ☒ No

* Please indicate your reason for not submitting an IRB application:

☒ Not required at proposal submission (JIT)

☐ Submission is pending

Animal Subjects

* Does this research involve **ANIMAL SUBJECTS**?

☐ Yes ☒ No

Research Materials

Does the proposal involve research with any of the following?: (please check all that apply)

☒ Radioactive Materials

☐ Potential Biological Hazards (viruses, recombinant DNA, etc...)

☐ Chemical Hazards (poisons, explosives, reagents, flammables, carcinogens, etc...)

☐ Does this study involve the use of materials provided by the sponsor or any other party?

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

Item List 15-0012

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- ✓ [General Info](#)
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[Administer Proposal](#)

[Submit for Routing](#)

>> Subcontractors

Pls: Please be sure that all Subcontractors are listed below. The following items must also be provided in the Attachments section:

1. Statement of Work
2. Budget
3. Budget Justification
4. Letter from subcontractor signed by an authorized official of the proposed subcontractor

NOTE: If no subcontracts are proposed, please click the "No Subcontractors" button to complete this section.

Add Subcontractor

Subcontractor:

[Add Subcontractor](#)

List of Subcontractors: (to edit the list, remove the entry and re-select)

There are no subcontractors added to the proposal

[Reset](#)

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

Item List 15-0012

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- ✓ [General Info](#)
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- ✓ [Export Control](#) >>
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>> Export Control

For details on CUNY's Export Control Policy, visit www.cuny.edu/research/compliance/Export-Control.html

* Indicates Required Fields

* 1) Have you signed or been asked to sign a DoD Form 2345 "Militarily Critical Technical Data"?

☐ Yes ☒ No

* 2) Is this research subject to Export Control regulations?

☐ Yes ☒ No

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

Item List15-0012

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](#)

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Administer Proposal

Submit for Routing

>> Intellectual Property

For more information on CUNY's Intellectual Property Policies, please visit the CUNY Technology Commercialization O

* Indicates Required Fields

*Have you disclosed any of this research to the Intellectual Property Office?
☐ Yes ☒ No

If yes, please enter the title or institutional identifier:

Maximum number of characters is 1000.

If you have not disclosed any of this research, do you think this research has the potential for a patent?
☒ Yes ☐ No

*Does the research in this proposal involve any filed patents?
☐ Yes ☒ No

*Does the research in this proposal involve any issued patents?
☐ Yes ☒ No

*Will this research use any materials obtained from a third party under a transfer agreement granting ownership rig
☐ Yes ☒ No

*Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a com
☐ Yes ☒ No

*Is this proposal an SBIR (Small Business Innovative Research Program)?

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

Item List 15-0012

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- General Info
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Administer Proposal

Submit for Routing

>> Application Abstract

* Indicates Required Fields

This abstract will be used by administrators to automatically mine for searchable keywords.

* I give permission for CCNY administrators to use my abstract for research purposes.

☒ Yes ☐ No

* Abstract

The purpose of this proposal is to conduct a pilot study on the effect of body mass on craniofacial geometry using computational geometry theories combined with forensic facial reconstruction and sculpture techniques. A computer algorithm will be created that allows users to input skull geometry data and a set of parameter values in order to produce an approximated facial surface. This proposal idea stemmed from the concept of forensic facial reconstruction, which is a branch of forensic sciences that focused on reconstructing facial appearance from skull remains of a crime victim or a historical figure. Skull geometry is reconstructed from 3D image scan data, and the same algorithm can be applied to approximate the facial geometry of a living person. This provides a good avenue to fine tune and to validate the computational approach. While facial appearance differs between individuals...

* Is this abstract a draft, or is it the final version?

Draft

Save Reset

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**

The screenshot displays the CAYUSE SP interface. On the left, a sidebar titled 'Item List' for '15-0012' shows a list of sections with green checkmarks indicating completion. The 'Attachments' section is highlighted with a red box. The main area, titled '>> Attachments', contains instructions on what documents to attach and a list of existing attachments. A red arrow points from a text box to the 'QAAll Engineering_DOD_140910_test.xls' attachment. A second red box highlights the 'Assign Access' dialog, which allows limiting access to specific parties.

Item List 15-0012

View or Edit completed sections by clicking the name next to the check.

- ✓ [General Info](#)
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>> Attachments

When applicable, please attach the following documents:

- Proposal announcement guidelines
- Budget Items requested (basic breakdown for ORA to prepare draft Excel budget)
- Subcontractor documentation (budget, budget justification, letter of commitment, scope of work)
- Any other useful documents (see "document type" dropdown for examples)

Add Attachment

Click Browse to select a file:

Document Type

Attachment

[QAAll Engineering_DOD_140910_test.xls](#)
Uploaded by: Laura Bartovics On: 09/23/2014 At: 9:46 PM

Assign Access - Mozilla Firefox

https://ccny-uat.cayuse424.com/sp/access_privs.cfm

Assign Access

- ☒ Admin Office
- ☐ IPF Creator
- ☐ Lead PI Only
- ☐ Admin Award Dept IPF Approver
- ☐ Lead PI Appt Dept IPF Approver
- ☐ Certifying Investigator
- ☐ Research Team
- ☒ All IPF Parties

Access to each Attachment can be limited to certain parties

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

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

Item List15-0012

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General Info

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Approving Departments

Submission Notes

Administer Proposal

Submit for Routing

>> Submission Notes

Please use this section to record any notes related to this proposal or special instructions regarding submission to the sponsor.

Submission Note:

Add Note

Note	Recorded By	Date	Note Area	Note Category
Each note added by PI, Chair, Dean, GSP etc will appear here	Laura Bartovics	9/28/2014	Proposal	Submission
added note	Laura Bartovics	9/26/2014	Proposal	Submission

Anyone with access to the proposal can add a SUBMISSION NOTE:
PI, Co-PI, Chairs, Deans, GSP....

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

Item List 15-0012

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- Approving Departments**
- Submission Notes

Administer Proposal

Submit for Routing

>> Approving Departments

Colleges/Schools should be last in routing order. Please verify that the routing is correct.

The departments listed below will be notified to authorize this proposal record. If you wish to have this proposal and an associated award affiliated with your institution, every affiliated department is listed on this screen before submitting the proposal record.

One of the departments listed below is the department of the Lead Principal Investigator. Do not add them as approving departments.

Add Approving Department

Department:

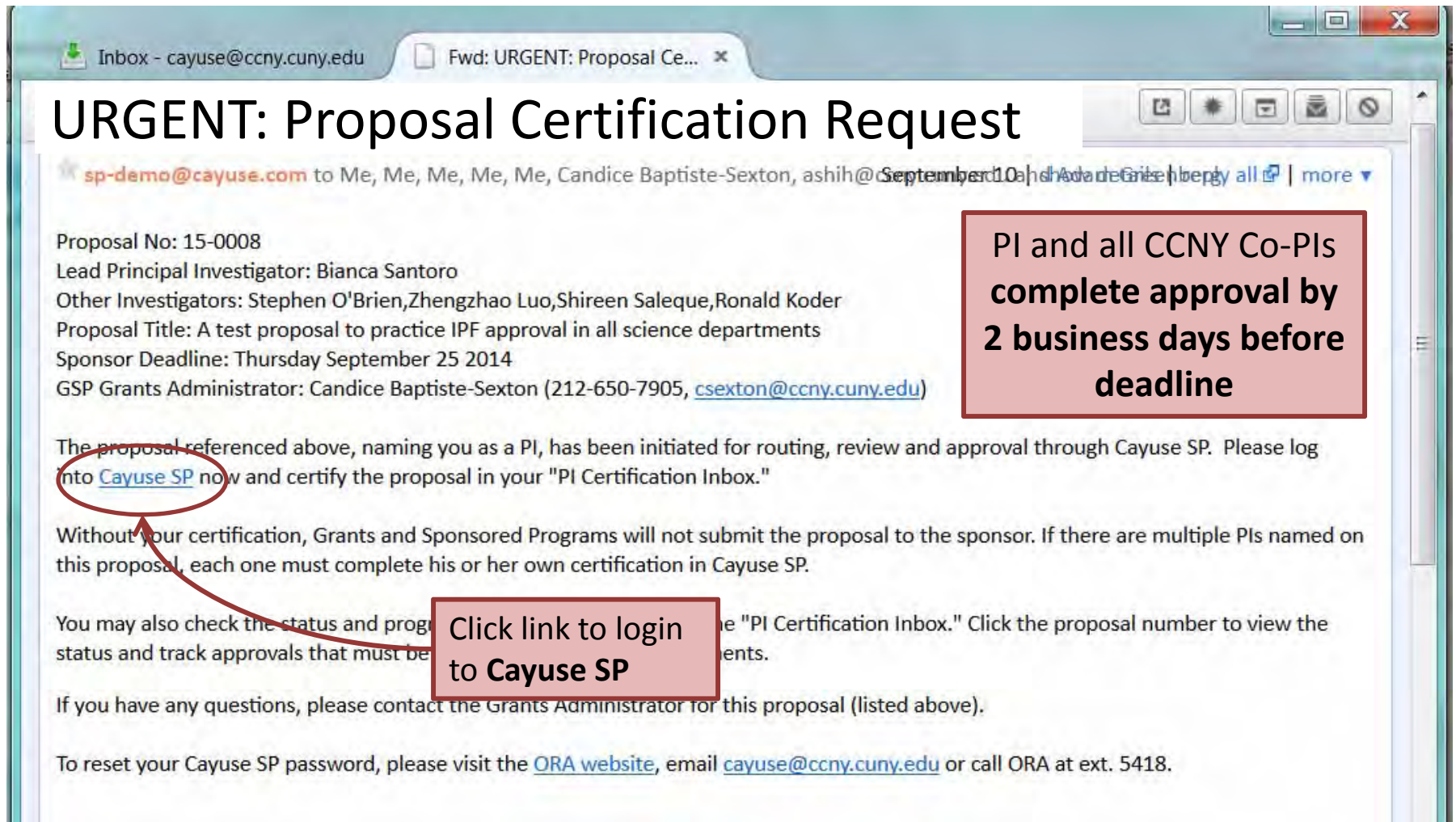
List of Approving Departments: (to edit the information)

Routing Order	Dept Number	Department	Role(s)
1	4005	Electrical Engineering	Award Dept, Cost Share/Cash Matching Unit, Investigator
2	4004	Computer Science	Lead Principal Investigator, Cost Share/Cash Matching Unit
2	4002	Chemical Engineering	Principal Investigator, Cost Share/Cash Matching Unit
2	4003	Civil Engineering	Investigator
2	4001	Biomedical Engineering	Investigator, Cost Share/Cash Matching Unit
2	4006	Mechanical Engineering	Investigator, Cost Share/Cash Matching Unit
3	4000	ENGINEERING	Rollup From - 4006, Rollup From - 4006
4	1000	Office of the Provost	Rollup From - 4000, Rollup From - 4000

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

Inbox - cayuse@ccny.cuny.edu URGENT: Proposal Authori... x

URGENT: Proposal Authorization Required

★ spdemo@cayuse.com to Me, Me and Me 10:13 PM | [show details](#) | [reply](#) | [more](#) ▼

Proposal No: 15-0007
Lead Principal Investigator: Stephen O'Brien
Other Investigators:
Proposal Title: Reengineering Trimethyl-2

This proposal has been routed to you for approval because your department (Chemistry) is identified as an approving department.

Please review the proposal and its attachments in [Cayuse SP](#) (Dept. Approval Inbox). Add any notes as appropriate and provide your electronic authorization for the Office of Research Administration to submit the proposal to the sponsor.

You also have the option of rejecting the proposal if you notice a serious mistake. However, doing so will require you to provide an explanatory note for your rejection and will also cause the proposal to be rejected.

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

Click link to login to Cayuse SP

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: 212.650.7908
Email: ca@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](#)  

The above proposal has been successfully submitted. All lead/principal investigators (and their departments) this proposal before it is received by the Office of Research Administration.

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

Click **PDF Icon** for a pdf summary of important proposal information


Click **Proposal Number** or **View IPF** for access to proposal details

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](#)  [\(overheat\)](#) 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	Ashiwei Undieh , Laura Bartovics	Not Yet Reviewed
5	Office of Research Administration	Admin Office	

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

>> Proposal Authorization

As Dean/Chair/Administrative Approver, I understand and assume the following responsibilities with respect to this proposal:

- It is an appropriate activity within the Department/Division/School, and supports the mission of CCNY.
- That the Department/Division/School has agreed to provide the resources identified in this application.

Please enter any comments you might have regarding this proposal

Chairs/Deans
click to
**Authorize
proposal**

>> Proposal Certification

In my role as an investigator, I understand and certify that:

- The information submitted within this application is true, complete, and accurate to the best of my knowledge.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if a
- I will comply with all relevant state and federal regulations, CUNY and CCNY policies and contractual obligations in administering
- I will comply with any applicable U.S. Export Control requirements.
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a pr

Please enter any comments you might have regarding this proposal

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

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

>> Proposal Routing Status

Proposal No: [15-0007](#) (cover sheet) Submission Deadline: 9/25/2014

Lead Investigator: [Stephen O'Brien](#) Sponsor: United States Department of Defense - DOD

Proposal Specialist: [Candice Baptiste-Sexton](#) Contract Specialist: [Alan Shih](#)

Program Administrator:

Account Manager:

Project Title: Reengineering Trimethyl-2

[View IPF](#) [Certify 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
Stephen O'Brien	Lead Principal Investigator	Not Yet Reviewed

Department(s) that must authorize this proposal

Order	Department	Authorizing Person(s)	Authorizing Decision
1	Chemistry	Daniel Akins , Glen Kowach , Mahesh Lakshman	Authorized By Daniel Akins on 9/03/2014 02:59 PM (Note)
2	SCIENCE	Tony Liss , Laurent Mars , Elizabeth Rudolph	Not Yet Reviewed
3	Office of the Provost	Ashiwei Undieh , Laura Bartovics	Not Yet Reviewed
4	Office of Research Administration	Admin Office	

Status History

Status	Person	Date
Changed to: Dept Authorized	Changed by Daniel Akins	9/03/2014 02:59 PM
Changed to: Submitted for Routing	Changed by Laura Bartovics	9/02/2014 10:13 PM
Changed to: PI in Process	Changed by Candice Baptiste-Sexton	9/02/2014 03:30 AM

Date/Time of **PI/Co-PI** certification will be recorded here

Date/Time of **Chair/Dean** approval will be recorded here

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)