Review the application package for eligibility.

1. SF 424 R&R application form will be eligible for PI submit.
2. Applications for Federal Assistance SF-424 that meet the criteria below **will not** be eligible for PI submit.
   - All application components are uploaded as one complete packet. A separate field is not identified for uploading the budget justification.
   - All application components are uploaded as separate documents utilizing the 'other attachments' form page. A separate field is not identified for uploading the budget justification.

Routing the Proposal to OSPA for Review/Approval:

Cayuse features a ROUTING CHAIN, which provides additional flexibility by enabling either OSPA or the PI to ultimately submit the final proposal.

Use of the routing chain enables the PI to route "administrative" portions of the proposal (data fields and budget related attachments) to OSPA for review, while still continuing to work on the "scientific" portions (project narrative, biosketches, etc.) over the last days leading up to the deadline. OSPA can then approve the proposal for submission within the routing chain, which will ultimately allow the PI to submit the final proposal to the sponsor at their convenience.

Prior to routing, be sure that all form data is entered, and the budget justification is uploaded, as these portions "lock down" and can no longer be edited after routing.

Cayuse Administrative Lockdown

Administrative Lockdown is not an actual feature per se in Cayuse; it is, however, what occurs when the PI approves the application under the routing and approval section. This action by the PI locks down the application components, the budget and budget justification. The PI will still be able to attach the project narrative and other required documents.

Please note that the 'PHS Human Subjects and Clinical Trials Information' will need to be completed prior to the PI approval of the application as this is considered part of the application components.

We should note that there are some applications that are not eligible for PI submission. These consist of a single attachment that contains the budget, budget justification and all required documents as one uploaded file.

To Route the Proposal:

Click the "Routing & Approval" link. Check the routing chain and edit as needed; it must always begin with the PI and end with your OSPA Research Administrator. You must inform your Research Administrator that a proposal is coming to allow sufficient time for review.

Once the routing chain is initiated, OSPA will retrieve and review the proposal, work with the investigator through any corrections needed and will ultimately approve the proposal for submission. At that point, any remaining file attachments can be uploaded, and the proposal can be submitted at any time up until the deadline.

Keep in mind that OSPA staff is available to submit during normal business hours only (M-F 8am-5pm), even though deadlines sometimes fall later in the evening or overnight. In such cases, investigators should plan to submit themselves if the proposal will not be finalized by close of business on the deadline day.

Submitting the Final Proposal:

To submit, click the "Electronic Submission" icon. It is highly recommended to "Validate Proposal" prior to submission, which runs one final check for errors. If any new errors are identified here, these should be resolved before proceeding with submission. "Errors" are usually terminal and must be corrected before a proposal can be successfully submitted. "Warnings" are potential problems that may or may not require attention. "Info" are items that Cayuse interprets as a potential issue, but do not necessarily link to a programmed system validation.

After clicking "Submit to Grants.gov," a pop-up window will appear and show the progress as the proposal is validated, assembled, and transmitted to the grants.gov server.

Ideally, the screen will deliver a "Success!" message and a grants.gov tracking number. The entire submission process may take anywhere from a few seconds to several minutes; please be patient.