

## Proposal Routing in SP

1. Proposal creator submits a complete proposal for routing in Cayuse SP.
  - I. A complete proposal must contain the items included on the complete proposal checklist.
  - II. A routed proposal will be assigned to a SPO representative and evaluated for completeness within one business day of receipt. The SPO representative will be listed as the Proposal Specialist. Any change to the assigned will be reflected in Cayuse immediately following the reassignment.
  - III. Incomplete proposals will result in the Cayuse SP proposal status being changed from Submitted for Routing to Reopened. Reopening the proposal will remove the proposal from the routing process. Once the required documents are uploaded, the proposal must be submitted for routing again. The resubmission date will be the date used to determine whether the proposal meets the required 5 days.
2. The routing list will be created by Cayuse SP. The list must contain the Dean for the PI and any Co-PI, if the PI and Co-PI are from different schools.
  - I. If the auto-generated list does not contain the required Dean's, they must be manually added by the proposal creator.
3. Submitting the proposal for routing moves the proposal from Unsubmitted to Departmental Routing in the Cayuse SP Proposal Administration screen.
4. Upon submission, a complete proposal follows three parallel processes:
  - I. The PI and Co-PI's must certify the proposal
  - II. SPO will review the proposal, within three business days of receipt, and provide feedback to the PI and the RDO or DRA assisting the PI with the proposal.
    - a. The proposal will only be reopened at this stage if one of the following issues is identified:
      - i. There is cost sharing discovered during the review or any other time between review and proposal submission
      - ii. There are human or animal subjects that are discovered during review or any other time between review and proposal submission
      - iii. There is a major commitment of space discovered during review or any other time between review and proposal submission
      - iv. There is a change in key personnel or the effort of key personnel rising to the level that the Dean should re-certify.
        1. In general, this must be a change that could impact the PI or Co-PI's ability to teach.
      - v. There is a conflict of interest discovered during review or any other time between review and proposal submission
    - III. The Dean or their designee can authorize the proposal.
  5. Upon authorization by the Dean, certification by the PI and Co-PI(s), and receipt of all required documentation updated with changes notated in the review, SPO will change the status of the proposal to proposal approved.
    - I. This change in status indicates that the proposal is ready for submission and will be submitted upon confirmation by the PI that they are ready to submit.

6. Once SPO receives confirmation from the PI that the proposal can be submitted, SPO will submit by whichever method is designated in the solicitation.
7. After submission, a copy of the full submitted proposal will be attached to the Cayuse SP record, assuming submission by SPO or receipt by SPO from the PI of the packet submitted by them, the proposal status will be changed to reflect the date the proposal was submitted, and the date submitted to sponsor will be populated with the date that the proposal was submitted.
  - I. These updates to the record will be made at the same time as submission of the proposal, when possible.
  - II. If the updates cannot be made at the same time as the proposal is submitted, the updates will be made within one business day of submission.