

Steps for Grant Processing Procedure

This is a standard procedure listing. Each grant may have some variability due to its unique nature that may alter or add to this list of steps.

1. Faculty member contacts ROBYN SEGLEM, Interim Associate Dean for Research, Internationalization, Innovation and Outreach (ADRIIO).
2. Appointment is set up to discuss the grant opportunity with the ROBYN, TRACY BERNER, the COE Grant Budget Specialist (GBS), and JENNIFER DODSON, the Dean's Office Support and Special Projects Coordinator (DOSSPC) and guidelines are located, downloaded, and reviewed by the PI, ROBYN, TRACY, & JENNIFER.
3. During the initial meeting, a general description of the grant opportunity is provided. Any limitations, the subject of course releases, technology needs, and criteria arising from the RFP are discussed with ROBYN, TRACY, & JENNIFER.
4. JENNIFER notifies RSP of the grant application
5. JENNIFER sets up a folder for the grant on the RSP server marked with the grantee's name and "00-0000" (since the Cayuse record is not yet created and no number is assigned)
6. *If the PI is a subawardee*, a letter to the sponsor's "RSP" contact is sent by JENNIFER requesting a listing of required materials and their due date. The PI is either copied on this letter or sent the information separately
7. *If the grant has any subawardees* (i.e., ISU is the sponsor), a letter is sent by JENNIFER to the subawardee(s) listing required materials and a due date for receiving them at ISU (usually at least two weeks prior)
8. Using iPeople, HR, and their department budget managers, a budget spreadsheet for the project is calculated with salary and fringe benefits by JENNIFER.
9. An e-mail requesting specific initial Cayuse-related information is sent by JENNIFER.
10. An initial timeline is created based on the grant's due date and on RSP internal policies by the PI and JENNIFER.
11. When "9" is returned to JENNIFER, an initial Cayuse record is created, and the PI is provided its number
12. The blank folder on the RSP server is updated with the Cayuse number by JENNIFER.
13. The relevant due dates are added to the Outlook calendar (RSP due date and Sponsor Due Date) by JENNIFER.

14. Any current questions from the PI are answered, and in some cases, exemplars provided by the PI, the ROBYN, TRACY, JENNIFER, & RSP.
15. JENNIFER completes grant documents and archives them in Cayuse.
16. If the submission is through a sponsor's website, an account is created and the materials developed for Cayuse are duplicated and SAVED in the sponsor's website, but NOT SUBMITTED, by JENNIFER.
17. These documents are reviewed with an empowered and critical eye and uploaded to Cayuse in turn by the PI, ROBYN, TRACY, & JENNIFER.
18. The Cayuse record is finally completed and then reviewed; corrections are made by JENNIFER with support from the rest of the team as needed.
19. A check is performed for the presence of all required documents by JENNIFER.
20. The Cayuse record is referred to RSP for final review by JENNIFER.
21. The finalized material in the sponsor's website is pdf'ed and added to the Cayuse record (if applicable) by JENNIFER
22. When review is completed and permission given, the Cayuse record is routed by JENNIFER.
23. After final routing and all approvals, preparations are made for submission of the actual grant submission