

Process and Procedures for Grant Submission Notification

1. Identification of grant
2. Notification via email to Associate Dean and Chair/Director of plan to write grant, due date, and tentative faculty/staff involvement
 - Submit general information into Cayuse immediately to get the process going and the notifications in place. This way all necessary parties are already in the feedback loop.
 - Notify Associate Dean and Chair/Director if grant submission will no longer take place
3. Request assistance where needed, providing sufficient time for information to be gathered
 - Schedule meeting with Associate Dean to set up timeline for data needs and information
 - Review RSP website for information and assistance available
4. At least one week prior to submission, notify Associate Dean and Chair/Director of progress of grant, provide drafts of grant proposal narrative, budget, and budget justification so that the process in Cayuse goes quicker and questions regarding the grant can be answered prior to final version submitted in Cayuse.
5. Keep Associate Dean and Chair/Director apprised of any changes in proposed timeline.
6. If attention is needed in Cayuse by Associate Dean and Chair/Director and they have not signed off on it, send an email letting them know that grant is ready for their approval in the Cayuse system.