RACE

RACE completes proposal development → The proposal is available for view in Cayuse → 1. Grants Admin reviews the proposal and begins routing Cayuse SP to key stakeholders → Route to approvers simultaneously

- 2.PI approves?
- 2.Key Personnel approves?
- 2.Dept. Chair approves?
- 2.Dept. Chair of Key Personnel approves?
- 2.Sr. Admin of PI approves?
- 2.Sr. Admin of KP approves?
- 2.If Cost Sharing, Academic Finance approves?

No   No

Work with PI to adjust proposal

Yes

ORA

Routed to ORA for approval → 3. Will review for accuracy and completion as well as necessary signatures → Submit to sponsor as soon as proposal is ready

Notes
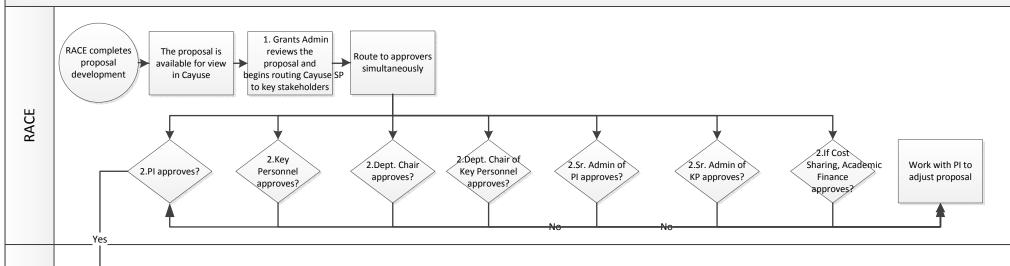
1. The routing process in Cayuse SP involves initiating the route and notifying each approver via email. It is the goal to make this completely electronic.

2. The RACE Grants Administrator will route the proposal to the following reviewers for their approval:

-PI

-Key Personnel

-Department Chair of PI and all Department Chairs of Key Personnel (for large departments like the Department of Medicine, authority may like with the division leader)

- Senior Administrator for PI and all Senior Administrators for Key Personnel

-Academic Finance if cost sharing is identified in the budget

Each approver can either approve or deny the proposal. If any approver rejects the proposal, the RACE Grants Administrator will work with the PI to make the necessary updates.

3. If errors are present, proposal is sent back to RACE for updates.