

- PI notifies via PARS (Proposal Assistance Request System)
- GSP reviews sponsor's guidelines
- PI provides tentative budget

- Grants Administrator (GA) creates proposal in Cayuse SP
- PI completes compliance questions
- GA and PI finalize budget

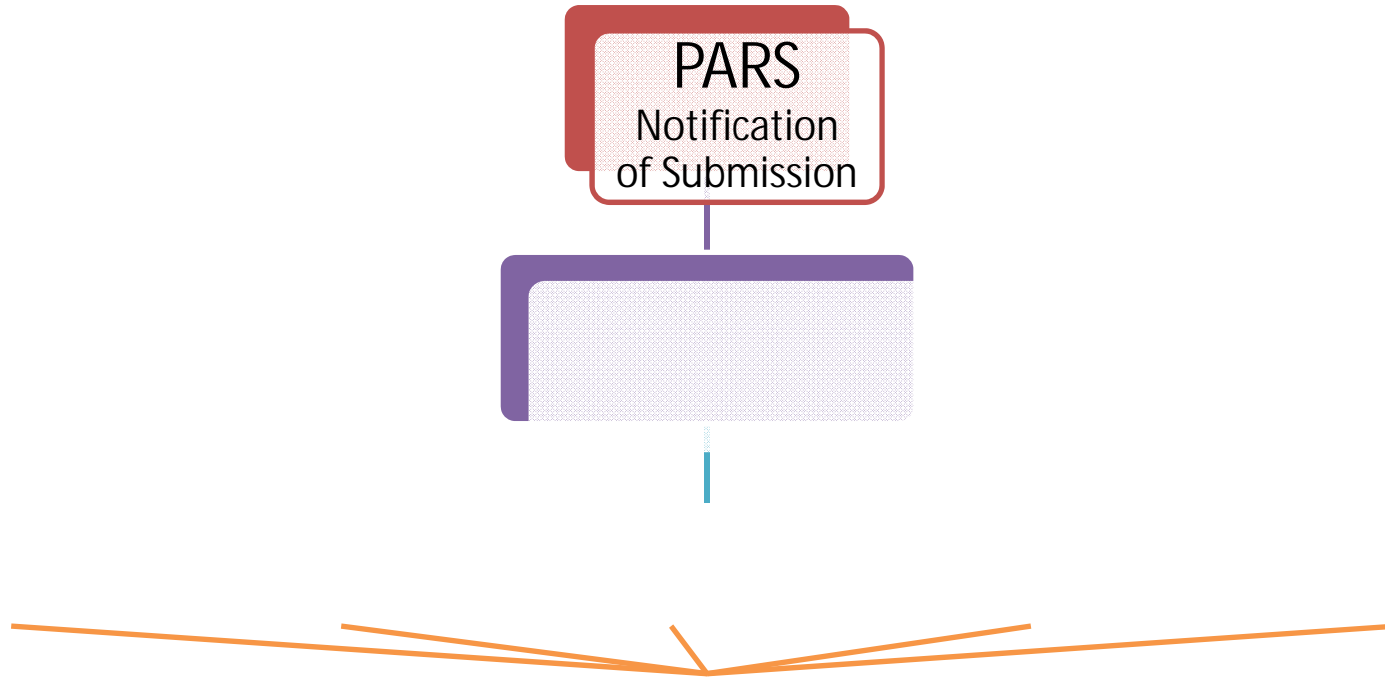
- PI uploads proposal abstract
- PI certifies accuracy of proposal and budget
- GA submits proposal for internal routing and approval

# Internal Approval – last 5 days

- **Internal Routing  
Initiated**

- Grants Administrator (GA) and PI finalize budget and details
- PI completes compliance Qs and abstract
- GA initiates routing
- **Chairs** receive email with link to approve proposal

# E Systems for Grants Management




# PARS



- New version 3.0 of [PARS](#) available end of Sept.
- Simpler and quicker
- Allows for non PI point of contact
- Developed in house by GSP's IT Officer

Username format: first letter of first name, full last name, all lowercase, no spaces



Password in **TRAINING SITE**: **cayuse2014**

Password in **LIVE SITE**: same as PI's current password in Cayuse 424



### Cayuse 424 (For some proposals)

- For proposal assembly and submission to Grants.gov (NIH, DOD, Dept. of Ed, etc)

### Cayuse SP (For ALL PROPOSALS)

- Chair/Dean approval
- Compliance questionnaires
- GSP tracking database

**Pls** click here to view all of

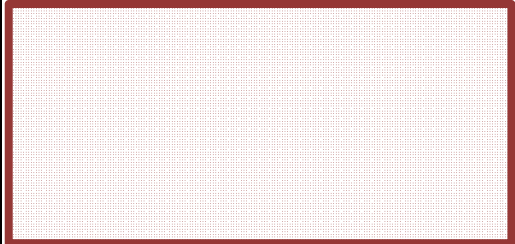


**“Submitted”** means  
routed for internal  
approval, not submitted  
to the sponsor

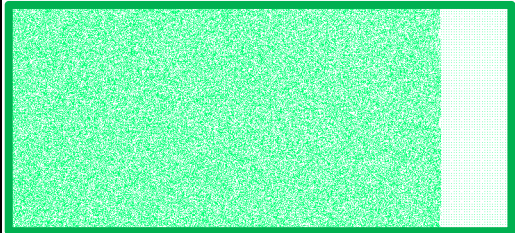
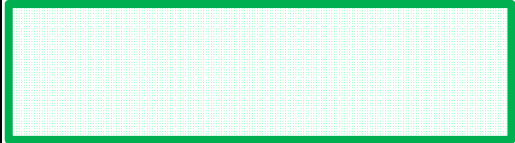


**Click Proposal**





Sections completed by  
GSP Grants Administrator



Sections completed by  
Principal Investigator

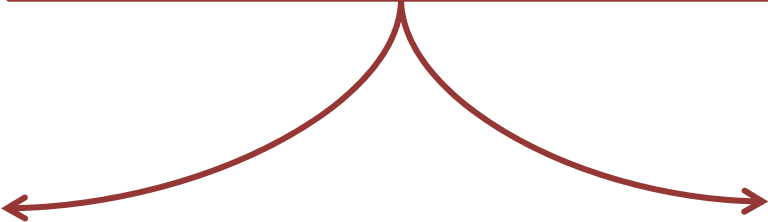




All CAYUSE SP sections are complete 5 business days (1 week) before deadline



Only **Agency Mandated Cost Sharing** is allowed

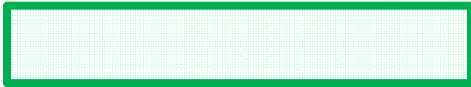


**Cost Sharing** must be contributed by a specific unit (e.g., School/division or department)



**CHAIRS** and/or **DEANS** approve cost sharing in the form of in kind effort or cash

All CAYUSE SP sections are complete 5 business days (1 week) before deadline





All CAYUSE SP sections are complete 5 business days (1 week) before deadline



All CAYUSE SP sections are complete 5 business days (1 week) before deadline

The screenshot shows a web interface for a CAYUSE SP submission. On the left, there is a vertical list of sections, each preceded by a green checkmark and a blue underlined link. The sections are: Intellectual Property, Application Abstract, Attachments, Approving Departments, and Submission Notes. The top item in this list is enclosed in a green rectangular box. To the right of this list is a large, light gray rectangular area, likely a form or a summary page. In the bottom right corner of this area, there are two buttons: 'Save' and 'Reset'.







All CAYUSE SP sections are



CCNY's Internal MS Excel Budget will be attached in Cayuse SP for viewing by all parties

Access to each Attachment can be limited to certain parties

All CAYUSE SP sections are **complete 5 business days (1 week) before deadline**



Anyone with access to the proposal can add a **SUBMISSION NOTE:**  
PI, Co PI, Chairs, Deans, GSP....



# Email to PI and All Investigators

URGENT: Proposal Certification Request

PI and all CCNY Co PIs  
complete approval by  
2 business days before  
deadline

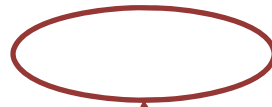


Click link to login  
to Cayuse SP

# Notification Email Chairs and Deans

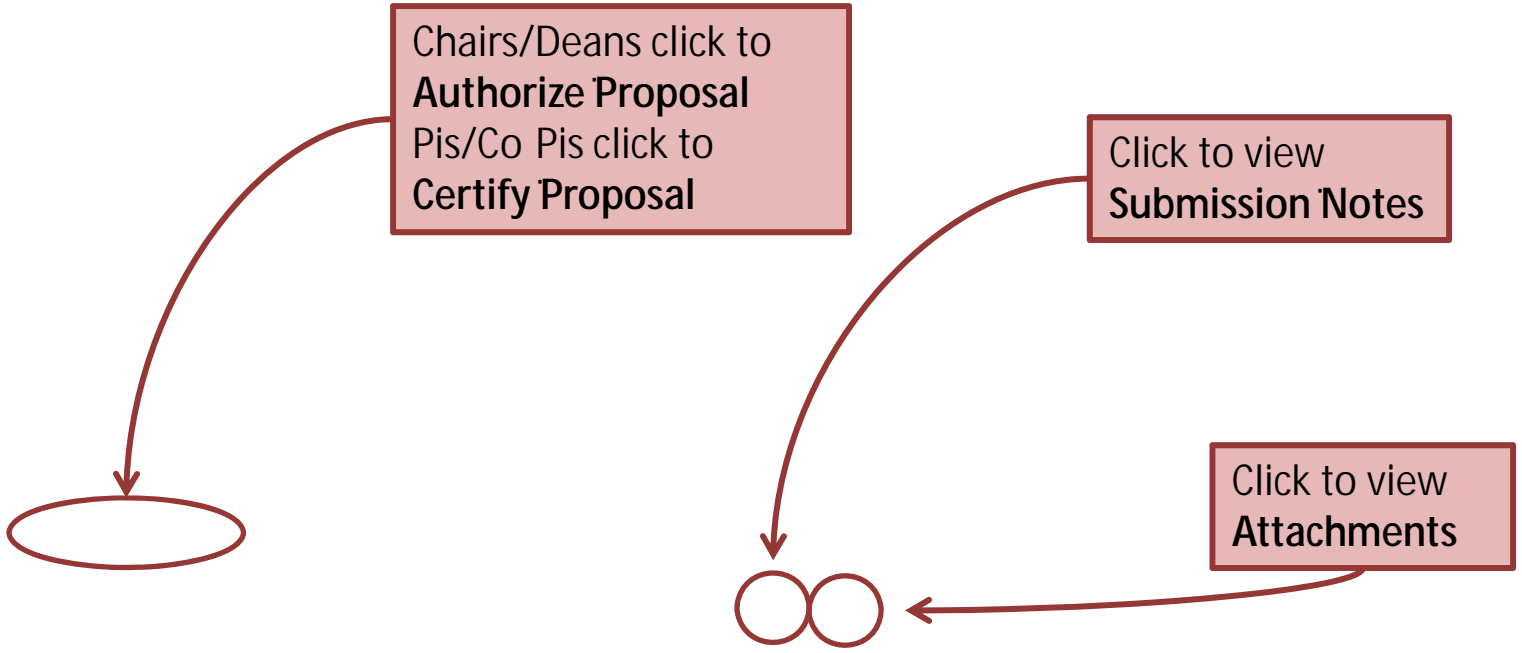
URGENT: Proposal Authorization Required

All Chairs, Deans and Associate Provost  
complete approval by  
2 business days before deadline



Click link to login  
to Cayuse SP

Click Proposal Number or View IPF





Chairs/Deans  
click to  
**Authorize**

All Approvals and Certifications are **complete 2 business days before deadline**



Date/Time of **PI/Co PI certification** will be recorded here



Date/Time of **Chair/Dean approval** will be recorded here



# Electronic Submission Portal

Completed 2 BUSINESS DAYS before sponsor deadline

## GSP Grants Administrator

- Creates application package
- Adds PI and Co Investigators
- Completes institutional certifications
- Enters final budget numbers
  - CCNY budget
  - Subcontractor budgets
- Uploads institutional eligibility documentation

## Lead PI

- Uploads Proposal Docs
  - Summary/Abstract
  - Narrative/Research Plan
  - References
  - Budget Justification
  - CVs/Biosketches
  - Current & Pending Support
  - Facilities Descriptions
  - Postdoc Mentoring Plan
  - Letters of Commitment

# Proposal Submission to Sponsor

Completed 1 BUSINESS DAY before sponsor deadline

## Grant Administrator

- Reviews submission checklist for specific funding opportunity
- Checks proposal elements for compliance with sponsor guidelines

## GSP Supervisor

- Reviews submission checklist for specific funding opportunity
- Checks proposal elements for compliance with sponsor guidelines

**Grant Administrator submits proposal  
to Sponsor via Electronic Portal**



# Contacts for Assistance

- Links to PARS and Cayuse SP on [www.ccny.cuny.edu/ora](http://www.ccny.cuny.edu/ora)
- Usernames:
  - First letter of first name and full last name, all lowercase
    - For example, ashih, agreenberg, csexton, gwerhner
- Login info for [Cayuse Training site](#)
  - All passwords for Cayuse Training site: **cayuse2014**
- Login info for [Cayuse Live site](#) (available by Oct. 1, 2014)
  - Same username format as above
  - Password is same as user's current Cayuse 424 password (links provided for first time users or to reset password)
- Contact info for Cayuse SP questions:
  - [cayuse@ccny.cuny.edu](mailto:cayuse@ccny.cuny.edu)
  - Laura (x7903), Adam (x7904), Candice (x7905)
  - GSP main line (x5418)