



Minimum Routing Documents

For any grant or contract, these are the internal, required documents that must be in Cayuse prior to routing for institutional approval

New Funding/Initial Applications	Federal Applications	Nonprofit or Foundation Applications	Outgoing Subaward	Incoming Subaward
PDF copy of Funding Guidelines	X	X	X	X
Internal Detailed Budget	X	X		X
Sponsor's Format Budget		X	X	X
Budget Justification	X	X	X	X
Research Narrative	X	X		
Scope of Work			X	X
Subaward Packet (signed commitment letter, SOW, budget, justification)	AN (see Outgoing Subaward column)	AN (see Outgoing Subaward column)	X	
Other Pages Requiring Signing Official Signature	AN	AN	AN	AN

X= Required

Blank= Not applicable

AN= As Needed

Remember “It Depends” All proposals are a bit different, and this document does not cover all possible situations. It is a guide for our foundational documents required. Your proposal may require additional documents.

- **Outgoing Subaward** is when App State issues a subaward agreement to another institution
- **Incoming Subaward** is when App State receives a subaward agreement from another institution
 - Sometimes during an incoming subaward, the awarding institution may not request all of the items needed by App State. That is OK, but App State still needs the documents listed above.
- **Routing needs to start 15 days in advance of the deadline** (whether this is the lead applicant’s internal deadline when we are a subaward, or this is the prime sponsor’s final deadline)
- Routing a proposal that was submitted to the sponsor prior to entering into Cayuse is considered an After-the-Fact proposal.
 - All items in the table above still apply.