External Grant Application Process

**Minimum 30 Days**

- **Meet with Sponsored Programs**
  - Initiate Cayuse
  - Determine submission milestones, target dates, responsibilities.
  - Discuss budget/budget template.
  - Discuss Collaborators

- **Upload Critical Documents**
  - Project Narrative
  - Sponsor Guidelines
  - Budget
  - Budget Justification

- **Upload Supporting Documents**
  - CV
  - Impact Statement
  - Subrecipient/Collab. documents
  - Other required attachments

**UPLOAD ASAP**

**PI**

- **Write project narrative**

**13 Calendar Days**

- **Route Critical Docs for Approval**
- **SP Grant Manager Final Check**
- **Compile Final Application Packet**
- **Authorized Org. Rep. Approval**
- **Submit**

**2 Business Days**

- **Deadline**

- **PI/Co-PI**
- **Dean**
- **Chair**
- **Other (e.g. RIEEE)**
- **Contracts & Grants Accounting**

*Most sponsors require completion in e-portal. SP grant manager will assist

**PI may need to be available for correction/additional information**