External Grant Application Process

1. **Write project narrative**

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

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

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

5. **Route Critical Docs for Approval**

6. **SP Grant Manager Final Check**

7. **Compile Final Application Packet**


9. **Submit**
   - Deadline

10. **PI/Co-PI**

11. **Dean**

12. **Chair**

13. **Other (e.g. RIEEE)**

14. **Contracts & Grants Accounting**

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

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

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Minimum 30 Days

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13 Calendar Days

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2 Business Days