Step 1: Prior to Submission

Keeping in mind the 3-Day Proposal Deadline, work with your College Grant Officer (CGO) or Grant Proposal Specialist (GPS) to ensure that your proposal is eligible for PI submission. Beginning October 8, 2019, a complete and final proposal, accompanied by a fully routed Internal Approval Form (IAF), must be received by the Research Administrator (RA) in OSPA by 9:00 am at least three (3) business days prior to the sponsor's deadline.

1. Proposals using the SF 424 R&R application form are eligible for submission by PI.

2. Proposals using the Application for Federal Assistance SF-424 that meet the criteria below are not be eligible for submission by PI.

- A separate field is not identified for uploading the budget justification.
- All application components are uploaded as one complete package.

- All application components are uploaded as separate documents utilizing the 'Other Attachments' form page.

Step 2: Prepare your Proposal

Keeping in mind the 3-Day Proposal Deadline, work with your College Grant Officer (CGO) or Grant Proposal Specialist (GPS) to ensure that your proposal is eligible for PI submission. Beginning October 8, 2019, a complete and final proposal, accompanied by a fully routed Internal Approval Form (IAF), must be received by the Research Administrator (RA) in OSPA by 9:00 am at least three (3) business days prior to the sponsor's deadline.

Step 3: Proposal Routing & Approval

Once your proposal is free of errors, a "routing chain" will be established. The OSPA Research Administrator for your area must approve the proposal before you can submit. If routing hasn't been created, then:

1.   Select the "Routing & Approval" link.

2.   Check the routing chain and edit as needed; it must always begin with the PI and end with your OSPA Research Administrator.

Step 4: Submitting

Important Note: Submission requires that the browser being utilized accept pop-ups from Cayuse. Please ensure that any pop-up blockers in use are set accordingly.

When ready to submit, do the following:

1.   On the left-hand side navigation pane scroll down to Proposal Management and select the lightning bolt icon that says Electronic Submission. This will take you to the submission screen.
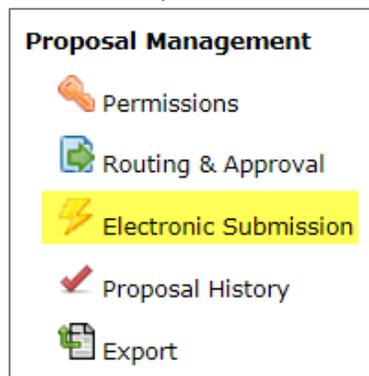
2.   In the Electronic Submission screen click the Validate Proposal button to check for errors one last time. You should get the message that there are no errors. If you do receive an error message you will need to correct the error before you can submit.

A pop-up screen will appear with validation results.

Validate Proposal Results

No problems detected.

OK
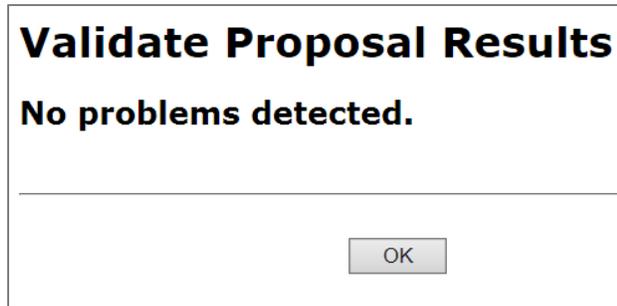
3.   Check the box next to Submit to Grants.gov after Validation and click the Validate Proposal button again.

Electronic Submission

⊞ **Opportunity Details**

⊞ **Proposal Submission History**

⊟ **Electronic Submission**

Submission Target	https://ws07.grants.gov:443/grantsws-applicant/service

To submit this proposal electronically, press the button below. Please be prepare
Your submission will be recorded in the Proposal Submission History above

Validate Proposal   (Run final validation checks - recommended.)

☑ Submit to Grants.gov after validation

4.   A pop-up screen will appear for submission. Click Submit.

Electronic Submission

Submit this proposal electronically?
Submit Cancel

Validate Proposal Results

No problems detected.

5.   The following submission steps will appear.

Submitting...

Proposal:

Step 1: **Validating Proposal** ✔

Step 2: **Assembling Proposal** ✔

Step 3: **Submitting** ⟳ Submit In Progress...

Close Window

It is better NOT to Press the Close Window button until it displays the tracking number
to a deadline. If you feel you have waited too long, press the Close Window button an
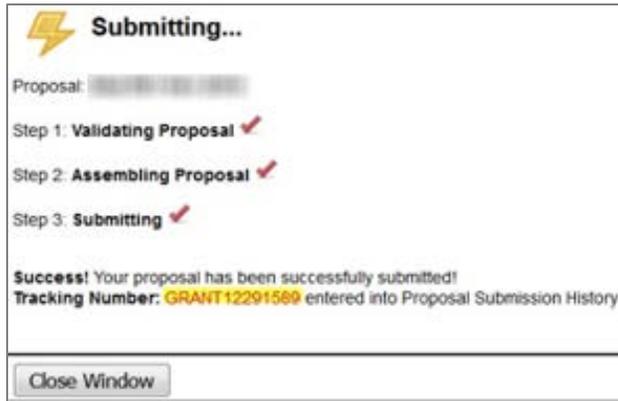
Wait until you get your tracking number to close the screen. The number will be in the format of GRANT0012345.

6.   Close the pop-up screen and click the + sign next to Proposal Submission History. You will see your tracking number as a blue link.

You can click on the link to check the status of transmission and you may want to do that intermittently to make sure that the application is validated.

•   Validation message #1: Validation by Grants.gov
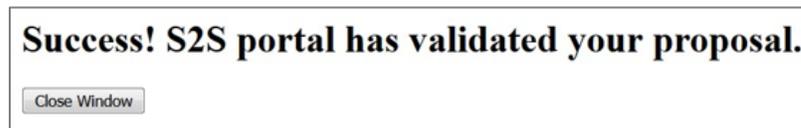
•   Validation message #2: Agency Retrieval
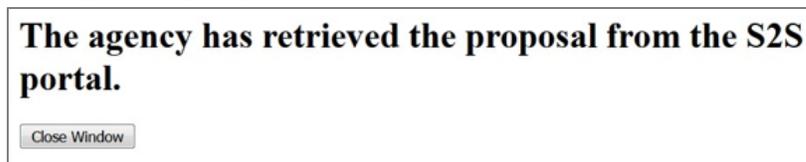
The agency retrieval is generally the final message and means the proposal was successfully submitted.

For NIH submissions, an "Agency Tracking Number Assignment" email should be received. **Be sure to check your proposal in eRA Commons.**

Times for receipt of the messages and agency retrieval vary. Messages may take minutes or hours and occasionally part of a day.