

Submission of Proposals Applications (all sponsor mechanisms)

Purpose

To outline the required steps for SRP to prepare, review, route, and submit proposal applications to **Federal** sponsors (e.g., NIH, NSF, HRSA, DOD) and **Non-Federal** sponsors (e.g., foundations, industry, state/local government).

This workflow ensures institutional compliance, timely submission, and accuracy of all application components.

Federal Application Submission Process

Federal applications typically require submission through structured sponsor systems such as eRA Commons/ASSIST (NIH), Research.gov (NSF), Grants.gov Workspace, HRSA EHB, or DoD portals.

At UCR, Cayuse is used as the institutional submission portal to route and submit federal applications to these sponsor systems.

Step 1: Confirm Sponsor System and Requirements

SRP analyst reviews the Notice of Funding Opportunity (NOFO) and confirms:

- Required submission system (Cayuse, Research.gov, etc.)
- Required forms (SF424, RR Budget, Modular Budget, Biosketch templates, Data Management Plans, etc.)
- Page limits, formatting requirements, templates
- Required registrations (PI must have eRA Commons, NSF ID, etc.)

Step 2: Build the Federal Application

SRP uploads sponsor-required documents, including:

- Project Summary/Abstract
- Specific Aims / Narrative / Research Strategy (where applicable)
- Biosketches (SciENCv required for NIH/NSF)
- Budget & Budget Justification
- Facilities and Other Resources
- Equipment
- Subaward packages (if applicable)
- Data Management & Sharing Plans, Authentication Plans, etc.

SRP validates correct form versions and compliance with FOA instructions.

Step 3: Finalize and Validate Forms

In Cayuse system SRP:

- Resolves errors and warnings
- Fills and ensures correct institutional information
- Verify PD routing status in Kualu matches final application

No federal application may be submitted until the application is reviewed and Kualu PD (Proposal Development) is fully approved by RED.

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Step 4: Route the Kualu PD for Institutional Approval

- Before submission:
- PI certifies the PD and completes the PD Questionnaire
- Chair approves
- RED provides institutional approval

SRP checks that:

- Kualu PD is fully completed and compliant
- Subaward documents match final application (if applicable)
- Budget aligns with sponsor requirements

Step 5: Submit to Sponsor

All federal applications are submitted via RED authorized AOR.

Non-Federal Application Submission Process

Non-federal sponsors may require submission by email, portal upload, or through their own custom system. Examples include the American Heart Association, foundations, corporate sponsors, or private research funders.

Step 1: Review of Sponsor Guidelines and Templates

SRP confirms:

- Required format
- Page limits
- Templates (narrative, budget, letters of support)
- Whether institutional sign-off is required
- Submission method (email, sponsor portal, PDF combined, electronic signature)

Step 2: Prepare Proposal Components

Common elements for non-federal submission include:

- Project summary
- Budget and justification
- PI biosketch or CV
- Letters of support
- Institutional Letter (signed by RED, if required)
- Agency-specific forms (foundations often supply a template)
- Institutional financial information

Step 3: Complete Kualu PD and Route

Before SRP can submit to the non-federal sponsor:

- PI completes the Questionnaire and certifies the PD record
- All required attachments are uploaded to the PD
- PD is submitted and routed through PI and Chair approval

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Step 4: Submit to Sponsor

Submission methods vary:

- **Email Submission**
RED emails the final application to the sponsor, copying PI when appropriate. All documents must match sponsor formatting and be institutionally approved.
- **Portal Upload**
SRP uploads the complete package to the sponsor's portal (e.g., foundation portals, HCAI portal, etc). Some portals require the PI to complete personal profile sections before SRp can submit.
- **PI Submission With RED Approval**
Some sponsors require the PI to submit directly. SRP provides the institutionally approved final package to RED and confirms that no changes may be made after routing. RED approves and PI can submit directly only after RED's approval.