

# SPA PROPOSAL REVIEW EXPEDITED PROCESS ---- PREP

## Timeline

## Step

Strongly suggested 30-45 days prior to proposal deadline

PI notifies GCO of intent to submit proposal, provides program announcement, or link to website.

Strongly suggested 30 days prior to proposal deadline

PI provides Cayuse SP/424 number (19-xxxx) to SPA for “pre-review”. **Example:** Cayuse 424 application should be complete except for Research Plan, References and possible narrative and final version of the abstract (although a draft of the abstract should be included).

No later than 7 days of receiving proposal from PI/AA

GCO reviews packet, notes necessary changes, replaces as an attachment and returns proposal to PI/AA via Cayuse, including message regarding whether or not changes are needed. GCO provides PI/AA FINAL proposal due date to SPA.

Within 7 days of PI/AA receipt of GCO Cayuse message

PI/AA acknowledges receipt of reviewed packet which certifies that the PI/AA will notify GCO (and other appropriate parties) of any changes made prior to the submission of the FINAL packet .

# SPA PREP

## Timeline

9AM – one business days prior to proposal deadline

## Step

PI submits FINAL proposal packet to SPA via Cayuse noting any changes from the original packet as well as requested corrections by GCO and marks attachments as COMPLETE in Cayuse. Email is sent by PI/AA notifying GCO that the FINAL proposal has been completed in Cayuse and is ready for submission to agency.



SPA approves Cayuse and submits proposal to agency.