

SPA PROPOSAL SUBMISSION REQUIREMENTS

This information should be submitted SPA as a complete package in Cayuse, with the proposal package and/or appropriate documents attached. Please submit all similar external documents required per the agency guidelines and include the documents below.

NEW or RESUBMISSION or COMPETITIVE RENEWAL PROPOSAL:

(WSU is the Applicant Organization)

Federal

1. Completed Cayuse entry, including cost-share documentation, with grants.gov proposal package (424) or proposal documents attached
2. Guidelines or program announcement number
3. Subcontractor documents (if applicable)
 - a. Letter of Intent to Enter into a Consortium Agreement or signed face page (***should be completed by the unit with SF424 and other documents for proposal review by SPA***)
 - b. Budget for the entire period
 - c. Budget justification
 - d. Statement of work
 - e. Checklist (if applicable)

Non-Federal, Private, Foundation, etc.

1. Completed Cayuse entry, including cost share documentation
2. Guidelines or web address of sponsor
3. Cover page, face page(s) and/or signature page
4. Abstract Page/Scope of Work/Goals and Objectives
5. Budget required by grantor
6. Budget justification required by the grantor
7. Other administrative documents
 - a. Examples: senior/key personnel bio-sketches, administrative information, assurances/lobbying information
8. Resources and Environment/Committed Resources
9. Checklist (if applicable)
10. Cover letter (if applicable)
11. F&A waiver approval (if WSU earning less than federally negotiated rate)
12. Subcontractor documents (if applicable)
 - f. Letter of Intent to Enter into a Consortium Agreement or signed face page (***should be completed by the unit with SF424 and other documents for proposal review by SPA***)
 - a. Budget for the entire period
 - b. Budget justification
 - c. Statement of work
 - d. Checklist (if applicable)

NEW or RESUBMISSION or COMPETITIVE RENEWAL SUBCONTRACT PROPOSAL

(WSU is NOT the Applicant Organization)

1. Completed Cayuse entry, including cost-share documentation
2. Guidelines or web address
3. WSU face page and signature page (if separate and required by prime sponsor)
4. WSU abstract page/scope of work/goals and objectives
5. WSU budget required by grantor
6. WSU budget justification required by the grantor
7. Other administrative documents
 - a. Examples: Senior/key personnel bio-sketches, WSU assurances/lobbying information
8. WSU resources and environment/committed resources
9. WSU checklist (if applicable)
10. WSU Subcontractor documents (if applicable)
 - a. Consortium letter or signed face page
 - b. Budget for the entire period
 - c. Budget justification
 - d. Checklist (if applicable)

INDUSTRIAL or PHARMACEUTICAL CONTRACT / CLINICAL TRIAL

1. Completed Cayuse entry, including cost-sharing/in-kind documentation (if applicable)
2. Internal budget
3. Budget justification
4. Protocol or research plan
5. Two copies of the contract including all attachments and exhibits (if available)
6. Affirmation memo (if contract is included)
7. Sponsor contact information

SBIR/STTR SUBCONTRACT PROPOSAL (NEW or RESUBMISSION or COMPETITIVE RENEWAL)

1. Completed Cayuse entry, including cost-share documentation (if applicable)
2. Prime sponsor's face page
3. Prime sponsor's budget
4. WSU face page and signature page (if separate and required by prime sponsor)
5. WSU abstract page/scope of work/goals and objectives
6. WSU budget required by prime sponsor
7. WSU budget justification required by the grantor
8. Checklist (if applicable)
9. Resources and environment/committed resources
10. Guidelines or Web address
11. Subcontractor documents (if applicable)

- a. Consortium letter
- b. Budget for the entire period
- c. Budget justification
- d. Checklist (if applicable)

NON-COMPETING RENEWAL (Electronic Submission/ eSNAP)

In those instances where a progress report submission directly by the PI triggers an authorization, an Cayuse will only be required if the original submission did not include adequate information for the out-years.

1. Completed Cayuse (if necessary – see above)
2. Progress report / eSNAP routed to Grant/Contract Officer
3. Budget (if different from time of award)
4. Budget justification (if different from time of award)

NON-COMPETING RENEWAL (Paper Submission)

1. Completed Cayuse (if original submission did not include adequate information for the out-years)
2. Face page and signature page (if separate)
3. Budget (if required by grantor or different from time of award)
4. Budget justification (if required by the grantor or different than time of award)
5. Answers to the 3 questions and corresponding documentation if yes (NIH only: this is either done at the beginning of the progress report or use the supplemental form)
6. Progress report (draft or final)
7. Checklist (if applicable)
8. Personnel sheet (if applicable)

SUBCONTRACT RENEWAL

1. Completed Cayuse (if original submission did not include adequate information for the out-years)
2. Cost sharing/in-kind documentation (if different than time of award)
3. Face page and signature page (if separate and required by prime sponsor)
4. Budget (if different from original award or required by Subcontractor)
5. Budget justification (if different from original award or required by the Subcontractor)
6. Progress report (draft or final)
7. Checklist (if applicable)

Sponsored Program Administration requires completed proposal to be submitted 3 business days before the submission date and 5 business days for complex proposals. The completed proposal should be attached to the Cayuse. This allows SPA time to properly review and process all proposals. (Updated 01/27/2012)

If the PI plans to use the Proposal Review Expedited Process (PREP), the PI has the opportunity to submit (via Cayuse) portions of a proposal for review well in advance of a proposal submission deadline, while continuing to work on the science/narrative portion of the application. Please visit

<http://www.spa.wayne.edu/external/PREP.php> for more information and for a sample timeline of the process.