

UNM Department of Biology

Pre-Award Deadlines & Services

as of February 2015

Summary

- The Office of Sponsored Projects (OSP) requires a review period of five business days for all proposal records. In Biology, we ask for two additional days for a general review of the Cayuse record, regulatory compliance and the uploaded attachments to the Cayuse record. While most records take far less time to review, the lead time allows us to handle several proposals simultaneously.
- Most PIs are adept at entering their final proposal into sponsor-specific software such as FastLane, Cayuse 424, research.gov and grants.gov. While we don't have the resources to make this service part of our general review, if given additional lead time (3-4 business days on top of the five required by OSP), we will make every attempt to assist with this process. If you are a first-time PI or are not familiar with the software platform of the funding agency, we highly recommend you work with us ahead of time.

Cayuse SP

UNM uses the Cayuse Research Suite software package to collect and manage sponsored research project information related to Principal Investigator (PI) compliance with state and federal regulatory requirements, intellectual property laws, financial conflict of interest policies, UNM budget policies and federal export control laws.

A Cayuse SP record accompanies each sponsored research proposal originating from UNM. Because UNM is the contractor and signatory on all sponsored research awards, the university reviews the contents of each Cayuse record prior to authorizing submittal of the proposal. UNM requires that Principal Investigators complete their Cayuse records and submit them to the affected UNM offices for review no later than five business days prior to the sponsor's proposal submittal deadline. For proposals originating in Biology, this review includes examination and approval of Cayuse records by the Chair of the Biology Department, the College of Arts and Sciences, UNM's Office of Sponsored Projects, as well as any additional UNM departments that request funds within the proposal.

The Department of Biology Accounting Office provides PIs with guidance and support with preparation of Cayuse SP records. PIs may originate their own records, or may request assistance with opening and populating records.

PIs requesting assistance should contact their designated department pre-award resource (Jennifer Kavka at CETI; Rebecca Keeshen at NHNM; or Jim Firkins at Biology and MSB) and send a copy of their sponsor's solicitation and a draft budget. Department pre-award folks will check proposed budgets to ensure correct application of UNM fringe benefit rates and Facilities & Administration/ Indirect Overhead rates and produce a final proposal budget for use by the PI and the sponsor.

The values in these final budgets should be used in the PI's budget justification, which also should be included in the Cayuse record and the final proposal package to the sponsor.

Sponsor-Specific Proposal Software

Proposals originating in the Biology Department are directed to approximately 70 different sponsors, each of which maintains its own proposal management procedures and submittal tools. These tools include web-based application software, email, Cayuse 424, grants.gov, research.gov, FastLane and PAMS.

Grants.gov, research.gov and PAMS submittals are managed by the Office of Sponsored Projects. FastLane submittals originate with PIs and are reviewed for completeness by OSP prior to submittal.

Biology pre-award folks can assist PIs with populating final proposal budget entries into Cayuse 424, grants.gov, research.gov and FastLane records. If you would like assistance with budget entries in your sponsor's proposal submittal software, please contact your pre-award representative at least three days ahead of the UNM five-day review period. If time is available, we will make every effort to assist you.

Subcontracts

Cayuse records for proposals that include subcontractors require additional documentation that enables UNM to negotiate and manage its resulting subcontract agreements. This documentation includes: a budget, budget justification, written disclosure of the subcontractor's F&A policy, and a statement of work from an authorized official of the subcontractor. PIs who prepare proposals with subcontracted work should plan to receive this information from subcontractors several days ahead of the UNM five-day review period.

Please note that OSP performs due diligence on all proposed subcontractors. This review can take one to five days to complete and similarly requires processing time prior to UNM's five day review period.

Post-Award Account Management

Upon award, the Office of Sponsored Projects negotiates final contract terms with sponsors on behalf of UNM and works with UNM's Contract and Grant Accounting Office to create and manage project accounts (indices).

All official account balances are maintained by Restricted Accounting. Multi-year awards, renewals, continuations, and modifications are all finalized and managed by the Office of Sponsored Projects.

Term extensions, including No Cost Extensions, are managed according to the sponsor's instructions. PIs preparing to request extensions should consult with their Biology pre-award rep in order to verify the sponsor's current procedures and initiate the request.
