

Office of Research and Sponsored Programs/ Center for Research and Innovation Pre-Award Checklist

Principal Investigator:
Unit/Dept:
Title of Project:
Co-Principal Investigator(s):
Sponsor:
Opportunity Number:
Submission deadline:
Submission platform:
Cayuse Access [] Yes [] no
Cayuse Proposal no.

Proposal Application Process

- ☒ Proposals are submitted electronically via University of Guam's Cayuse Sponsored Projects and Cayuse S2S Grants Management System (<https://www.uog.edu/research/#Cayuse>). If you are new to Cayuse and need an account, instructions for requesting an account are in the link.

- ☒ Review and watch the Cayuse Research Management Video Tutorials on the Office of Research and Sponsored Programs (ORSP) website. (<https://www.uog.edu/research/resources>)

- ☒ The University of Guam is already registered in all the necessary grant portals, i.e., Grants.gov; Research.gov; Grant Solutions; Grants Online; eRA Commons; EDA Edge, but each PI will need Cayuse access for proposal submission.

- ☒ In Cayuse, the proposal will be routed to ORSP for submission to the respective sponsor portal.

(*Please ensure that all proposals are submitted and reviewed to ORSP 10-14 business days prior to sponsor deadline)

It is important to remember that funding opportunity announcements have specific requirements that may not be included in this checklist, or the checklist may have more than is required for your project.

Office of Research and Sponsored Programs/ Center for Research and Innovation Pre-Award Checklist

With advance notice, the Office of Research and Sponsored Programs can provide assistance in adapting this checklist for any funding agency or mechanism. Please contact the Office of Research and Sponsored Projects for more information at orsp@triton.uog.edu or 671-735-2989.

Pre-Award Grant Checklist

1. Funding Opportunity Review

- ☐ Identify and confirm eligibility for the funding opportunity
- ☐ Review and understand the **Request for Proposals (RFP)** or **Notice of Funding Opportunity (NOFO)**
- ☐ Confirm submission deadline and required submission platform (e.g., Grants.gov, Research.gov, Cayuse)

2. Principal Investigator (PI) Responsibilities

- ☐ Confirm PI eligibility (institutional policy)
- ☐ Coordinate with Co-PIs or collaborators
- ☐ Obtain required approvals (departmental, college, institutional)

3. Proposal Components

- ☐ Cover Letter (if applicable)
- ☐ Abstract or Project Summary
- ☐ Project Narrative or Research Plan
- ☐ Budget (excel) and Budget Justification
- ☐ Biographical Sketches or CVs – generated through sciENCv
- ☐ Current and Pending Support – generated through sciENCv
- ☐ Facilities, Equipment, and Other Resources (if applicable)
- ☐ Letters of Support or Collaboration
- ☐ Data Management Plan (if applicable)
- ☐ Human Subjects/Animal Use protocols (IRB/IACUC if applicable)

**Office of Research and Sponsored Programs/
Center for Research and Innovation
Pre-Award Checklist**

4. Budget Preparation

- ☐ Verify allowable and unallowable costs per sponsor guidelines
- ☐ Include correct institutional fringe and indirect cost (IDC/F&A) rates
- ☐ Confirm cost share/matching requirements, if applicable
- ☐ Include a \$50 standard institutional subscription fee under the "Other" budget category for all grant proposals. This fee supports CITI program training access, research security training modules, compliance monitoring and certification tracking, and institutional research security infrastructure.

5. Compliance Checks

- ☐ Conflict of Interest disclosures submitted
- ☐ Export Control review (if applicable)
- ☐ Human Subjects/IRB review (if research involves human participants)
- ☐ Animal Subjects/IACUC approval (if applicable)
- ☐ Institutional Biosafety (for biohazardous materials)

6. ORSP Review

- ☐ Upload documents into Cayuse
- ☐ Inform ORSP ready for review
- ☐ Schedule meeting via Zoom or in-person

7. Submission

- ☐ Final documents uploaded to submission portal
- ☐ Route to Chair and/or Dean for approval
- ☐ Proposal submitted to sponsor by institutional authorized official
- ☐ Confirmation of submission received

**Office of Research and Sponsored Programs/
Center for Research and Innovation
Pre-Award Checklist**

8. Post-Submission (Pre-Award)

- ☐ Monitor communications from the sponsor
- ☐ Track proposal status
- ☐ Conflict of Interest disclosures submitted
- ☐ When awarded, upload Notice of Award into Cayuse
- ☐ All project personnel PI, Co-PIs, senior/key personnel, and applicable research staff) must complete required **CITI** and/or **Research Security Training** in accordance with federal research security requirements and sponsor mandates.

Notes: