

University of New Mexico Department of Anthropology

Process of Grant Proposal Submission

All of this can be found on <http://osp.unm.edu>

Preparation of research plan/goals, budget, budget justification, etc. This phase should be developed in conjunction with your faculty advisor. NOTE: The Principal Investigator (PI) must be a UNM Faculty Member. **Students cannot serve as PI on a grant unless they've completed courses for Principal Investigator Eligibility.** Successful completion of Grants Management Training is a requirement for anyone seeking Principal Investigator status at UNM's Main or Branch Campuses. It is the responsibility of anyone wishing to retain Principal Investigator status to complete this course every three years. Grants Management Training is now offered online through UNM LearningCentral.

Finalize proposal and save all UNM internal forms as PDF files and uploaded into Cayuse SP under the "Documents" tab under "Proposal Summary.": Budget Worksheet & Award Budget Sheet, Export Control, Conflict of Interest forms for each investigator. Please be sure to keep copies of your proposal. NOTE: The Proposal Data Sheet has been replaced with the "Summary" tab under "Proposal Summary" in Cayuse424. **All grants must be submitted through Cayuse. To sign up for a Cayuse account please go to the following link: <http://research.unm.edu/proposaldevelopment/cayuseaccountrequest.cfm>**

APPROVALS: Proposals are approved electronically through Cayuse SP. The approval routing change is automatically set up by Cayuse for the routing of approvals. **Please allow two days for departmental review. The College also requests two days for review of proposals.** Proposals are then submitted to Isela Roeder in the Office of Sponsored Projects once all approvals have been finalized. If you have created a proposal using FASTLANE, you will need to release the proposal to Isela Roeder so she can approve the proposal through FASTLANE. (Required for all NSF grants in addition to grant submission through Cayuse)

Proposals must be received via Cayuse in the Office of Sponsored Projects as finalized proposal packages with all routing queue certifications and approvals complete **five full business days** in advance of the sponsor submission due date. ***Any proposal received within 2 days of the sponsor deadline will not be submitted.***

PLEASE ALLOW A MINIMUM OF TEN BUSINESS DAYS FOR UNM INTERNAL REVIEW.

UNM sends proposal to funding agency for review and decision. Approval of budget revisions may be requested from the sponsor, with knowledge of the PI. **PLEASE NOTE: ALL BUDGET REVISIONS MUST GO THROUGH THE OFFICE OF SPONSORED PROJECTS BEFORE BEING SENT TO THE SPONSOR. THIS INCLUDES A BUDGET JUSTIFICATION NOTING WHY THE CHANGES ARE REQUESTED.** Major changes to budget or scope of work may require institutional endorsement. Sponsor agency may request proposal modifications or additional documentation during this process. **AGAIN, ALL SUBMISSIONS SHOULD BE DONE THROUGH CAYUSE.**

Agency notifies PI and/or Co-PI and the UNM Office of Sponsored Projects of award if proposal approved/awarded. Please forward any notification of award to the department and confirm that the UNM Office of Sponsored Projects has received notification as well. Pre-Award spending requests may be submitted at this time for approval, accompanied with notification of award.

Office of Sponsored Projects receives transmittal/award notification from sponsoring agency and generates internal transmittal for the Office of Contracts and Grants (Post Award) and for the Department of Anthropology. The transmittal includes the total award amount and project period.

The Office of Contracts & Grants issues the index number and emails us the signature authorization form. This form must be signed by the Principal Investigator, Department Chair, Administrator, and Accountant and indicates that all have the ability to administer the funds.

You must submit **original** receipts for reimbursement. If you do not have an original receipt, you must provide a cancelled check or a credit card statement with your name shown. In addition, travel receipts (such as hotel and airfare) must show the name of the individual requesting reimbursement, and that individual must be named in the grant project. Reimbursements may only be processed for allowable expenses. Please submit your receipts and documentation to JoNella Vasquez, Department Accountant, for processing.

IMPORTANT NOTES:

- 1) Individuals may **NOT** receive funds directly from the funding agency. All funds must be routed through the UNM Office of Contracts and Grants. If you receive a check from the funding agency, please forward it immediately to JoNella Vasquez, Department Accountant. **DO NOT DEPOSIT INTO YOUR PERSONAL ACCOUNT.**
- 2) As the recipient organization, UNM is responsible for the administration and monitoring of all awards. All UNM policies and procedures must be adhered to during the project period, including those regarding employment/hiring, use of University property, conflict of interest management, and allowable expenditures.
- 3) **Since UNM is the recipient organization, all equipment that is purchased under a grant award is considered property of the University and will revert to the University at the conclusion of the project period. This includes all computer equipment, software, and other equipment.**
- 4) Avoid using cost-share. The University only approves cost-share proposals in situations where required by the funding agency.
- 5) You should allow as much time as possible for the internal review process. The Department of Anthropology, the College of Arts and Sciences, and the Office of Sponsored Research all request a two-day minimum for review....

You should allow a **MINIMUM of TEN working DAYS**
for internal proposal routing prior to submission to the funding agency.

Talk to **Rebecca Rendon De Gonzales** when beginning the grant submission process.
She aids in the preparation and submittal of proposals through Cayuse, Fastlane,
Grants.gov, etc.

CONTACT INFORMATION:

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