



To: All Faculty, Chairs, and Deans

From: Jared Littman Ph.D, MPA, Marc Gillespie, Ph.D.

CC: Simon Moller, Ph.D.

Date: 02/2022

Re: INTERNAL REVIEW PROCESS for ALL OUTGOING PROPOSALS

All outgoing proposals being submitted to the attention of an external sponsor (including individual applications and Fellowships) must first be vetted through the Office of Grants and Sponsored Research prior to agency deadlines in order to ensure compliance to institutional and external regulations, adhering fully to this internal review process.

Any awards that subsequently result from independent submissions without prior OGSR administrative review will be automatically deemed as non-compliant with this internal process and run the risk of being declined by the University.

In order to guarantee the submission of all competitive grant proposals, it is required that all final applications for external support be in receipt of the Office of Grants and Sponsored Research for internal review no later than **five (5) business days prior to the applicable agency deadline**. Sufficient lead time should be provided for institutional review and endorsement, and to accommodate applicable submission mechanics (either electronically or hard copy). The OGSR will do everything possible to ensure that a proposal is submitted complete and on time; however, as the amount of processing time is reduced, so are our chances to take the appropriate actions leading to strong, competitive grant awards.

Cost- Share Requests

*Per St. John's policy, **all cost share requests must undergo initial vetting and secure the approval of your department Chair and Dean. If that request cannot be accommodated, it should then be requested from the Provost Office via the OGSR.** All such final proposals (bearing the approvals of your Chair, Dean or Supervisor) should be in receipt of the OGSR no later than **ten (10) business days prior to the agency deadline**.

Cayuse Electronic Approvals

Once your budget is finalized, the assigned OGSR Grants Specialist will provide you with the electronic **Cayuse SP internal review** platform for routing through administrative channels. Through use of this system, OGSR will initiate an electronic routing chain which will require the initial approvals of (in following order) the PI, Chair, Dean (or applicable Director).

The following supporting documentation should be uploaded into Cayuse for review:

- **Final Budget/Justification**
- **Abstract**
- **Proposal Narrative**

Only after these internal authorizations are in place, the OGSR will submit the complete proposal to the attention of the sponsor.

Applicants whom intend to apply for any sponsored project mechanism opportunity must inform the OGSR no later than two weeks prior to the agency deadline to guarantee submission.

Proposals not following these described procedures and internal deadlines will be **deemed as non-compliant with institutional process**, and their submission cannot be guaranteed as a result.