reviewer or a contract or grant specialist. The need must be made explicit. The place to do this is in the budget justification.

**IMPORTANT:** A budget justification is required for all proposals to be processed and submitted, regardless if one is required by the funding agency or not. The budget justification allows the OSPRA staff and the Controller’s Office to better understand the resources being sought, whether those requests match the project design, and meet federal and USI regulations regarding direct costs. See appendix A for an example.

**Step 6:** Have all documents reviewed by OSPRA staff prior to the eight day review cycle deadline.

The Grant Review and Submission cycle policy requires that all external grant proposals be submitted to OSPRA at least 8 business days prior to the deadline to obtain internal administrative approval (see Step 7).

**Step 7:** Submit proposal for internal approval eight business days prior to the proposal deadline.

All proposals that are submitted for external funding are subject to the internal approval process (see appendix d for the Grant Proposal Approval Review Submission Policy). The process begins with the uploading of the proposal to CAYUSE 424. Visit [http://www.usi.edu/ospra/cayuse-424](http://www.usi.edu/ospra/cayuse-424) for tutorials for using Cayuse with all of the required documents a minimum of eight business days prior to the submission date.

The proposal is then reviewed and receives electronic signature approval by the following offices (in order of approval): OSPRA, Grant Accountant, Assistant Controller, OSPRA, Principal Investigator, Department Chair (or equivalent), Dean (or equivalent), Executive Director of Sponsored Projects, Provost, and a final review by OSPRA. Once all approvals have been obtained the proposal is submitted to the funding agency by OSPRA.

Not sending proposals through the USI approval process as described above puts both the PI and University at significant legal risk. Therefore, OSPRA reserves the right to withdraw applications submitted without approval. In the event a proposal that was not sent through the USI internal approval process is awarded, the funds will be returned to the funding agency. Below is a checklist of documents to include in the proposal submission to OSPRA:

**USI Approval Process – Document Checklist**

All items are to be uploaded into the PI’s proposal shell as both source documents (word, excel etc.) and as a .pdf.

- Pre-Notice form (uploaded by the grant administrator when the application package is created).
- Grant application guidelines
- Abstract
- Proposal narrative
- Proposal budget (in Cayuse R&R Budget forms whether it is a federal agency or not)
- Budget Justification (required by USI even if it is not required by the agency - See appendix A for a sample budget justification)
• Completed Conflict of Interest form for the PI and all key personnel (this is uploaded in the documents section in Cayuse)
• Completed Faculty Workload Assignment form for the PI and all key personnel (this is uploaded in the documents section in Cayuse)

Step 8: Submission of an approved proposal to the funding agency.

OSPRA is responsible for submitting all grant applications to the funding agency and will notify the PI/PD and their dean or supervisor once confirmation of the submission is received.

B. Internal Grant Proposal Development and Submission Overview

This section provides an overview of the development and submission process of internal grants at USI.

Step 1: Obtain grant application guidelines and read thoroughly.
Determine if your project meets all eligibility requirements for the internal grant program you have chosen. If you are unsure if your project or USI meets the eligibility requirements, contact OSPRA for assistance.

OSPRA provides support for the following internal grant programs:

Fall Awards:
• Summer Research Award for Junior Faculty
• Office of the Provost Summer Grant for Pilot Research Projects
• Applied Research Faculty Outreach and Engagement Award
• Darrel Bigham Faculty Engagement Award
• New Harmony Outreach and Engagement Faculty Grant

For information visit: http://www.usi.edu/ospra/internal-awards-and-grants

Spring Awards:
• Faculty Research, and Creative Works Grant

For information visit: http://www.usi.edu/ospra/internal-awards-and-grants

Step 2: Complete the OSPRA Internal Grant Intent to Apply form.
This form is due to OSPRA a minimum of 15 business days before the grant submission deadline. This is the initial contact with OSPRA and allows for USI grant administrators to create the application package in Cayuse 424; USI’s grant proposal software. All internal grants and awards are required to be submitted and approved through Cayuse 424.

Click here to download the Intent to Apply

Step 3: Start writing your proposal.
Make sure that you maintain strict adherence to the grant guidelines while also keeping in mind University policies that will apply as well (i.e. travel policies). PI/PDs are strongly encouraged to work with OSPRA staff during the narrative and budget development stages. OSPRA staff can provide insight into university policies, content development, assist with editing, and review