

Pre-award services:

Proposal routing:

- PI/PD contacts the External Resources Office to notify the intent to submit a proposal and for orientation on the specific internal procedures.
- PI/PD prepares the proposal in accordance with UPR regulations, federal regulations, and sponsor guidelines.
- PI/PD initiates procedures for IRB, IACUC, biohazard, and radioisotope protocols approvals, if any of these are included in the proposed work.
- PI/PD reviews program concepts such as space requirements, personnel, equipment, and other required resources with Department Chairs, Deans, and/or Directors.
- Proposals must be accompanied by the [UPR Cayey internal routing form](#). The completed form and final proposal should be received by the campus office of sponsored programs or its equivalent, no less than seven (7) business days prior to the sponsor's submission deadline. The UPR Cayey cannot guarantee the review and submission of proposals that do not meet this deadline. This time limit applies to all proposals. The form must be signed by the PI/PD. It must also include the signature of the department chair, dean, director of the External Resources Office and the Chancellor.

Authority: The Chancellor is the institutional authorized representative of the grantee organization, accountable for information presented in the grant application. (Board of Trustees Certification No.36, 2009-2010) The Department Chair and Dean's signatures certify that the proposal has been reviewed for academic/scientific merit and is in line with the mission of the unit. The signatures constitute a commitment to the details outlined in the proposal and budget, including time commitments of project personnel and use of institutional resources.

- All proposals must be revised by the Office of Sponsored Projects and Research personnel and the Budget Director before submission.

Proposal Submission:

- The External Resources Office routes the final proposal to the Authorized Organizational Representative (AOR, Director of External Resources) for submission to the sponsoring agency.
- PI/PD should be available to answer questions and resolve any issues that may arise during the process.