

# Checklist for MURC Proposal Submission Process:

- ❑ **Identify Opportunity:** The first step is to identify a funding opportunity or solicitation that aligns with the research project's goals and objectives. MURC provides a list of recommended search engines [here](#). Researchers at Marshall University, you have access to the [GrantForward](#) database, which allows PIs to search for funding opportunities from government sources, private foundations, and corporations. PIs are also able to showcase their research and receive grant recommendations. For additional assistance locating an opportunity, contact [Niki Rowe-Fortner](#) with our Grant Development Office.
- ❑ **Review Opportunity with Assigned Pre-Award Grants Officer:** Before proceeding further, contact the Pre-Award Grants Officer for your department who will provide guidance on eligibility criteria, proposal requirements, and other important details specific to the funding opportunity. This consultation helps ensure that the proposal meets all the necessary institutional and sponsor requirements. If you do not know your assigned Pre-Award Grants Officer, [click here](#). If your department is not listed, email [murcpreaward@marshall.edu](mailto:murcpreaward@marshall.edu).
- ❑ **Determine Intent to Submit:** After reviewing the opportunity with your MURC Pre-Award Grants Officer, PIs will make an informed decision about whether they intend to develop and submit a competitive proposal for this opportunity. This decision should be based on the alignment of the project with the solicitation and your department's capacity to support the proposed research.
- ❑ **PI Starts Proposal Record in Cayuse SP:** The PI will log in to Cayuse and begin the proposal record. The Cayuse system was built to be PI-driven, so PI will be empowered to complete the required sections in the Proposal Record Form. Once the Proposal Record has been initiated, the PI will receive an email from their assigned Pre-Award Grants Officer confirming that a proposal record has been started. This email will also include the Cayuse step-by-step guide to help navigate the system, links to all forms that will be requested in Cayuse, and a meeting request to answer any questions the PI may have. Cayuse has a few communication features built in that will take the place of the email correspondence (This will be outlined in this guide). Your assigned Pre-Award Grants Officer will work with the PI to ensure that all documents are obtained and information is correct.
- ❑ **PI Submit the Proposal Record for Routing:** Once all sections of the Proposal Record Form have been completed, the PI will submit it for routing. The PI will receive an email notifying them that the proposal has been routed. The proposal will then go your Pre-Award Grants Officer for a final review before being sent on for additional signatures. These additional signatures include principal investigator (PI), co-principal investigator(s) (if applicable), primary administrative contact for department/college, department/program chair(s), dean(s), and provost/senior vice president for academic affairs (if applicable). PIs will receive an email notification once the Proposal Record Form has been fully executed.
- ❑ **Pre-Award Grants Officer Initiates Cayuse S2S Application:** During the routing process, the Pre-Award Grants Officer or PI will initiate the proposal application also referred to as Cayuse S2S (If applicable). PIs will receive a notification from their assigned pre-award officer that the application has been started. PIs will work with their pre-award officer to complete the application. Only the pre-award officer will be able to submit the final proposal.  
*If you are not using Cayuse S2S for application submission, work with your MURC Pre-Award Grants Officer to ensure that access to the application portal has been granted and that all required documents have been uploaded.*
- ❑ **Pre-Award Grants Officer Reviews, Validates, and Submits for Review:** Once all components of the application are complete, the Pre-Award Grants Officer will do a final review of the applications to ensure that all of the criteria has been met. Once the proposal is submitted, an email will be sent to the PI letting them know that the award was submitted.

**Important Note:** To facilitate a successful submission, your proposals must be submitted to your designated Pre-award Grants Officer in a complete and final state, **no later than five business days prior to the agency's deadline**. Providing ample time for review greatly enhances the chances of a successful application. This includes the routing of the Proposal Record Form in Cayuse Sponsored Projects.