In general, any action that involves funding from a sponsor and/or requires formal authorization and signatures will require a new record to be entered into Cayuse SP.

# OFFICE OF SPONSORED PROJECTS

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**FIOSP xxxx– Proposal Actions: Is a new Cayuse SP record required? IR**

The table below will help you determine what specific actions need a Cayuse SP record. If you have any questions regarding whether or not a specific action requires a Cayuse SP record please contact your assigned SPO and FRSO (Click [here](http://osp.unm.edu/osp-dept) to find your SPO/FRSO).

|  |  |  |
| --- | --- | --- |
| Action Type | A Cayuse SP Record Is Needed  If NO, action may be initiated by email and any correspondence/documents may be appended to the existing Cayuse SP record, usually by OSP | |
|  | Yes | No |
| New Proposal (UNM is Prime or Subawardee) |  |  |
| Competing Continuation |  |  |
| Resubmission Proposals (UNM is Prime or Subawardee) |  |  |
| Funded Contracts not originated with proposal submission |  |  |
| LOI/White Paper/Concept Paper ***with*** required budget and/or with or without a required signature from the UNM Authorized Representative |  |  |
| LOI/White Paper/Concept Paper ***without*** a required budget and without a required signature from the UNM Authorized Representative |  |  |
| Supplemental Funding Requests |  |  |
| Non-Competing Continuation |  |  |
| Award Institutional Transfers |  |  |
| No Cost Extension Request |  |  |
| Prior Approval Request |  |  |
| Change of PI Requests |  |  |
| Carryforward Requests |  |  |
| Non-Disclosure Agreements |  |  |
| Property Agreements (fully executed copy will be sent to University Services—Inventory Control) |  |  |
| Non-Funded Agreements (MOU, MTA, data access, etc) |  |  |
| Limited Competition Proposal (the pre-proposal that is selected by the Limited Competition Committee) |  |  |