

CayuseSP Tutorial on the OVPR website:

<http://osp.unm.edu/resources/cayusespuserguide.pdf>

### **When do I need to create a CayuseSP record?**

1. What actions require a Cayuse SP record (modifications, new proposals, etc.)
  - New Proposal
  - Resubmission Proposals
  - Competitive Renewal Proposal/Continuation Proposals
  - Letter of Intent/White Paper that Requires Budget Information to be Submitted to Sponsor or requires a signature from the UNM Authorized Representative.
  - Funded Contracts NOT Originated with Proposal Submission
  - Modification to Existing Award
    - Increase funding to award that was not originally proposed (NIH and NSF year 2, 3, 4, etc. awards do not need a new record because those out years were proposed in the original proposal record)
  - Award Institutional Transfers (Incoming Awards to UNM)
  - Unfunded Agreements
    - Non-Disclosure Agreements
    - Material Transfer Agreements
    - Data Access Agreements
    - Memorandums of Understanding
2. What actions DO NOT require a Cayuse SP record and can be initiated via e-mail:
  - No Cost Extension Request
  - Prior Approval Request
  - LOI/White Paper/Concept Paper without budget and does not require a signature from the UNM Authorized Representative
  - Pre-Award Spending Form
  - Internal Budget Revision Request
  - Award Institutional Transfers (Outgoing Award from UNM)
  - Limited Competition Pre-Proposal (the pre-proposal that is submitted to the Limited Competition Committee in order to be selected)
  - Change of PI Requests
  - Carryforward Requests
  - Request to Spend Funds

## **How to Create a CayuseSP Record:**

### **General Information screen**

1. Funding Agency: Select the funding agency that will directly fund the research project. This is the funding agency whose name will be on the check to UNM or to whom UNM will send invoices.
  - If the funding agency is not listed, please contact [osp@unm.edu](mailto:osp@unm.edu) to request to add a funding agency (include the contact information: name, website address, and location of the organization).
2. Prime Funding Agency: If applicable, select the Prime Funding Agency. This applies when UNM will be a subawardee (i.e. UNM receives a subaward or subcontract from an intermediate funding source).
  - Example: NSF awards a grant to Stanford and Stanford awards a subaward to UNM. NSF is the “Prime Funding Agency” and Stanford is the “Sponsor”.
  - Example: LANL is awarding funds to UNM, but LANL has received the funds from the State. So, LANL is the “Sponsor” and the State of NM is the “Prime Funding Agency.”
3. Submitting Unit: Select the lead unit (e.g., department, center) that has the responsibility for managing the project should it be awarded.
4. Department Contact: Select the individual within the department or center who will serve as the contact person for this project. This person will be the primary contact for OSP and Contract and Grant Accounting and will receive correspondence such as the transmittal and index codes.
5. Activity Code: Click to choose the appropriate activity type for the project. These codes are needed for various federal surveys the University is asked to provide on a yearly basis. If in doubt, always select “Basic Research” the OSP staff will review the record and make any changes to these as needed.
  - Applied Research - The objective of the project is to gain knowledge or understanding necessary for determining the means by which a recognized need may be met.
  - Basic Research - The objective of the project is to gain more complete knowledge or understanding of the fundamental aspects of phenomena and of observable facts, without specific applications toward processes or products in mind.
  - Clinical Trial – Only use for clinical trials.
  - Experimental Development - Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.
  - Fellowship Non-Research - Most fellowships are tied to a research project, however, there may be cases in which the fellowship is related to a public

service project, for example some fellowships from Non Profit organizations.

- Fellowship Research -Fellowships from NIH and NSF should be coded as Fellowship Research.
- Instruction - Only select if the proposal/award is to teach a credit course at UNM or at another university.
- Public Service/Other - Select this option for all awards that do not fall under any of the above selections

6. Proposal Type: Select the applicable option from the menu:

- New: Use if you are requesting new dollars and your proposal is NOT associated with an existing award (i.e. new proposals are submitted in response to a solicitation)
- New – Grand Challenge: Use if the submission relates to one of the three UNM Grand Challenges: Sustainable Water Resources, Substance Use Disorders, Successful Aging.
- Supplemental Request: Use if requesting additional new dollars, extending period of performance, or requesting a change in the scope of work on an existing award.
- Competitive Renewal: Use if submitting a proposal to compete for a second segment of an existing award (i.e. NIH awards)
- Preliminary Proposal/White Paper and Letter of Intent
- Non-Sponsored Research: this option is reserved for OSP use only
- Contract (New): This option should be used strictly for contracts (e.g. contracts from the State of NM, Industry, and Foreign countries)
- Proposal After the Fact: this option is reserved for OSP use only.
- Continuation (Award): DO NOT select this option for a proposal record. This option is used for Award records only.
- No Cost Extension (Award): DO NOT select this option for a proposal record. This option is used for Award records only.
- Revised (Award): DO NOT select this option for a proposal record. This option is used for Award records only.
- Contract (Award): DO NOT select this option for a proposal record. This option is used for Award records only.

If you can't figure out the proposal type for this project, go ahead and select 'New'. OSP will review and determine the correct proposal type.

7. Instrument Type: Select the appropriate type of agreement/funding mechanism that will likely be used by the funding agency. This is often specified in the RFP.

- Contract: If selected, specify if Federal, State, Foundation, Industry, Foreign, Laboratory, Non-Profit, Other Universities, Other Governmental, Other).
- Grant

- Cooperative Agreement
  - Unfunded Agreement (e.g. Non-Disclosure Agreement (NDA), Memorandum of Understanding (MOU), Material Transfer Agreement (MTA))
  - Property Agreement
8. How will this proposal be submitted? Select the submission method for the proposal:
- Cayuse 424 – system-to-system submission to Grants.gov
  - Grants.gov forms – use this if you are a branch campus submitting to Grants.gov or if you are on main campus and the application is not fully supported in Cayuse 424
  - FastLane – NSF proposals are submitted via FastLane (and Research.gov soon.)
  - funding agency website – Provide the website in the “Additional Notes” screen (see later section.)
  - Email - Provide the email address in the “Additional Notes” screen (see later section.)
  - Paper – PI will be responsible for mailing/shipping the proposal.
  - Other – Provide an explanation in the “Additional Notes” screen (see later section.)
9. Sponsor Deadline: Click the calendar icon to enter the date and enter the time by which the proposal must be postmarked or received by the funding agency or lead submitter (when UNM is a subawardee.) In cases where UNM is a subrecipient, the lead submitter will need our subaward documents submitted to them in advance of the sponsor deadline. Be sure to take that into consideration when entering the date here.

### **Investigators/Research Team screen**

1. Who should be included in the Research Team section and who not to include.
- Most Common Roles:
    - **Lead Principal Investigator** – Person responsible for technical, regulatory and financial aspects of the project. Only one person in the proposal can have this role. Will be required to certify role on this project once record is routed.
    - **Co-Principal Investigator or Co-PI** - (Used by NSF) the individual(s) designated by the proposer who will be responsible for the scientific or technical direction of the project. NSF does not infer any distinction in scientific stature among multiple PIs, whether referred to as PI or co-PI. If more than one, the first one listed will serve as the contact PI, with whom all communications between

NSF program officials and the project relating to the scientific, technical, and budgetary aspects of the project should take place.

- **Multiple PI:** when there is more than one PD/PI with equal responsibility and authority for the project. NIH uses the term Multiple PI and NSF uses the term Co-PI
- **Other Key Participant** – Senior/Key Personnel on the grant such as Co-Investigators, especially if they are in a department other than the department originating the proposal record. The department that the personnel listed in this section below to will automatically show up in the routing chain as an Approving Unit. Will not be required to certify proposal when record is routed.
- **Co-investigators or Co-I:** (Used by NIH) make significant contributions, but do not have overall responsibility and authority for the project. They are NOT considered PD/PIs.
- **Proposal Editor** – Adding someone to this role gives them permission to access and edit proposal record. Can use this filed to give departmental Contract and Grant Administrator and/or FRSO access to proposal.

<u><b>Role on Project</b></u>	<u><b>Include in Research Team Section of Cayuse SP?</b></u>	<u><b>Where to Include Role in Research Team Section</b></u>
Lead Principal Investigator	YES	<u>Lead</u> Principal Investigator Role
Co-Principal Investigators & Multiple PIs	YES	Principal Investigator Role
Senior/Key Personnel & Co-Investigators	YES	Other Key Participants
Post-Doctoral Students	NO	
Graduate Students	NO	
Undergraduate Students	NO	
Department Chair	NO	
Department Contract and Grant Administrator	YES	Proposal Editor OR Administrative Contact
Department Fiscal Personnel (Post-Award)	NO (some departments may have different procedures for this role)	**If included, list in Proposal Editor OR Administrative Contact
FRSO	YES	Proposal Editor OR Administrative Contact
Department Administrative Assistant	NO	
Technical Staff – NOT Senior/Key Personnel	NO	

2. How to give a person access by assigning the “Proposal Editor” role.
  - The Proposal Editor Role grants simultaneous permissions to a proposal equal to the Proposal Creator in the SP record and 424 record.
  - This person can edit and route the record.
  - Use this role for FRSO, department Contract and Grant Administrator, etc.
3. How to change a PI or Co-PI's affiliation in the Research Team section when they are submitting through a different unit such as a center.
  - Add the PI and Co-PIs
    - Under “List of Personnel” in the bottom section of the screen click “Edit” which is on the right side.
    - Click the “Unit” field and a pop-up box will appear and you can select a different unit.
    - Click “Save Personnel Information”. The unit and associated routing queue is now revised.

## **Budget screen**

1. Overview
  - Leave the default setting on “Summary” and enter the number of periods.
  - Enter dates of the 1st year/period only in the first column.
  - Enter dates of the cumulative periods in the second column.
2. Cost Sharing
  - If “yes”:
  - Add Unit:
    - Unit – Select the unit that will provide the cost share
    - Period Total – Enter the numeric value that this unit will provide in the first year/period.
    - Project Total – Enter the numeric value that this unit will provide for the duration of the project, if longer than one year/period.
    - Commitment Type - select either “Mandatory” or “Voluntary”
    - Match Type – select “Cash Matching”, “In-Kind” or “F & A”
    - Account – Enter the index code from which the funds will come. C
    - Click “Add Unit” to complete. (You can repeat this process for all the units that are providing cost share.)
3. F&A Rates:
  - Although you can enter up to three F&A rates (Indirect Cost rates) for the current period and for the entire project, most proposals will only have one rate. (Multiple rates only apply when a project crosses two fiscal years and each year has a different F&A rate.)
  - Clicking into an F&A Rate field will display a table for selecting an appropriate F&A rate. If the sponsor caps the F&A rate, it won't be one of UNM's federally negotiated rates reflected in the table so you will have to

manually enter the rate in the F&A rate field located on the left side just below the table. After you enter the correct rate, click the 'Change rate' button. This changes the rate for this proposal submission.

### **Conflict of Interest screen**

- The conflict of interest disclosure requirements apply to all investigators (principal investigator, co-principal investigator, faculty, staff, students and non-UNM consultants) who will be involved in the design, conduct or reporting of the project.
- Everyone who is named on the project and/or the budget should be instructed to submit an annual FCOI disclosure by the time the OSP proposal review begins.
- For Public Health Service (PHS) agencies, such as NIH, federal regulation \*requires\* that a PHS/NIH FCOI be submitted for \*every\* proposal.

### **Regulatory Compliance screen**

- Human Subjects and Animal Subjects
  - If the PI answers 'Yes' to either, remind them to submit their paperwork for IRB approval prior to receipt of the award.

### **Subcontractors screen**

- If the subcontractor is not listed, please contact [osp@unm.edu](mailto:osp@unm.edu) to request to add a subcontractor (include the contact information: name, website address, and location).

### **Export Control screen**

- Either ask the PI to answer the questions or collect the answers and populate the responses for the PI.

### **Intellectual Property screen**

- Either ask the PI to answer the questions or collect the answers and populate the responses for the PI.

### **Location of Sponsored Activities screen**

- Estimates are fine.
- Combined locations must total 100%.

### **Proposal Abstract screen**

- Either ask the PI to answer the questions or collect the answers and populate the responses for the PI.
- If the PI declines to provide an abstract, "N/A" or "None" can be entered into the text box.

### **Proposal Attachments screen**

1. What documents need to be uploaded in Cayuse SP (subaward proposals vs. full proposals, etc.)

- **Full Proposal Being Submitted via Cayuse 424**
  - Solicitation
  - Budget in Excel Format
  - Budget Justification
  - Subaward Documents (Letter of Commitment, Budget, Justification, SOW, F&A Rate Agreement, Subrecipient Commitment Form)
  - F&A Split Form (if applicable)
  - Relevant Correspondence Regarding Proposal
  - LAT or PI Eligibility Exception Request Form (if applicable)
- **Full Proposal Being Submitted via Sponsor System (FastLane, NSPIRES, etc.)**
  - Solicitation
  - Budget in Excel Format
  - Budget Justification
  - Budget in Sponsor System (i.e. PDF of FastLane budget section)
  - Subaward Documents (Letter of Commitment, Budget, Justification, SOW, F&A Rate Agreement, Subrecipient Commitment Form)
  - F&A Split Form (if applicable)
  - Relevant Correspondence Regarding Proposal
  - LAT or PI Eligibility Exception Request Form (if applicable)
- **Full Proposal Being Submitted via Paper Copy or E-Mail**
  - Solicitation
  - Full Proposal to be Submitted to Sponsor
  - Budget in Excel Format
  - Budget Justification
  - Subaward Documents (Letter of Commitment, Budget, Justification, SOW, F&A Rate Agreement, Subrecipient Commitment Form)
  - F&A Split Form (if applicable)
  - Relevant Correspondence Regarding Proposal
  - LAT or PI Eligibility Exception Request Form (if applicable)
  - Use “Notes” Tab to Tell OSP Who Proposal Should be Submitted to and Method to Submit (e-mail, paper, etc.)
- **Subaward Proposal – When UNM is the Subrecipient**
  - Solicitation
  - E-Mail Request for Proposal from Prime
  - Draft Letter of Commitment for OSP to Sign at Proposal Review
  - Budget in Excel Format
  - Budget Justification



- RR Budget (used for NIH submissions, typically requested by prime)
- Statement of Work
- UNM F&A Rate Agreement
- Any Technical Documents Requested by Prime (i.e. biosketch, current and pending support, etc.)
- F&A Split Form (if applicable)
- Relevant Correspondence Regarding Proposal
- LAT or PI Eligibility Exception Request Form (if applicable)
- Use “Notes” Tab to Tell OSP Who Proposal Should be Submitted to and Method to Submit (e-mail, paper, etc.)

### **Approving Units screen**

1. This information automatically populates from the information on the following screens:
  - General Information screen – if you added any “affiliated units” they will be added to the routing here.
  - Investigators/Research Team screen – the department and college will be added based on the individuals named as Lead Principal Investigator, Principal Investigators (Co-PIs), and Other Key Participants. Ensure their “unit” is correct on the Investigators/Research Team screen so that the Approving Units screen is populated correctly.
  - Budget screen – If the answer is “Yes” to cost sharing then the units who are listed as those providing cost share will populate as approving units.
2. Routing Order: The order does not have to be linear. There can be multiple units listed as position 2 and position 3, allowing approvals to happen simultaneously, rather than one-at-a-time.
  - Position 1 is the Lead Principal Investigator’s department or center (depending on which they are submitting through.)
  - The order of all the other approving units (positions 2 and up) can be reordered. It’s recommended that all department units are listed as position 2 and all college units are listed as position 3.

### **Additional Notes screen**

- Add notes that provide information useful to the approving units and useful in the OSP review. Here are some examples of things worth noting (the note should include the page # of the solicitation where this information is located):
  - F&A rate is capped
  - Cost share is required
  - Salary expense is not allowed
  - If the submission is via email, include the email address in the note.

## **Routing a Cayuse SP Record for internal approvals**

1. When and how to start the routing:
  - Plan to start the routing so that all approvals and certifications are complete before the OSP scheduled review begins. (If the routing chain includes multiple departments and colleges it may take several days to complete the approvals.)
  - All the required documents (see “Proposal Attachments screen” in an earlier section) must be uploaded.
  - All the sections (except “Additional Notes”) must have a green check mark indicating they are done before the routing can begin.
2. Click “Submit for Routing” button on the left side of the screen to begin the routing.
  - The fields in the record will lock once the routing is started however documents can be added to the “Proposal Attachments” screen.
  - The PI and Co-PIs will receive an automatic message to let them know there is a proposal that requires them to “certify”. The unit the PI is submitting through (department or center) will have to approve first and those listed as approvers for that unit will receive an email from Cayuse letting them know there is a proposal in their queue that needs approval.
3. How the PI and Co-PIs “Certify” in CayuseSP:
  - Log in to access the record in Cayuse: <https://unm.cayuse424.com>
  - Use your UNM NetID and password
  - Click “CayuseSP”
  - On the left side of your dashboard you will see “PI Certification Inbox” with a “1” in front of it.
  - Click there and “certify”
4. How the approvers “approve” the record in CayuseSP:
  - Log in to access the record in Cayuse: <https://unm.cayuse424.com>
  - Use your UNM NetID and password
  - Click “CayuseSP”
  - On the left side of your dashboard you will see “Unit Approval Inbox” with a “1” in front of it.
  - Click there and “approve”
5. How to check the routing status of the approvals:
  - Log in to CayuseSP
  - My proposals
  - Click the “Submitted Proposals” tab
  - Select the proposal number you want to view
  - The “approvals” tab is the default. It provides the following information:

- You can see if the PI can Co-PIs have certified or not.
- Order Unit shows the order of the approvals.
- Authorizing Person(s) shows who are named as approvers for each unit listed.
- Authorizing Decision shows you whether or not the record has been approved by one of the Authorizing Persons. (If this section is blank then it has \*not\* yet been approved.)

**\*Reminder: all approvals must be done prior to the OSP review appointment.\***

### **Reporting capabilities**

- What fields MyReports pulls data from for reporting to determine if these fields are being populated correctly to generate accurate reports

## General Information:

Item List	20-0611	
View or Edit completed sections by clicking the name next to the check.		
<input checked="" type="checkbox"/>	General Information	>>
<input checked="" type="checkbox"/>	<a href="#">Investigators/Research Team</a>	
<input checked="" type="checkbox"/>	<a href="#">Budget</a>	
<input checked="" type="checkbox"/>	<a href="#">Conflict of Interest</a>	
<input checked="" type="checkbox"/>	<a href="#">Regulatory Compliance</a>	
<input checked="" type="checkbox"/>	<a href="#">Subcontractors</a>	
<input checked="" type="checkbox"/>	<a href="#">Export Control</a>	
<input checked="" type="checkbox"/>	<a href="#">Intellectual Property</a>	
<input checked="" type="checkbox"/>	<a href="#">Location of Sponsored Activities</a>	
<input checked="" type="checkbox"/>	<a href="#">Proposal Abstract</a>	
<input checked="" type="checkbox"/>	<a href="#">Proposal Attachments</a>	
<input checked="" type="checkbox"/>	<a href="#">Approving Units</a>	
<input checked="" type="checkbox"/>	<a href="#">Additional Notes</a>	
<div>Administer Proposal</div> <div>Submit for Routing</div>		

>> General Information

Please upload a copy of the Proposal Guidelines to the Attachments page.

If a Sponsor cannot be found, please forward the name and location of the sponsor needed to be added to Cayuse to [osp@unm.edu](mailto:osp@unm.edu).

If a User cannot be found, please use the Cayuse User Account Request form to have user added to the system [Cayuse User Account Request form](#)

\* Indicates Required Fields

**Sponsor Information**

* Sponsor:	<input type="text" value="National Science Foundation"/>	
Funding Opportunity/Sponsor application No:	<input type="text" value="NSF 20-516"/>	
Sponsor Program Name:	<input type="text" value="IUSE: GEOPATHs"/>	
Proposal Guideline URL:	<input type="text" value="https://www.nsf.gov/pubs/2020/nsf20516/nsf20"/>	
Prime Funding Agency:	<input type="text"/>	

**General Proposal Information**

* Submitting Unit:	<input type="text" value="Earth and Planetary Sciences De"/>	
* Department Contact:	<input type="text" value="Paula Pascetti"/>	
Project No:		
* Short Project Name:	<input type="text" value="IUSE: GEOPATHs"/>	(internal reference name)
* Project Start Date:	<input type="text" value="09/01/2020"/>	<a href="#">Clear</a>
* Project End Date:	<input type="text" value="08/31/2023"/>	<a href="#">Clear</a>
* Activity Code:	<a href="#">Click Here to Choose Activity Code</a>	
	Basic Research	

* Proposal Type:	<input type="text" value="New"/>	
* Instrument Type:	<input type="text" value="Grant"/>	
How will this proposal be submitted?		
Select Submission Method:	<input type="text" value="FastLane"/>	
Affiliated Unit(s) (if applicable): <a href="#">Click Here to Choose Affiliated Unit(s)</a>		
* Sponsor Deadline:	<input type="text" value="02/14/2020"/>	<a href="#">Clear</a>
	Time: <input type="text" value="5:00pm"/>	<input type="text" value="Mountain"/>
	Postmark: <input type="radio"/> Receipt: <input checked="" type="radio"/>	
* Title of Project:	<div>Collaborative Research: GP-GO: Real-time, high-rate and multidisciplinary sensing of earth and environmental change</div>	
Create a Paired Proposal <input type="radio"/> Pair with a 424 Proposal <input type="radio"/> Un-Pair with 424 Proposal <input type="radio"/>		
<div>Save</div>		

## Investigators/Research Team


Item List	20-0611	
View or Edit completed sections by clicking the name next to the check.		
<input checked="" type="checkbox"/>	<a href="#">General Information</a>	
<input checked="" type="checkbox"/>	Investigators/Research Team	>>
<input checked="" type="checkbox"/>	<a href="#">Budget</a>	
<input checked="" type="checkbox"/>	<a href="#">Conflict of Interest</a>	
<input checked="" type="checkbox"/>	<a href="#">Regulatory Compliance</a>	
<input checked="" type="checkbox"/>	<a href="#">Subcontractors</a>	
<input checked="" type="checkbox"/>	<a href="#">Export Control</a>	
<input checked="" type="checkbox"/>	<a href="#">Intellectual Property</a>	
<input checked="" type="checkbox"/>	<a href="#">Location of Sponsored Activities</a>	
<input checked="" type="checkbox"/>	<a href="#">Proposal Abstract</a>	
<input checked="" type="checkbox"/>	<a href="#">Proposal Attachments</a>	
	<a href="#">Approving Units</a>	
<input checked="" type="checkbox"/>	<a href="#">Additional Notes</a>	
<div>Administer Proposal</div> <div>Submit for Routing</div>		

>> Investigators/Research Team

---

NOTE: The sum of allocated credit on this proposal is currently 0%.

Add Personnel Information

* Last Name:	<input type="text"/>		* Unit:	<input type="text"/>
* First Name:	<input type="text"/>		* Role:	<input type="text" value="Select Role..."/>
Phone:	<input type="text"/>		* Sponsored Effort %:	<input type="text"/>
Email:	<input type="text"/>		Cost Shared Effort %:	<input type="text"/>
* Person Months:	<input type="text"/>		Allocation of Credit %:	<input type="text"/>

Save Personnel

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months		
Tobias Fischer	Earth and Planetary Sciences Dept (133A)	Lead Principal Investigator	6.7%	0%	6.7%	0%	0.2	Edit	Delete
Laura Crossey	Earth and Planetary Sciences Dept (133A)	Principal Investigator	6.7%	0%	6.7%	0%	0.2	Edit	Delete
Scott Nowicki	Earth and Planetary Sciences Dept (133A)	Principal Investigator	1.7%	0%	1.7%	0%	0.2	Edit	Delete
Louis Scuderi	Earth and Planetary Sciences Dept (133A)	Principal Investigator	6.7%	0%	6.7%	0%	0.2	Edit	Delete
Jin Zhang	Earth and Planetary Sciences Dept (133A)	Principal Investigator	6.7%	0%	6.7%	0%	0.2	Edit	Delete
Antoinette Abeyta	Gallup Executive Director (151A)	Other Key Participant	6.7%	0%	6.7%	0%	0.2	Edit	Delete
Kevin Hobbs	Valencia County Branch (AGD)	Other Key Participant	6.7%	0%	6.7%	0%	0.2	Edit	Delete

# Budget

Item List

20-0611

View or Edit completed sections by clicking the name next to the check.

✓

General Information

✓

Investigators/Research Team

✓

Budget

✓

Conflict of Interest

✓

Regulatory Compliance

✓

Subcontractors

✓

Export Control

✓

Intellectual Property

✓

Location of Sponsored Activities

✓

Proposal Abstract

✓

Proposal Attachments

✓

Approving Units

✓

Additional Notes

Administer Proposal

Submit for Routing

>> Budget

Periods of performance and estimated budgets. For one-year projects and non-competing continuations, both columns should match.

Budget and Budget Justification must be attached in the attachments section of this proposal.

If this proposal's F&A Rate is not 51.5% and/or cost sharing or cash matching is being requested, please include a submission note stating where to find this in the agency guidelines.

Please note that FA Base is the Modified Total Direct Cost or MTDC.

\* Indicates Required Fields

Overview

Lead PI: Tobias Fischer

Sponsor: National Science Foundation

\* Budget Form: Summary

Select one of the above:  
Summary: View direct costs, indirect rates, bases and totals (default setting)  
Detailed: View specific budget categories, indirect rates, bases and totals  
Autofill: View detailed budget data autofilled from 424 proposals, if paired

\* # of Budget Periods: 3

Project Dates:

Current Period

Entire Project

\* Start

09/01/2020

Clear

09/01/20

\* End

08/31/2023

Clear

08/31/23

Comments:  
(512 chars max)

Cost Sharing ⓘ

\* Does this proposal include funds or contributions in the form of required cost sharing?  
(if so, include Cost Share approval form and Cost Share Budget in "Attachments")

☐ Yes

☒ No

F&A Rates

		Current Period	Entire Project
	F&A Rate (1):	51.500 %	51.500 %
	F&A Rate (2):	0.000 %	0.000 %
	F&A Rate (3):	0.000 %	0.000 %
Use calculated values: <input checked="" type="checkbox"/>	* Effective Rate:	51.5 %	51.5 %

\* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

Budget Categories

		Current Period	Entire Project
	SPONSOR DIRECT COSTS:	\$ 100,652	\$ 242,788
	BASE for F&A Rate (1):	\$ 80,652	\$ 182,788
	BASE for F&A Rate (2):	\$ 0	\$ 0
	BASE for F&A Rate (3):	\$ 0	\$ 0
Use calculated values: <input checked="" type="checkbox"/>	INDIRECT COSTS (F&A):	\$41,536	\$94,136
	FEE:	\$ 0	\$ 0
Use calculated values: <input checked="" type="checkbox"/>	TOTAL SPONSOR PROPOSED COSTS:	\$142,188	\$336,924
	Internal Cost Sharing:	\$0	\$0
	Third-Party Cost Sharing:	\$0	\$0
	TOTAL PROJECT COSTS:	\$142,188	\$336,924

Additional Resources

\* Do you need new additional resources to do this project over and above what is requested in the proposal budget?

☐ Yes

☒ No

Save

Reset

## Conflict of Interest

Item List	20-0611	
View or Edit completed sections by clicking the name next to the check.		
✓	<a href="#">General Information</a>	
✓	<a href="#">Investigators/Research Team</a>	
✓	<a href="#">Budget</a>	
✓	<a href="#">Conflict of Interest</a>	>>
✓	<a href="#">Regulatory Compliance</a>	
✓	<a href="#">Subcontractors</a>	
✓	<a href="#">Export Control</a>	
✓	<a href="#">Intellectual Property</a>	
✓	<a href="#">Location of Sponsored Activities</a>	
✓	<a href="#">Proposal Abstract</a>	
✓	<a href="#">Proposal Attachments</a>	
✓	<a href="#">Approving Units</a>	
✓	<a href="#">Additional Notes</a>	
<div>Administer Proposal</div> <div>Submit for Routing</div>		

>> Conflict of Interest
<p>* Indicates Required Fields</p> <p>* 1. Do you and all key UNM personnel on this proposed project have a current Financial Conflict of Interest (FCOI) annual disclosure on file? (If "No" please complete <a href="#">Annual FCOI Disclosure</a>)</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* 2. Have any of the FCOI conditions changed since the research team submitted their Annual FCOI Disclosure?</p> <p>If yes, please go to the following link to submit a material change via the FCOI Material Change Submission Portal: <a href="#">Annual FCOI Disclosure</a></p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>* 3. Do you or any of the research team have any financial conflicts of interest or other conflicts of interest with this specific funding agency?</p> <p>If yes, please go to the following link to submit a disclosure via the Sponsor Specific FCOI Disclosure Submission Portal: <a href="#">Annual FCOI Disclosure</a></p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>* 4. Do you or any key UNM personnel on this proposed project have a current FCOI management plan?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <div>SaveReset</div>

## Regulatory Compliance

Item List	20-0611	
View or Edit completed sections by clicking the name next to the check.		
✓	<a href="#">General Information</a>	
✓	<a href="#">Investigators/Research Team</a>	
✓	<a href="#">Budget</a>	
✓	<a href="#">Conflict of Interest</a>	
✓	<a href="#">Regulatory Compliance</a>	>>
✓	<a href="#">Subcontractors</a>	
✓	<a href="#">Export Control</a>	
✓	<a href="#">Intellectual Property</a>	
✓	<a href="#">Location of Sponsored Activities</a>	
✓	<a href="#">Proposal Abstract</a>	
✓	<a href="#">Proposal Attachments</a>	
✓	<a href="#">Approving Units</a>	
✓	<a href="#">Additional Notes</a>	
<div>Administer Proposal</div> <div>Submit for Routing</div>		

>> Regulatory Compliance
<p>If you answer Yes to Human Subjects, provide the the IRB project #; and upload a copy of the IRB determination (approval) letter to the attachment section of Cayuse SP if the protocol was submitted to the IRB for approval. Please contact <a href="mailto:IRBMainCampus@unm.edu">IRBMainCampus@unm.edu</a> for further information regarding Human Subjects research.</p> <p>If you answer Yes to Animal Subjects, provide the the IACUC application #; and upload a copy of the IACUC determination (approval) letter to the Attachment section of Cayuse SP if the protocol was submitted to the IACUC for approval. Please contact <a href="mailto:Vsugita@salud.unm.edu">Vsugita@salud.unm.edu</a> for further information regarding Animal Subjects research.</p> <p>If this proposal includes the use of hazardous research materials, please check the appropriate category under Research Materials and contact the Safety &amp; Risk Services office at <a href="mailto:srsweb@unm.edu">srsweb@unm.edu</a> or (505) 277-2753 for any required approvals.</p> <p>* Indicates Required Fields</p> <p><b>Human Subjects</b></p> <p>* Does this research involve <b>HUMAN SUBJECTS</b>?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Animal Subjects</b></p> <p>* Does this research involve <b>ANIMAL SUBJECTS</b>?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><b>Research Materials</b></p> <p>If the proposals involve any of the following materials, contact the following departments.</p> <p>Does the proposal involve research with any of the following? (please check all that apply)</p> <p><input type="checkbox"/> Radioactive Materials – If yes, contact UNM Radiation Safety at 925-5500 or 925-0743 (<a href="https://hsc.unm.edu/research/radiation-safety/">https://hsc.unm.edu/research/radiation-safety/</a>).</p> <p><input type="checkbox"/> Biological Materials (hazardous and non-hazardous) – If yes, contact UNM Biohazard Compliance 272-5993 or 272-8001 (<a href="http://hsc.unm.edu/research/biohazard/">http://hsc.unm.edu/research/biohazard/</a>).</p> <p><input type="checkbox"/> Chemical Reagents (e.g., poisons, explosives, reagents, flammables, carcinogens) – If yes, contact UNM Safety and Risk Services at 277-2753 (<a href="http://srs.unm.edu/">http://srs.unm.edu/</a>).</p> <p><input type="checkbox"/> Does this study involve the use of hazardous (other than Radiological or Biological) materials provided by the sponsor or any other party? If yes, contact UNM Safety and Risk Services at 277-2753 (<a href="http://srs.unm.edu/">http://srs.unm.edu/</a>).</p>

## Subcontractors

**Item List**    20-0611   

View or Edit completed sections by clicking the name next to the check.

- ✓ [General Information](#)
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subcontractors](#)    >>
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- ✓ [Approving Units](#)
- ✓ [Additional Notes](#)

**>> Subcontractors**

If this proposal involves Subcontractors (for which funds are requested), please add them below, and provide the following information to UNM C

1. Statement of Work
2. Budget
3. Budget Justification
4. F&A Rate Agreement
5. Letter from subcontractor signed by an authorized official of the proposed subcontractor

**NOTE:** Please forward the name and location of the sponsor needed to be added to Cayuse to [osp@unm.edu](mailto:osp@unm.edu).

**Add Subcontractor**

Subcontractor:

**List of Subcontractors:** (to edit the list, remove the entry and re-select)

There are no subcontractors added to the proposal

## Export Control

the name next to the check.

- ✓ [General Information](#)
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subcontractors](#)
- ✓ [Export Control](#)    >>
- ✓ [Intellectual Property](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- ✓ [Approving Units](#)
- ✓ [Additional Notes](#)

\* Indicates Required Fields

\* 1. Does the funding announcement/solicitation indicate that any of the following restrictions or limitations will be applied to eventual awards?

- prior approval for dissemination/publication;
- export control restrictions (International Traffic in Arms Regulations, Export Administration Regulations or nuclear regulations);
- restrictions on access or participation of foreign nationals;
- or need for a U.S. government security clearance.

☐ Yes    ☒ No

2. Do you anticipate that the project work may involve:

\* a. International Travel, Foreign Performance Sites, International Collaboration or International Shipments?

☐ Yes    ☒ No

\* b. Participation of Foreign Nationals?

☐ Yes    ☒ No

\* c. Transmitting funds (through payments, for example) goods or technology to a U.S. Sanctioned country? Please see link for a list of current U.S. Sanctions: <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx>.

☐ Yes    ☒ No

3. Some types of research may have export control implications even if all work is conducted within the U.S.

Do you anticipate that the project work may involve:

\* a. Non-commercial encryption or information security software or select agents?

☐ Yes    ☒ No

\* b. Equipment, technology, materials or software with a strong potential dual-use (civilian and military) application or direct military application? If yes, please proceed to the following link: [http://researchcompliance.unm.edu/sites/default/files/EC%20Exclusion%20Screening%20Form\\_Ver%202016\\_07-15-11.doc](http://researchcompliance.unm.edu/sites/default/files/EC%20Exclusion%20Screening%20Form_Ver%202016_07-15-11.doc) Complete the Export Control Exclusion Screening Form and upload it into this CayuseSP record.

☐ Yes    ☒ No

\* c. Is there a Non-Disclosure Agreement (NDA) associated in any way with this project?

☐ Yes    ☒ No



## Intellectual Property

Item List

20-0611

View or Edit completed sections by clicking the name next to the check.

✓

General Information

✓

Investigators/Research Team

✓

Budget

✓

Conflict of Interest

✓

Regulatory Compliance

✓

Subcontractors

✓

Export Control

✓

Intellectual Property

✓

Location of Sponsored Activities

✓

Proposal Abstract

✓

Proposal Attachments

✓

Approving Units

✓

Additional Notes

Administer Proposal

Submit for Routing

>> Intellectual Property

\* Indicates Required Fields

\* 1. Have you disclosed any of this research to [STC.UNM](#) (STC)?  

☐ Yes

☒ No

\* Do you think this research has the [potential for a patent](#)?  

☒ Yes

☐ No

\* 2. Does the research in this proposal involve any filed patents?  

☐ Yes

☒ No

\* 3. Does the research in this proposal involve any issued patents?  

☐ Yes

☒ No

\* 4. Will this research use any materials obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material?  

☐ Yes

☒ No

\* 5. Will this research use any material, patented or otherwise, which is owned by UNM and licensed to a commercial entity?  

☐ Yes

☒ No

\* 6. Is this proposal an SBIR (Small Business Innovative Research Program)?  

☐ Yes

☒ No

\* 7. Is this proposal an STTR (Small Business Technology Transfer Program)?  

☐ Yes

☒ No

## Location of Sponsored Activities

Item List

20-0611

View or Edit completed sections by clicking the name next to the check.

✓

General Information

✓

Investigators/Research Team

✓

Budget

✓

Conflict of Interest

✓

Regulatory Compliance

✓

Subcontractors

✓

Export Control

✓

Intellectual Property

✓

Location of Sponsored Activities

✓

Proposal Abstract

✓

Proposal Attachments

✓

Approving Units

✓

Additional Notes

Administer Proposal

Submit for Routing

>> Location of Sponsored Activities

To assist in reporting on activities performed at UNM that meet the needs of New Mexico, please interpret these areas broadly and please indicate the locations where your research will occur and assign a percentage to each location. Percentages should reflect the portion of the total budget which would expended in that location.

UNM Locations:

If any sponsored activities occur on campus, please enter below each on-campus location and the percentage of work that will be done there, and click Add.

Location:

Select...

Percent of Work:

%

Add

Location	Percent Work	
UNM Main Campus	100.00%	<a href="#">Remove</a>

In-State County Locations:

If any sponsored activities occur in-state, but off of campus locations, please enter below each in-state county location and the percentage of work that will be done there, and click "Add".

Location:

Select...

Percent of Work:

%

Add

There are no In-State County locations added to the proposal

Out-of-State Locations:

If any sponsored activities occur in other U.S. States outside New Mexico, please enter below each state and the percentage of work that will be done there, and click "Add".

Location:

Select...

Percent of Work:

%

Add

There are no Out-of-State locations added to the proposal

Out-of-Country Locations:

If any sponsored activities occur out of the United States, please enter below each country and the percentage of work that will be done there, and click Add.

Location:

Select...

Percent of Work:

%

Add

There are no Country locations added to the proposal

Reset

6

# Proposal Abstract

Item List20-0611

View or Edit completed sections by clicking the name next to the check.

General Information

Investigators/Research Team

Budget

Conflict of Interest

Regulatory Compliance

Subcontractors

Export Control

Intellectual Property

Location of Sponsored Activities

Proposal Abstract

Proposal Attachments

Approving Units

Additional Notes

Administer Proposal

Submit for Routing

>> Proposal Abstract

\* Indicates Required Fields

With your permission, this abstract will be used for the UNM Research Abstracts Database (RAD). RAD is a database designed to match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests on the UNM campus. The abstract should be plainly written and in sufficient detail to summarize:

a. the purpose(s) or problem(s)

b. the hypothesis(es) or objective(s)

c. the method(s) of the project(s)

All abstracts will be made available to the public. If this abstract contains ANY institutional or sponsor proprietary information, such as a description of a potentially patentable invention (e.g., a new and useful process, machine, article of manufacturing, composition of manufacture, or related improvements), you MUST check No below and if you have not already done so, you should contact the [STC.UNM](#).

\* 1. I give permission to make this abstract publicly accessible:

☐ Yes

☒ No

\* 2. Abstract:

The proposed GeoPaths is a research-based project that addresses the challenge of increasing participation of undergraduates from branch campuses and the community college in the Earth and Planetary and Environmental Sciences graduate program at the University of New Mexico Main campus. This is achieved by introducing research-based approaches in the existing curriculum at our branches. These research-based approaches engage students in a manner that supports the collection and interpretation of data in the classroom, fostering ownership of these activities. The students use data and interpretations to build activities into a formal framework of 'laboratories' that will then be used by main campus students in a number of their classes. The designed laboratories will be

\* 3. Please select an [NSF Science Code](#) that describes the type of research contained in this proposal:


Earth Sciences 1432

Save














Reset

7

## Proposal Attachments

Item List
20-0611


View or Edit completed sections by clicking the name next to the check.

-  [General Information](#)
-  [Investigators/Research Team](#)
-  [Budget](#)
-  [Conflict of Interest](#)
-  [Regulatory Compliance](#)
-  [Subcontractors](#)
-  [Export Control](#)
-  [Intellectual Property](#)
-  [Location of Sponsored Activities](#)
-  [Proposal Abstract](#)
-  Proposal Attachments >>
-  [Approving Units](#)
-  [Additional Notes](#)

Administer Proposal

Submit for Routing

### >> Proposal Attachments

When applicable, please attach the following documents:

- Statement of Work (draft or completed; mandatory)
- Solicitation/Proposal Announcement Guidelines (mandatory)
- Budget Worksheet (mandatory)
- Budget Justification Form (mandatory)
- Conflict of Interest Form (mandatory if research project)
- Subcontractor documentation (letter of commitment, budget, budget justification, scope of work, F&A rate agreement)
- Cost Share Approval Form and Budget (as applicable)
- F&A Reduction Request Form (as applicable)
- F&A Split Form (as applicable)
- Export Control Form (if applicable)
- PI Eligibility Form (if applicable)
- IRB Approval Letter (if applicable)
- IACUC Approval Letter (if applicable)

For industry-sponsored clinical trials, please attach the following documents:

- Sponsor Protocol
- Final Sponsor Budget
- Final Internal Budget

#### Add Attachment






Click Browse to select

Browse...

Document Type

Add

Reset

Attachment	File Type	Upload Type	Attachment Type	Access	
<a href="#">Limited Competition Approval.pdf</a> Uploaded by: Vincent Sarracino On: 02/10/2020 At: 4:59 PM MST	Correspondence	IPF	Proposal	<a href="#">All Parties</a>	
<a href="#">Project Description.docx</a> Uploaded by: Vincent Sarracino On: 02/10/2020 At: 4:49 PM MST	Proposal (Draft)	IPF	Proposal	<a href="#">All Parties</a>	
<a href="#">Budget Justification.docx</a> Uploaded by: Vincent Sarracino On: 02/10/2020 At: 4:48 PM MST	Budget (Final)	IPF	Proposal	<a href="#">All Parties</a>	
<a href="#">Budget Geopaths Fischer 2.xlsx</a> Uploaded by: Vincent Sarracino On: 02/10/2020 At: 4:46 PM MST	Budget (Final)	IPF	Proposal	<a href="#">All Parties</a>	
<a href="#">NSF 20-516.pdf</a> Uploaded by: Vincent Sarracino On: 02/10/2020 At: 4:45 PM MST	Solicitation/RFP/RFQ	IPF	Proposal	<a href="#">All Parties</a>	

## Approving Units

Item List

20-0611

View or Edit completed sections by clicking the name next to the check.

✓

[General Information](#)

✓

[Investigators/Research Team](#)

✓

[Budget](#)

✓

[Conflict of Interest](#)

✓

[Regulatory Compliance](#)

✓

[Subcontractors](#)

✓

[Export Control](#)

✓

[Intellectual Property](#)

✓

[Location of Sponsored Activities](#)

✓

[Proposal Abstract](#)

✓

[Proposal Attachments](#)

✓

[Approving Units](#)

✓

[Additional Notes](#)

Administer Proposal

Submit for Routing

>> Approving Units

The departments listed below will be notified to authorize this proposal record.  
Make sure every affiliated department is listed on this screen before submitting the proposal record for routing.

The Office of Sponsored Projects will authorize this proposal on behalf of the University.  
Do **not** add Office of Sponsored Projects as an approving department.

Colleges/Schools should be last in routing order. Please verify that the routing is correct.

Add Approving Unit

Unit: 

Add Unit

List of Approving Units: (to edit the information, remove first, then add back)

Routing Order	Unit Code	Unit	Role(s)
1	133A	Earth and Planetary Sciences Dept	Principal Investigator, Admin Unit, Lead Principal Investigator, Principal Investigator, Principal Investigator, Principal Investigator
<div>2</div>	ABH	College of Arts Sciences A S	Rollup From - 133A
<div>2</div>	151A	Gallup Executive Director	Other Key Participant, Other Key Participant
<div>2</div>	AGD	Valencia County Branch	Other Key Participant
<div>2</div>	798C	Limited Competitions (OVPR)	Other Approving

Remove

Authorize Unit Listing

## Additional Notes

Item List

20-0611

View or Edit completed sections by clicking the name next to the check.

✓

[General Information](#)

✓

[Investigators/Research Team](#)

✓

[Budget](#)

✓

[Conflict of Interest](#)

✓

[Regulatory Compliance](#)

✓

[Subcontractors](#)

✓

[Export Control](#)

✓

[Intellectual Property](#)

✓

[Location of Sponsored Activities](#)

✓

[Proposal Abstract](#)

✓

[Proposal Attachments](#)

✓

[Approving Units](#)

✓

[Additional Notes](#)

Administer Proposal

Submit for Routing

>> Submission Notes

Provide any additional information about this proposal below.

Submission Note:

Add Note

Note	Recorded By	Date	Note Area	Category	Access
<a href="#">Collaborative proposal with CNM - UNM is the lead institution. CNM A...</a>	Vincent Sarracino	02/10/2020	Proposal	Submission	<a href="#">Admin Office</a> <a href="#">All Parties</a>