

SUBMITTING CONTRACT AND GRANT PROPOSALS

IN THE SCHOOL OF ARCHITECTURE + PLANNING

A Four Stage Process

1. When you first become interested in submitting a contract or grant proposal as a PI or co PI, complete and submit the **early alert form** located in the SA+P Research Resource page on the SA+P website, to the Associate Dean for Research

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2. Contact your Program Director, or Center Director, to discuss needs and implications of the proposal, such as cost share, relative to your work in the Program or Center. At this time you and your Director should identify the research support staff that will be assigned to the project, and the source of cost-share if it is in the proposal.

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3. If you would like to have **help and/or advice** on preparing the proposal, contact Elly Van Mil, the School's Faculty Research Support Officer evanmil@unm.edu She will be happy to assist you.

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4. Build the proposal submission in **CAYUSE** and submit it a **minimum of seven days** in advance of the agency deadline.

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NOTES

- It is the PI's responsibility to develop the budget, collect all required documentation, and enter the proposal into the Cayuse system. Although Elly van Mil will be happy to provide support and guidance in this process, please do not expect that she will complete these tasks for you
- Pay careful attention to how cost sharing information is entered into the Cayuse project form. If the cost sharing is in-kind, there should not be an index associated with it
- The seven day requirement is very important. Your proposal will need to be read and approved by several people, and proposals submitted at the last minute will not likely be processed
- A guide to finding sources of funding can be found on the SA+P Research Resource page on the SA+P website