All proposals must be approved by URI’s Office of Sponsored Projects before being sent to a sponsor for consideration. URI’s online portal for proposal submission is Cayuse. The only exception to this is pre-proposals that meet the following requirements: (a) they do not require OSP signature and (b) they do not require a detailed budget or an estimate of costs. Below are clarifications on some agency specific situations:

**National Institutes of Health (NIH) and other Public Health Service (PHS) Agencies:**

* NIH & PHS Proposal and Resubmissions - All NIH proposals must be submitted via Cayuse.

* NIH & PHS Progress Report (non-competing continuations) – progress reports must be prepared, routed and approved in Cayuse as an “other” proposal. In addition, these proposals must be also be validated and routed in RPPR. More on preparing an RPPR report.

NIH & PHS Progress reports must be submitted through Cayuse because NIH has specific requirements for annual certifications that URI is required to collect. URI obtains those certifications and approvals through the Cayuse Proposal Submission process. For this reason, we require you to route the RPPR submission through Cayuse.

**National Science Foundation (NSF)**

* NSF Proposals – Must be prepared, routed, and approved via Cayuse as an “Other” Proposal. When preparing the proposal, it must be completed via Fastlane and a PDF copy should be uploaded into Cayuse. The reason these grants are done in Fastlane and not Cayuse is due to the fact that NSF has not made all the documents available through the Grants.gov system.

* NSF Collaborative Proposals – These are prepared and submitted in Fastlane. Before OSP will submit your proposal in Fastlane, you must complete an “Other Proposal” in Cayuse. The Cayuse proposal contains a PDF of the Fastlane proposal, and all other required documents and must be routed and approved in Cayuse. More detail on preparing NSF Collaborative proposals.

* NSF Pre Proposals – Are prepared in NSF Fastlane and do go through Cayuse a digital signature.

* NSF Progress Reports – are submitted in Research.gov and do not go through Cayuse. NSF Fastlane credentials work in Research.gov

Click on the link Project reports in Research.gov for more detailed information

**All other Federal agencies:**

Most agencies now require proposals to be submitted through Grants.gov. When this is the case, the opportunity should be available to submit through Cayuse. If you cannot find your specific opportunity, you must contact your grant specialist for assistance. If it is not available to be submitted through Cayuse, you will prepare the Grants.gov application and submit that for approval through Cayuse as an “other” proposal. If the RFP details another process for submission, you should discuss this with your grant specialist.
All other sponsors (non-Federal):

Many foundations have their own portals for proposal submission. Some allow the PI to submit directly, some require that an authorized representative of the institution submits through the portal. These details can be addressed with the Director or Assistant Director of OSP. These proposals will still need to be submitted through Cayuse as an “other” proposal before submission to the sponsor.