Department of Research Development
Proposal Development Tools: Internal Funding

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Office of Research & Economic Development
Internal Funding Program Applicant Checklist

CHECKLIST		COMMENTS
☐	Take the Internal Funding Process Virtual Workshop. Required for new applicants to the Seed Grant to Support the Arts & Humanities and strongly recommended for first-time applicants to other programs. Contact Angela Jordan for access to the online course.	New to South or applying for internal funding with us for the first time? Taking our internal funding process workshop will familiarize you with the online systems and application requirements.
☐	Using InfoReady for the first time? Use SSO to login and then update your profile with your department information under "Primary Organization."	Seed Grant applicants can enter their regular department and IGNORE the following category (Arts and Sciences - Seed Grant Program to Support the Arts and Humanities Applicants ONLY).
☐	Application package uploaded to InfoReady.	Can be done in parallel, e.g. simultaneously, with Cayuse SP submission.
☐	**Using Cayuse SP for the first time? Request account creation using the Change Request form on the Sponsored Projects website.**	ALLOW A MINIMUM OF 24 HOURS FOR ACCOUNT CREATION!
☐	Proposal record created in Cayuse SP following instructions given in program guidelines appendix.	
☐	In Cayuse SP, be sure you have entered BOTH a grant administrator AND proposal editor. In some units this will be the same person while in others they will be different.	Grant Administrator goes on the "General Information" tab. Proposal Editor goes on the "Investigators/Research Team" tab.

☐	Does your co-PI really need to be entered in Cayuse SP? (Ignore if you don't have a co-PI or your program disallows it.)	If your co-PI is providing time to the grant and is either funded or providing cost-share, AND/OR if their department is providing any resources for the project, then the answer is YES. If your "co-PI" is more of a consultant or advisor, then the answer may be NO. This applies to co-PIs internal to USA. **See the Appendix for more info.**
☐	Detailed (NOT Summary) budget entered in Cayuse SP.	On the "Budget" tab.
☐	In Cayuse SP, budget is ONLY for funds requested from ORED.	DO NOT enter full project budget if it is larger than the amount requested.
☐	In Cayuse SP, **Research Comm, Dvlp & Lrng** is added as an approving unit, and is listed as the final approver in the routing order.	On the "Approving Units" tab, you will need to manually add RCDL AND manually change the number to be the last one in the routing order.
☐	In Cayuse SP, proposal is submitted for routing AT LEAST one day in advance of the program deadline.	Department chairs and deans are often traveling and unable to promptly make approvals. Plan for this possibility and route your proposal well in advance of the deadline.