UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN

**OFFICE OF RESEARCH &
SPONSORED PROGRAMS**

The following checklist is designed for most proposals to help Principal Investigators see at-a-glance the elements required and to help organize and delegate the work involved in the submission process.

PROPOSAL CHECKLIST:

PRINCIPAL INVESTIGATOR:	
UNIT/DEPT:	
TITLE OF PROJECT:	
CO-PRINCIPAL INVESTIGATOR(S):	
Sponsor:	
OPPORTUNITY NUMBER:	
DO YOU CURRENTLY HAVE CAYUSE ACCESS?	[ ] YES [ ] NO

Please prepare the following:

o Funding Opportunity / Request for Proposal (if available)
o Budget (In Excel format)
o Budget Justification
o Project Abstract
o Project Narrative

Reviewed by:

_____   _____
Principal Investigator   Date   ORSP Staff   Date

T: +1 671.735.2989   F: +1 671.734.3676   W: www.uog.edu/research
Mailing Address: 303 University Drive, Dean's Circle HS 7, UOG Station, Mangilao, Guam 96923
*The University of Guam is a U.S. Land Grant Institution accredited by the Western Association of Schools and Colleges
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Proposal Application Process

☒ Proposals are submitted electronically via University of Guam's Cayuse Sponsored Projects and Cayuse S2S Grants Management System (https://www.uog.edu/research/#Cayuse). If you are new to Cayuse and need an account, instructions for requesting an account are in the link.

☒ Review and watch the Cayuse Research Management Video Tutorials on the Office of Research and Sponsored Programs (ORSP) website. (https://www.uog.edu/research/resources)

☒ The University of Guam is already registered in all the necessary grant portals, i.e., Grants.gov, Research.gov; Grant Solutions; Grants Online; eRA, EDGE but each PI will need Cayuse access for proposal submission.

☒ In Cayuse, the proposal will be routed to ORSP for submission to the respective sponsor portal.
*(*Please ensure that all proposals are submitted and reviewed to ORSP 10-14 business days prior to sponsor deadline)*

It is important to remember that funding opportunity announcements have specific requirements that may not be included in this checklist, or the checklist may have more than is required for your project.

With advance notice, the Office of Research and Sponsored Programs can provide assistance in adapting this checklist for any funding agency or mechanism. Please contact the Office of Research and Sponsored Projects for more information at orsp@triton.uog.edu or 671-735-2989.

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