

## Submission Notes

After you add and order your Approving Units within your proposal, you will be prompted to add any Submission Notes. **Notes are optional.** However, if there are any eccentricities in your proposal or any information that would be useful for reviewers to know, please indicate it in the Submission Notes. For example, if you are submitting a proposal for a formula-funding grant or indirect costs are not allowed on your project, then you should add this information to your Submission Notes.

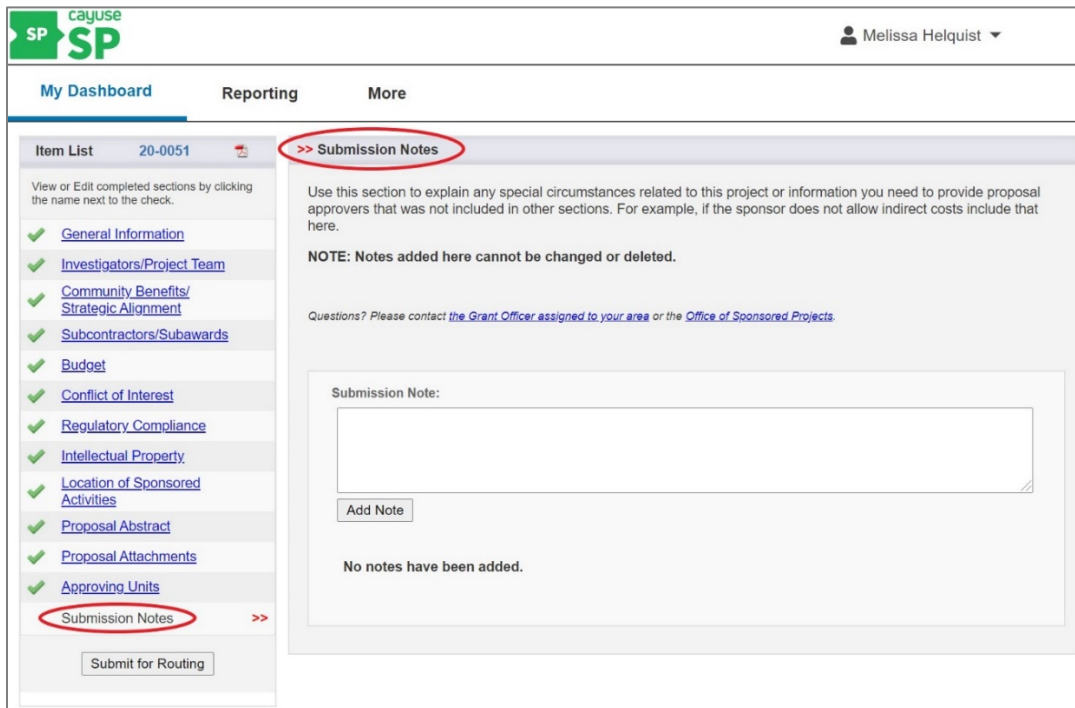
### Example Submission Notes:

#### Formula funded grant:

*“This is a long-standing program with the [enter school/program]. As such, it is considered formula-funding and has not been required to go through the grant approval process since it was originally approved. However, given the implementation of Cayuse SP, the Office of Sponsored Projects is having all formula-funded projects go through the new approval process.”*

#### Indirect Costs not allowed/reduced amount as mandated by the sponsor:

*“Indirect costs are not allowed [or are capped at a maximum of X%] as required by the Sponsor. Sponsor guidelines for IDC requirements can be found in the solicitation/funding announcement.”*



The screenshot shows the Cayuse SP user interface. At the top, there is a navigation bar with 'My Dashboard', 'Reporting', and 'More'. The user's name 'Melissa Helquist' is visible in the top right. The main content area is divided into two sections. On the left is a sidebar with a checklist of sections: General Information, Investigators/Project Team, Community Benefits/Strategic Alignment, Subcontractors/Subawards, Budget, Conflict of Interest, Regulatory Compliance, Intellectual Property, Location of Sponsored Activities, Proposal Abstract, Proposal Attachments, Approving Units, and Submission Notes. The 'Submission Notes' item is circled in red. Below the sidebar is a 'Submit for Routing' button. The main content area has a header 'Item List 20-0051' and a sub-header '>> Submission Notes' which is also circled in red. Below this, there is a text box with instructions: 'Use this section to explain any special circumstances related to this project or information you need to provide proposal approvers that was not included in other sections. For example, if the sponsor does not allow indirect costs include that here.' A note states: 'NOTE: Notes added here cannot be changed or deleted.' Below this is a question: 'Questions? Please contact the Grant Officer assigned to your area or the Office of Sponsored Projects.' At the bottom of the main content area, there is a 'Submission Note:' label, a large text input field, an 'Add Note' button, and the text 'No notes have been added.'

## Adding Notes to Your Proposal

Within the text field, provide any additional information or comments regarding the proposal and click Add Note.

Submission Note:

Add Note

No notes have been added.

Notes are visible to all members of the Research Team as well as unit approvers.

| Note  | Last Updated By | Date       | Note Area | Category   | Access   |
|---|-----------------|------------|-----------|------------|--|
| <a href="#">This is a long standing program with the School of Health Sciences Dep...</a> | Ann Crissman    | 06/08/2020 | Proposal  | Submission | <a href="#">Admin Office</a>   <a href="#">Edit</a>   <a href="#">All Parties</a>   <a href="#">Delete</a> |

If there is a note you would like to be visible only to OSP, then select the Admin Office or All Parties link.

**Assign Access**

Admin Office

All Parties

Unit Approvers and Administrators

Deselect the All Parties checkbox. Then select the Update Button.

**Assign Access**

Admin Office

All Parties

Unit Approvers and Administrators

**Don't Forget To:**

- Review the full Cayuse SP proposal and attachments for accuracy and completeness.
- Notify OSP personnel that you have completed the proposal and that it is ready for review and routing.
- Once OSP personnel have notified you that the proposal is ready for internal approval routing, you will be asked to certify the proposal. *For more information, see Cayuse User Guide – PI Certification Inbox.*

## Next Step

Navigating and completing the **Submit for Routing** section.  
*For more information, see [Cayuse SP - User Guide: Submit for Routing](#).*