



## Sponsored Programs and Research Services

Congratulations on starting your NIH proposal in Cayuse!

Review the bullet points below to ensure a smooth, timely submission of your proposal. Please note all blue links are hyperlinks.

1. Proposal must be routed and approved by your College three (3) days prior to the deadline even if you are in communication with SPRS staff. Failure to meet this deadline may result in delayed submission or missed deadline.
2. If available, forward the RFP to SPRS as soon as possible.
3. Download the opportunity number in Cayuse. If you are unsure how to do that contact the SPRS Office for assistance.
4. All key personnel must have an ERA commons ID. If one is needed, submit a request to [sprscontracts@csuohio.edu](mailto:sprscontracts@csuohio.edu). Include with your request the individuals name, email address, and phone number.
5. If a Subrecipient is involved, the Subrecipient must submit to the SPRS office
  - a. [Subrecipient Information and Commitment Form](#)
  - b. [Research and Related Budget Form](#)
  - c. Budget Justification
  - d. [NIH Biosketch](#)
  - e. ERA Commons ID for the PI and key personnel (only their home institution can assign them an ID)
  - f. Letters of Support
  - g. [Statement of Intent to Establish a Consortium Agreement](#)

***SPRS is happy to contact the subrecipient institution for this information. Please send the name and email address of the contact person at the Subrecipient institution. Include the phone number if you have it. This information should be sent to person assigned to assist you with the proposal.***

6. Checklist are available for [R01](#) and [R15](#) summarizing required forms and pointing you to links on NIH's website for assistance.

Thank you and SPRS looks forward to working with you during the proposal process!