

Agreement Review and Approval Decision Tree

Activity and Agreement Type Drives the Process Updated January 2022

Externally Sponsored Programs / Grants:

Letters of Intent, Pre-Proposals, Proposals, and Subawards

For all submittals to external entities for grant funding or other sponsored program funding, begin the generation of your letter of intent, pre-proposal, grant or subaward proposal by submitting the initial information into [the Cayuse SP Proposal System](#) for Office of Research and Sponsored Programs (ORSP) review.

The Cayuse entry must be done at least 4 weeks prior to submittal. Once you submit your intentions using the Cayuse system ORSP staff will be able to assist you with your submittal.

[ORSP](#)
[Cayuse](#)

Donations:

Donation Requests, and Letters of Inquiry

For non-grant-related donation requests and letters of inquiry to external sponsors, contact University Advancement prior to contacting the potential donor.

Procurement:

P-Card, Contracts for Goods and Services, Sole Source Requests; Consulting Agreements, International Agreements, and Non-Monetary Memorandums of Understanding (MOU)

