Instructions for Departmental Award Processing

NOTE: These instructions will guide non-global users through the award processing details in Cayuse SP.

1. When you receive an initial award for processing you should **first confirm if a PreProposal and/or Proposal IPF are already on file**. If so, locate the current IPF from your My Proposals and select the "Copy" hyperlink to create an Award IPF. A dialogue box will appear asking you to confirm you want to copy this proposal – select "OK".
    - If you are not either the original Owner/Creator of the IPF or listed on the IPF Research Team as a Proposal Editor, you will not find the IPF in your My Proposals section. In this case, contact your PreAward Services' contact to request being added as a Proposal Editor.

2. **If there is not a PreProposal and/or Proposal IPF on file**, you will need to initiate a new IPF from the Home screen. For additional guidance, see the "Starting an Internal Processing Form" instructions. Proceed to Step 3.

3. Once you are in the new Award IPF, complete as much information as possible. Based on your unit process, contact the Lead PI to complete the PI indicated IPF sections. It is ideal to copy your PreAward Services' contact on this email as an early indicator to get the award in the PAS queue.
    - As a reminder, **you will not submit the IPF for approval until PAS has a fully executed award.** The handoff/routing process is unique to each unit.