

SETON HALL UNIVERSITY

Office of Grants and Research Services (OGRS)

Step-by-Step Grant Submission Guide

To ensure a successful and compliant submission through the **Cayuse** system, all Seton Hall University faculty members acting as Principal Investigators (PIs) must strictly adhere to the following institutional policy and procedural checklist.

CRITICAL DEADLINE POLICY:

All complete Cayuse proposals and final documents must be submitted to OGRS at least **five (5) business days prior** to the sponsor's official application due date. This window allows for technical verification, budget auditing, and institutional sign-off.

Step 1: Institutional Awareness & Approvals

- Before beginning your formal application process, you must notify your leadership.
- Your Department Chair and your Dean must be fully aware of the proposal and provide formal approval for your intent to submit this application.

Step 2: Gather Sponsor Guidelines & Foundation Rules

- **Sponsor Documentation:** Obtain and thoroughly review the official Notice of Opportunity (NOFO), Request for Application (RFA), or specific guidelines provided directly by the sponsor.
- **Private Foundations Rule:** If your sponsor is a private or community foundation, OGRS strictly requires the sponsor guidelines and the link to the sponsor website

Step 3: Assemble the Cayuse Package Components

- **Personnel Details:** Identify all Principal Investigators (PIs) and Co-Principal Investigators (Co-PIs) participating in the project.
- **Project Timeline:** Establish the formal project period, explicitly stating the project's Beginning Date and Ending Date.
- **Project Summary:** Provide a finalized, clear Abstract explaining the scope of work.
- **Financial Planning:** Compile a comprehensive Budget (or Concept Budget)* alongside a thoroughly detailed Budget Justification explaining each line item.
- **Software** – PI will need to contact the Technology Division to ensure consistence with SHU – technology guidelines
- **Equipment** – PI will contact facilities and administration to ensure consistency with Facilities guidelines

Step 4: Establish External Partnerships & Agreements

- **Consultants:** Any listed consultants must be strictly external personnel to Seton Hall University.
- **Subawards:** A subaward is a formal financial agreement where SHU passes a portion of its grant funding and project work to a secondary organization (the subrecipient).
- **Subaward Processing Rule:** If you have subawards going out from SHU, OGRS must coordinate and send out the necessary legal paperwork and agreements before the final submission. Notify OGRS immediately if subawards apply to your proposal.
- **Letter of Intent or Pre-award** – You will need to submit all the information as a regular proposal

Support & Contact Information

For questions regarding Cayuse access, budget calculations, or subaward documentation, please contact the Office of Grants and Research Services directly at grantsoffice@shu.edu