

## Quick Tips: Revisions and Resubmissions

**Revision** – A proposal requiring changes requested either by the applicant or the sponsor to correct errors, budget or scope changes, or to update ancillary documents, prior to a decision being made or an award being issued.

### TO ROUTE AND SUBMIT A REVISION

Once routed, proposals are locked to further change in Cayuse. To revise a submitted proposal, contact ORAA via a NOI to open the original proposal in Cayuse. ORAA will un-check (retract) the first name in the routing chain to return the proposal to the initiator (and add the Lab Business office if necessary) to start the re-routing. This will help prevent nuisance emails. ORAA will note with the retraction, that this is to revise and re-route the proposal. The original history of the routing with notes will remain below for history. Updating the existing proposal provides the current and correct information on the summary and all documents needed by CA should the project be funded without creating duplicate entries in Cayuse. Duplicate entries skew the reporting functions.

#### On the Summary Page

Click "change/corrected"

Update all changed sections on the summary page, budget, dates, etc.

Place a note indicating this is a revision. For example "This proposal is being revised at the request of the sponsor's to decrease the budget by 10%, 01/01/2001."

#### On the Documents Tab:

Leave all existing documents in Cayuse.

Upload the revised documents – please name uniquely with new date so it is easily recognized by ORAA.

#### On the Routing Chain:

Once retracted and returned to the initiator, edit the chain as necessary for the revisions and start the re-routing.

**Resubmission** – An unfunded application that has been modified following initial review and resubmitted for new consideration. Agencies typically have policies regarding on the resubmission unfunded applications.

### COPYING, TRANSFORMING PROPOSALS FOR RESUBMISSION

With Cayuse 424, you can quickly copy an entire proposal, making it easy to edit the copy for a resubmission. If you plan to resubmit a proposal, Cayuse recommends you make a copy first, and save the original. Whether you're copying or transforming, both procedures start by clicking the copy/transform icon  at the right side of the proposal. Once you've opened that dialog, follow the instructions below.

**To copy a proposal:** From the initial Copy/Transform Dialog, click the "Copy Proposal" button.

1. Edit the New Proposal Name.
2. **Optional:** Click to deselect Copy Attachments if you do not want to copy the attached documents.
3. Click the "Copy Proposal" button to finish. Your new proposal will now appear in the proposals main list.

You can also transform a proposal from one opportunity to another. For example, you can transform an NIH proposal to a different opportunity posted by the NSF. Also, if Grants.gov has replaced or updated an opportunity while you are working on your proposal, you may have to transform the proposal to the updated opportunity.

**To transform a proposal:**

1. From the initial Copy/Transform Dialog, click the "Transform Proposal" button.
2. Select the new opportunity from the list by clicking on the icon to the left. 
3. Edit the New Proposal Name.
4. **Optional:** Click to deselect Copy Attachments if you do not want to copy the attached documents.
5. Keep or change the Validation Type.
6. Click the "Copy (Transform) Proposal" button to finish. Your new proposal will now appear in the proposals main list