

School of Law

Office of Sponsored Programs/Cayuse Proposal Review Process

In order to properly review and approve grant proposals, the law school dean's office and law school finance and administrative office need:

1. Advance notice in writing of the planned grant submission. Please provide the law school dean's office and the law school finance and administrative office with an email outlining the scope of work, risk, resources and budget for your proposal as soon as the information is in draft form. If a full presentation is needed to explain the complexities or impact of the grant, please contact the dean's office to schedule a meeting.
2. Seven (7) business days for the above offices to review the proposal once it is uploaded into Cayuse and begins the routing process. If applicable, please provide the above offices with an email outlining any changes made to the proposal after the first briefing.
3. Ten (10) additional business days are required for a full review of the proposal by ALL USD required authorizations (i.e., OSP, any other participating academic units, the Provost's Office). OSP can provide guidance and information about the process. If any changes occur after the routing process has begun, please e-mail the above offices with an outline and description of the changes.
4. It is the responsibility of the proposer to understand and adhere to these procedures and deadlines. Failure to comply with the above guidelines could result in delays and/or non-approval.

Please use both e-mail addresses listed below to submit grant proposals, supporting documentation and any other relevant information.

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