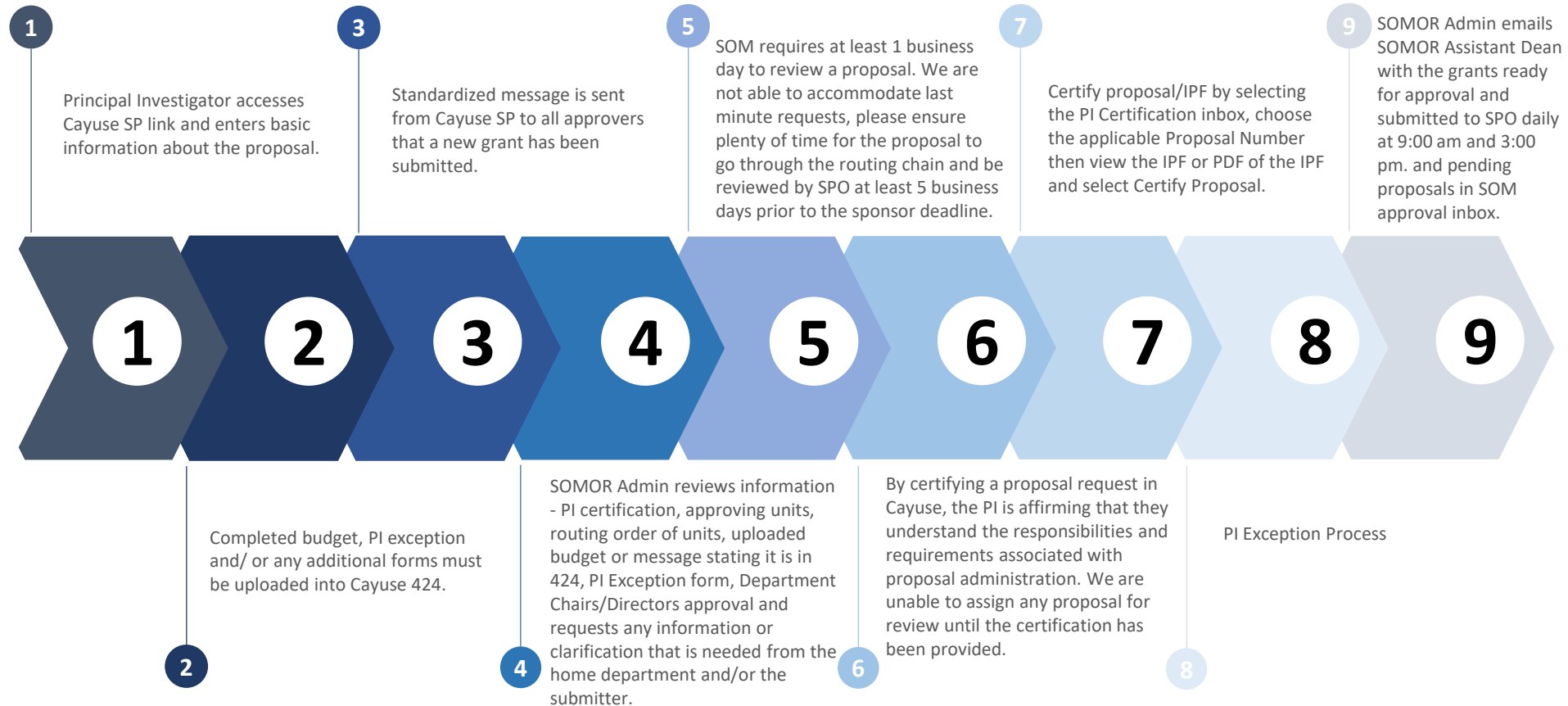


# Grant Submission Process (for School of Medicine Cayuse SP)

<https://ucdavis.cayuse424.com/>



## PI Exception Process

- Request for Exception to Policy on Eligibility to Undertake Sponsored Research/Other Sponsored Activity. Complete [Form 105 \(PDF\)](#); obtain the appropriate signatures and upload as a Proposal Attachment in the relevant Cayuse SP Internal Processing Form (IPF). Dept/unit Chair approval will be obtained via IPF approval if the form is uploaded into Cayuse SP **before** submitting the IPF for routing. As part of Proposal/Award review: Assigned SPO analyst reviews Form 105 for required information and signature(s). Assigned SPO analyst sends Form 105 and IPF as a PDF to Director of Sponsored Programs; once approved, upload as a Proposal Attachment or informs the requestor via email that the exception was not approved.
- Do Not** upload PI Exception Form 105 ([PDF](#)); after the proposal is routed for approval because the SOM signatures will not be captured. Instead the form should be completed with the PI, Faculty Supervisor, Chair and the SOM Dean's signature. Email the form to [somor@ucdavis.edu](mailto:somor@ucdavis.edu) for the SOM Dean's signature after which the form will be emailed back to the sender and cc'd to Sponsored Programs [proposals@ucdavis.edu](mailto:proposals@ucdavis.edu).
- No copies of proposals are kept in the SOM Office of Research. Copies can be obtained from Cayuse SP as needed.