PROPOSAL SUBMISSION TRANSITION PROCESSES

The implementation of the new Kuali Research system will unavoidably require a transition period from the current PAMIS system* to the new one**.

*The electronic Campus Approval Form (eCAF) sunsets the week of June 20th and, thereafter, will be available in read only mode.
**Kuali Research will replace eCAF and will be available for use beginning July 5, 2023.

To avoid a blackout period and minimize the impact of this transition period on proposal submissions, the following *Proposal Submission Transition Process* has been established.

o **By June 20th, researchers should submit an eCAF for all anticipated proposals having a sponsor deadline between June 22 - July 6, 2023.** (**Note: This deadline is only for the eCAF and NOT for the final proposal submission.**) Once the eCAF is submitted, researchers must adhere to the office of Research and Economic Development's (RED) proposal submission policy, which requires that the final proposal (i.e., final document(s) that are reviewed, endorsed by Sponsored Programs Administration (SPA), and provided to the sponsor via PDF, Cayuse, sponsors platform, etc.) be delivered to their SPA Contracts & Grants Officer (or to their RED Industry Officer, as applicable) **no later than two full business days before the sponsor's due date.** There is no change in this 2-day requirement.

o *If a researcher is unable to submit an eCAF by June 20th, such researcher will need to follow the three- step interim eCAF proposal process identified below.*

Step 1.

Complete the fillable PDF eCAF located at:

 https://research.ucr.edu/sites/g/files/rcwecm4286/files/2022-03/paper_ecaf_fillable_final.pdf

Step 2.

Email the completed PDF eCAF with applicable approvals (email confirmation attachments are acceptable) to your RED Officer (with a copy to proposals@ucr.edu) and include:

- The FOA or solicitation
- The applicable Conflict of Interest disclosures: https://research.ucr.edu/ori/pro.
- The Proposal and all attachments needed to review and endorse the proposal.
  - Proposals requiring submission via an electronic platform need to identify the platform in the email. Examples: "The proposal is in Research.gov" or "The proposal is in Cayuse. "

The subject line of the email should state: Proposal – [*Insert PI's Last Name*] - [*Insert Name of PI's Department*] – [*Insert Sponsor's Name*] - Due [*Insert Sponsor's proposal due date and time*].
        Example: Proposal-Torres-Math Department-DoD-Due 6/30/2023-2pm.

Step 3.

The PI/Department will need to re-create the proposal in Kuali Research, using the Proposal Development module, beginning July 5, 2023, and submit the proposal to RED no later than July 12, 2023.
(Note: Do not utilize the S2S feature within the in Kuali proposal module for this after-the-fact proposal.)