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PREPARING A NEW FEDERAL GRANT APPLICATION

INTERNAL UI DEADLINES

Five (5) business days prior to the agency deadline.

- (1) The application must be 100% finalized
- (2) The [UI Proposal Routing form](#) must be completed, including approvals, for all applications for external funding.

Prepare a CAYUSE (=Grants.gov) Application at the UI

Nearly all Federal Grants.gov applications at the University of Iowa are prepared and submitted via CAYUSE.

Log in to Cayuse and check under “Opportunities” to see if Cayuse currently has your specific application package.

If Cayuse doesn’t have what you are looking for currently, you can also use Cayuse to “Retrieve Opportunities”

Cayuse:

Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved
PAR-10-169	Academic-Industrial Partnerships for Translation of in vivo Imaging Systems for Cancer Investigations (R01)	ADOBE-FORMS-B1	National Institutes of Health	-none-	2010-10-20	2013-05-07	2012-07-21
PA-12-159	Administrative Support for...	ADMINSUPP-RR-SUPPORT...	National Institutes of Health	-none-	2012-05-11	2014-05-30	2012-07-21

Prepare a Grants.gov at the UI

A few Grants.gov applications cannot be prepared in and submitted via Cayuse. In these cases, you need to:

- (1) Locate and [download the correct Grants.gov application](#) as a PDF file
- (2) Complete the Grants.gov application on your local computer and save as a PDF file.

(3) Upload the completed PDF file to the [UI UIRIS Grants.gov Uploads](#) page

Some Federal Funding Agencies Have their own Electronic Application Systems

National Aeronautics and Space Administration (NASA) – uses the [NSPIRES](#) system

Etc.