**New PI Checklist**

To submit a proposal through the University of New Mexico’s internal submission system, Cayuse SP, please complete the following ideas.

1. **Banner ID Number** – This will be assigned to you by the Faculty Contracts Office (faculty) or OGS (graduate students).
2. **Net ID** – Once you receive your Banner ID you will need to go to <https://netid.unm.edu/> to get a Net ID assigned.
3. **Cayuse SP Account Request** – In order to access Cayuse SP you will need to have an account. Go to the following website to request a Cayuse SP account: <http://osp.unm.edu/?q=osp-new-account>. This site will also allow you to request a NSF and NIH Commons username and password too, if needed.
4. **Grants Management Training** – You will need to complete the Grants Management Training which will explain UNM’s proposal submission process in detail as well as provide you with the tools necessary to successfully submit a proposal. Sign up for Grants Management Training at <https://learningcentral.health.unm.edu/learning/user/login.jsp>
5. **Annual FCOI Disclosure** – Please complete your annual Financial Conflict of Interest (FCOI) Disclosure at <https://esurvey.unm.edu/opinio/s?s=28602> \*\*Please note, every August you will be required to complete a new annual FCOI disclosure.
6. **Create Profile on PIVOT** – In order to find funding opportunities unique to your area of interest you will need to create an account on the PIVOT system. Once your account is created please list all your research interests in your profile so that the system can match you with appropriate funding opportunities. The PIVOT system can be found at <https://pivot.cos.com/login>.
   1. \*\*Please use your UNM e mail address so the system will recognize you as a UNM associate and access will be free.
7. **Meet with Grant Coordinator** – Once you have completed all necessary registrations and trainings, meet with Shannon Kindilien to learn about department specific proposal submission processes.