# Guidelines for Other Pre/Post Award Submissions (OPAS)

# New Cayuse (Cayuse SP)

# March 1, 2023

OPAS is an Einstein term used to classify action required post proposal submission. Other than Just-In-Time (JIT), it applies to pre-award status. It also applies to awarded sponsored funds.

Types OPAS:

|  |  |
| --- | --- |
| **OPAS Type** | **OGS Responsible Party** |
| Post Submission Additional Material(s) | Indranil Basu |
| No Cost Extension (NCE) | Indranil Basu |
| Title change | Indranil Basu |
| Budget Modifications/Re-budget | Gerard McMorrow |
| Carryover request | Denise Giocondo and Indranil Basu |
| Face page – to be signed | Indranil Basu |
| Statement of Intent- to be signed | Indranil Basu |
| Compliance Requirement – IACUC or IRB | Indranil Basu |
| Any other change or modification | Indranil Basu |
| Any update | Indranil Basu |
| Changing the funding opportunity | Indranil Basu |
| Withdraw application | Indranil Basu |
| Relinquishing Statement (RS) | Denise Giocondo and Indranil Basu |
| Final Invention Statement (FIS) | Indranil Basu and OBBD |
| Other | Indranil Basu |

OPAS Procedure - The OPAS routing procedure **doesn’t** take place within new Cayuse.

**Administrator takes the following actions**;

1. Any applicable documentation, including sponsor’s original request or draft document(s) should be uploaded to the SP Proposal. document type = OPAS. Please title the document using OPAS Types listed above. If there isn’t an SP record, please see Legacy-OPAS instructions below.
2. Emails OGS with the subject “OPAS-20-XXXX [Proposal #]-Proposal Type [from the list above]-Sponsor due date.
   1. The email body should include the following:
      1. If not in the subject:
         1. Proposal #
         2. Proposal Type
         3. Sponsor due date
      2. PI name
      3. Describe the OPAS requested action

**OGS/RF takes the following actions;**

1. Reviews the request
2. OGS/RF will suggest any edits
3. If approved, OGS/RF will either send to the Administrator or the Sponsor, depending on the administrator’s request. If OGS/RF is sending to the sponsor, then OGS will send to the sponsor and copy the PI and Administrator, if requested.

**Administrator takes the following actions**;

1. Once OGS/RF notifies that the OPAS is approved. The Administrator can proceed with communicating to the sponsor which may include downloading signed document(s) from Cayuse SP.