



Albert Einstein College of Medicine

Cayuse Routing Checklist

- Supplemental form completed by PI
- PI Certification Digitally or the form
- Confirm COI Citi Training and COI disclosure are up to date for all key persons
- Final budget
- Budget justification(s)
- Data Management and Sharing Plan (if applicable)
- Biosketch of all key personnel (NIH Biographical Sketch Common Form)
- Subcontract documents (signed Einstein Lead SOI, performance site information, biosketch of key persons, sub negotiated rate agreement, budget, and budget justification).
- If complete, you can also upload the Facilities and Other Resources, Equipment, Key Authentication.
- If applicable, upload the Vertebrate animal documents and the Protection of Human Subjects and study record documents.
- We request the upload of final science 2 days prior to deadline (NIH recommendation).