**Actions that Require Cayuse SP Record vs. E Mail Notification**

 What grant/contract actions require a Cayuse SP record and which grant/contract actions can be completed via e mail to your Pre Award Contract and Grant Administrator? In general, any action that involves funding from a sponsor and/or requires formal authorization and signatures will require a record to be entered into Cayuse SP.

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| **Cayuse SP Record Needed** | **E Mail Notification Needed** |
| New Proposal (UNM is Prime awardee or Subawardee) | No Cost Extension Request |
| Resubmission of Proposals (UNM is Prime awardee or Subawardee) | Prior Approval Request |
| Funded Contracts not originated with proposal submission | LOI/White Paper/Concept Paper without budget and does not require a signature from the UNM Authorized Representative |
| LOI/White Paper/Concept Paper with required budget and/or required signature from the UNM Authorized Representative | Pre-Award Spending Form |
| Non-Funded Agreements (MOU, MTA, data access, etc.) | Internal Budget Revision Request |
| Supplemental Funding Requests | Award Institutional Transfers (Outgoing Award from UNM) |
| Continuation | Limited Competition Pre-Proposal (the pre-proposal that is submitted to the Limited Competition Committee in order to be selected) |
| Award Institutional Transfers (Incoming Award to UNM) | Change of PI Requests |
|  | Carryforward Requests |