To Route a Proposal for OSP Review, Approval, and Submission

- Log in to Cayuse and select Cayuse SP

Cayuse Research Suite
3.8.0

Research Administration Modules
- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)

System Administration Applications
- Backbone
- Research Contacts
- Workflow

Application Help
- Research Suite Support Center

SPONSORED PROJECTS

Proposal Dashboard
- Start New Proposal
- My Proposals
- Proposals In My Unit
- Pre-Award Spending Inbox

Award Dashboard

Welcome to Cayuse SP

Use the Proposal Dashboard to:
- Start a new proposal.
- Edit and track proposal records you have created or assigned.
- View proposal records in administering units to which you have been assigned.
- Authorize preliminary award requests in your role as an administrator.

Use the Award Dashboard to:
- View, edit, and approve award requests.
- Review and manage proposal awards.

- Start a new proposal
• Use the magnifying glasses to look up information.
• If you cannot locate the sponsor, contact OSP to add the sponsor to the system.
• If the deadline is before 5 pm on the due date, specify a time.
• Add personnel information for all faculty working on this project.
• You can also give other unit personnel access to the proposal by adding them here.

• Note – the effort is probably not 100%. The total effort is the amount of effort on the budget spreadsheet. If an individual is working 1.2 months per year, their effort is 10%. Person months are not the months of the project. Person months is the total months of effort spent working on the project during the year. This information should match the budget.
• Enter the budget worksheet information for the entire project – the current period matches the entire project.

• Select the on or off-campus rate by clicking in the F&A Rate box. If the rate is different from our negotiated rate, enter the sponsor rate.

• If you have matching or cost-sharing, mark yes and complete the required information. See below for cost-share.
Enter the direct costs, not total costs. Total costs automatically calculate.
Enter the base. If you are unsure about this amount, check the last page of the internal excel budget form.
IDC will automatically calculate. Check that this number matches your total sponsor and internal budget.
If the project does not include cost-share, skip the next section.

If your budget includes cost share or matching:

- Enter the direct costs, not total costs. Total costs automatically calculate.
- Enter the base. If you are unsure about this amount, check the last page of the internal excel budget form.
- IDC will automatically calculate. Check that this number matches your total sponsor and internal budget.
- If the project does not include cost-share, skip the next section.
• Mark yes and add unit information.

• The amount entered in the Unit section is automatically added to the budget total.
• Check with the PI on the conflict of interest information.

• Again, check with PI on Export control matters.
• If budget requests funds for international travel, 2. b. is yes.
If this is an SBIR or STTR proposal, it will likely be mentioned in the solicitation.

The information provided here will be used for reporting purposes and to publish award notices.
Answer as it applies to the project.

- If a course release is requested, provide the year and semester.
- Check with PI to ensure the information provided is accurate.
- To be approved for the off-campus IDC rate, at least 51% of the work must be performed off-campus.

- At a minimum, attachments should include:
  - AU internal budget
  - Budget justification
  - Project narrative/proposal
  - Guidelines
  - Sponsor budget
• Use the note section to provide OSP with any additional information needed for proposal submission. For example, is this a subaward? If so, who should OSP submit the proposal to after it has been reviewed and approved?

• When the proposal is complete and ready for Unit and OSP review, first authorize the approval list.
• Once the list has been authorized, you may submit for routing.

• Proposals are available for view and edit on your dashboard. Once you have submitted the proposal for route, it will no longer appear on the default page. Click the submitted proposals tab to view proposals that have already been submitted for route.