



CAYUSE SP

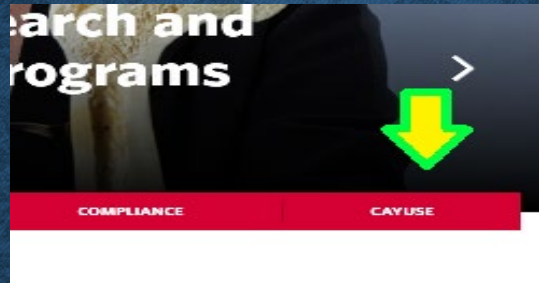
Tips for creating proposals

GETTING INTO CAYUSE



Faculty website

Go to the faculty website and click on Research in the menu bar



Cayuse link

You will find yourself at ORSP homepage. On the menu bar, click Cayuse

CAYUSE

Click to access [Cayuse](#).



ORSP is implementing a new web-based platform intended to streamline current grant and research have 24/7 access and you will log in using your CS

Actual Cayuse link

One more click to get to the login screen

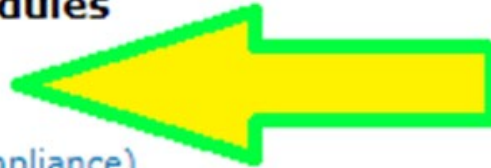
USE YOUR NETID AND PASSWORD TO LOGIN

Cayuse Research Suite

3.8.1

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)



**Cayuse Research Suite has several links.
Select Cayuse SP**


After logging in, click on “My Dashboard” and select “Start New Proposals” from the drop down list.

The screenshot displays the Cayuse SP user interface. At the top left, the logo consists of a green square with 'SP' and the word 'cayuse' above a larger 'SP'. A red arrow points to the 'SP' logo. Below the logo is a navigation bar with four tabs: 'My Dashboard', 'Reporting', 'Events', and 'More'. The 'My Dashboard' tab is selected and highlighted with a blue underline. A dropdown menu is open under 'My Dashboard', listing several options: 'Project Dashboard', 'Start New Proposal', 'My Proposals', 'Proposals In My Unit', 'Pre-Award Spending Inbox', 'My Awards', 'Awards In My Unit', 'PI Certification Inbox', and 'Unit Approval Inbox'. A red arrow points to the 'Start New Proposal' option in the dropdown. A small tooltip with the text 'Start New Proposal' is visible over the 'Start New Proposal' menu item. To the right of the dropdown, there are two summary cards: 'Projects' (purple header) and 'Awards' (yellow header). The 'Projects' card shows statistics: Proposed: 1, Active: 0, Pending: 2, Suspended: 0, Closed (Work Complete): 0, and Closed (Unfunded): 0. The 'Awards' card shows: Active: 1 and Pending: 2. A search bar is partially visible on the right side of the page.

All sponsors we have previously submitted proposals to, are listed in the system if you select the magnifying glass.

If this is a subaward we are applying for, Please provide the name of the prime funding agency whom you are collaborating with.


Sponsor Information

* Sponsor: 

Funding Opportunity/Sponsor application No:


Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency: 


General Proposal Information


* Admin Unit: **Admin unit = department id**

* Primary Administrative Contact:  **Person to be contacted on matters regarding the proposal./ forms/ etc.**

Project No:

* Short Project Name: (internal reference name)

* Project Start Date:  [Clear](#)

* Project End Date:  [Clear](#)

* Activity Code: [Click Here to Choose Activity Code](#)

* Proposal Type:

Instrument Type:

How will this proposal be submitted?
Select Submission Method:

- Activity Code (choose an Activity code by clicking the name)
- [Applied Research](#)
 - [Basic Research](#)
 - [Development Research](#)
 - [Equipment](#)
 - [Limited Submission Opportunity](#)
 - [Other](#)
 - [Program/Curriculum](#)
 - [Training](#)

If you have other CSUEB faculty involved on this project, please select each of their respective departments here

* Proposal Type:

Instrument Type:

How will this proposal be submitted?

Select Submission Method: If Other, please describe:

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

* Sponsor Deadline: Time:

Postmark: Receipt:

* Title of Project:

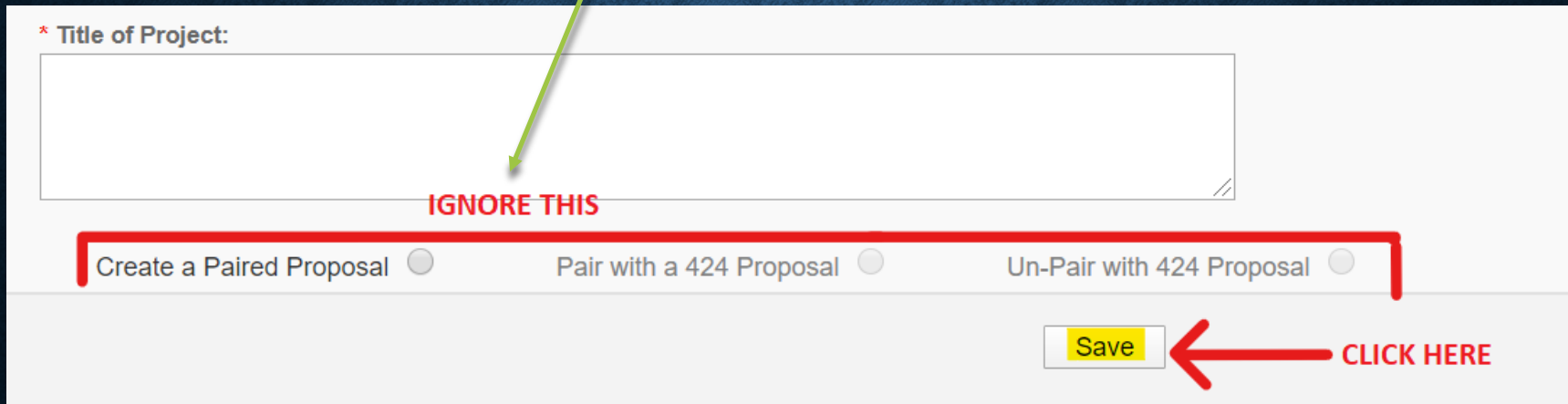
Create a Paired Proposal

Pair with a 424 Proposal

Un-Pair with 424 Proposal

Towards the bottom of the page, you will see options for creating a paired proposal, or unpairing. Ignore this for now. ORSP will select the appropriate radio button.

Click Save.



* Title of Project:

IGNORE THIS

Create a Paired Proposal Pair with a 424 Proposal Un-Pair with 424 Proposal

Save **CLICK HERE**

The screenshot shows a web form with a text input field for the project title. Below the field, the text "IGNORE THIS" is written in red. A red bracket highlights three radio button options: "Create a Paired Proposal", "Pair with a 424 Proposal", and "Un-Pair with 424 Proposal". A yellow "Save" button is located at the bottom right, with a red arrow pointing to it and the text "CLICK HERE" next to it. A green arrow points from the text "Ignore this for now" in the top section to the "IGNORE THIS" text in the form.

After you click “save” a new window will open with proposal sections to complete on the left hand side of the screen.

Read the instructions at the top of every page

They provide guidance on the details you need to know.

Instructions

1. Complete all mandatory * items on this page; complete other items, if information is available
2. Save the page
3. Email [ORSP](#) of your intent to submit an application to an external sponsor. ORSP staff will work with you to complete your submission.
4. Continue to 2. Investigators/Research Team (Item List, to left)

If the sponsor is not found...

1. Search for ATD
2. Select **Sponsor to be Added to Database (placeholder) - ATD**
3. Email your ORSP pre-award contact or the ORSP office via [Outlook](#) or via [Gmail](#) with information on the new sponsor

If the funding opportunity limits the number of submissions, please email [ORSP](#) as soon as possible.

Complete the next section as follows. When you add personnel information, it will populate the list of personnel

View or Edit completed sections by clicking the name next to the check.

Instructions

CLICK HERE TO ENTER RESEARCH TEAM PERSONNEL >>


1. Enter mandatory * information for Lead Principal Investigator **REQUIRED**
2. Provide information for other Key Personnel (optional)
3. Continue to 3. Proposal Abstract (Item List, to left)

READ THIS

Note: If unsure of effort percentage(s) and/or person months, enter 0.

NOTE: The sum of allocated credit on this proposal is currently 0%.

Add Personnel Information

* Last Name: 

* First Name:

Phone:

Email:

* Person Months:

* Unit:

* Role:

* Sponsored Effort %:

Cost Shared Effort %:

Allocation of Credit %:

CLICK HERE: **Save Personnel**

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Edit Delete

1. Proposal/Project Information	COMPLETE NEXT SECTIONS:	<input type="checkbox"/>
2. Investigators/Research Team		<input type="checkbox"/>
3. Proposal Abstract	<input type="checkbox"/>	<input type="checkbox"/>
4. Conflict of Interest	<input type="checkbox"/>	<input type="checkbox"/>
5. Regulatory Compliance	<input type="checkbox"/>	<input type="checkbox"/>
6. Intellectual Property	<input type="checkbox"/>	<input type="checkbox"/>
7. Export Control	<input type="checkbox"/>	<input type="checkbox"/>
8. Subcontractors/ Subawards	<input type="checkbox"/>	<input type="checkbox"/>
Proposal Attachments	<input type="checkbox"/>	<input type="checkbox"/>
Optional: Submission Notes	<input type="checkbox"/>	<input type="checkbox"/>
ORSP ONLY - Location of Sponsored Activities	<input type="checkbox"/>	<input type="checkbox"/>
ORSP ONLY - Budget	<input type="checkbox"/>	<input type="checkbox"/>
ORSP ONLY - Approving Units	<input type="checkbox"/>	<input type="checkbox"/>

Complete other sections on the left hand side of the navigation menu. Enter information in all sections indicated except for those marked “ORSP Only”

Be prepared to upload your proposal attachments here. Even if they are not finalized and still in draft form, it helps us to coordinate with your next steps.

Once you have completed all the sections on the left hand side, please coordinate with one of our pre-award team members regarding next steps.

Please contact Susan Wageman for private funders and Chantal Ebarle for government sponsors.

If you uploaded draft attachments, you can log in anytime to delete and re-upload final versions.