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

Actual Cayuse link

One more click to get to the login screen
USE YOUR NETID AND PASSWORD TO LOGIN

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.
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.

Admin unit = department id

Person to be contacted on matters regarding the proposal, forms, etc.
If you have other CSUEB faculty involved on this project, please select each of their respective departments here.

Proposal Type: Select One

Instrument Type: Select One

How will this proposal be submitted?
Select Submission Method: Other
If Other, please describe: i don't know

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

* Sponsor Deadline: 04/25/2020

Time: 5:00 AM Eastern

Title of Project:
The Best Project Ever!!!
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.

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.

Instructions:
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)

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: Select 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
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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.