



-CAYUSE- RESEARCH ADMINISTRATION SOFTWARE

Presented by: Office of Research -
Sponsored Programs Administration



What is Cayuse SP?

A system for creating proposals, reviewing/approving proposals and submitting proposals to various sponsors for grant funding.
SP is used for internal approval/routing purposes.





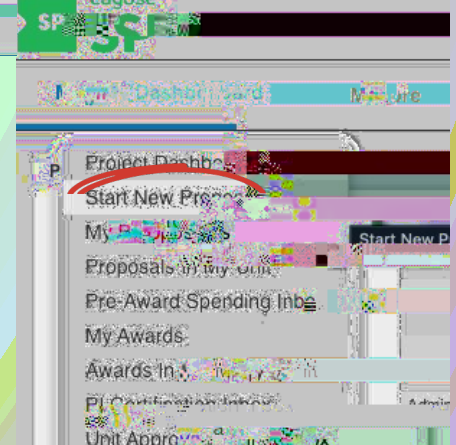
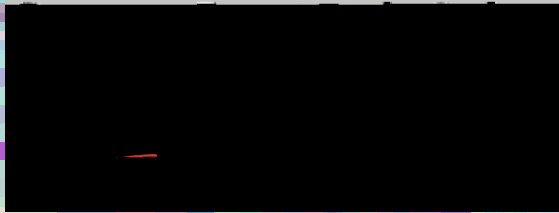
Get the Ball Rolling

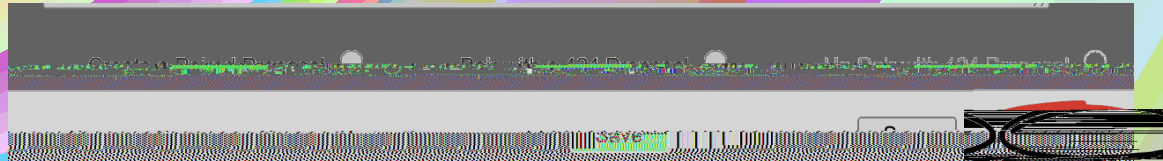
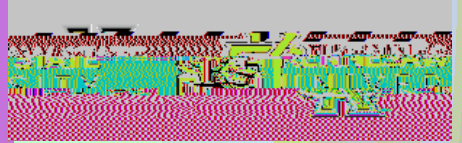
- To start, reach out to your Dean/Chair or Research Development and Strategic Initiatives (RDSI), as needed, to inform them of your decision to apply for a grant.
- Next, inform our office by submitting an ITS form on our website.
h e ea ch ke e a ed g ea a d a i g c ica e i e h
- After submitting an ITS, start your new proposal in Cayuse SP.
- And finally, start working on the proposal documents while also taking note of any questions you might have for your Pre Award Specialist.



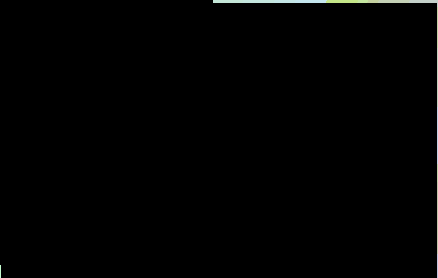
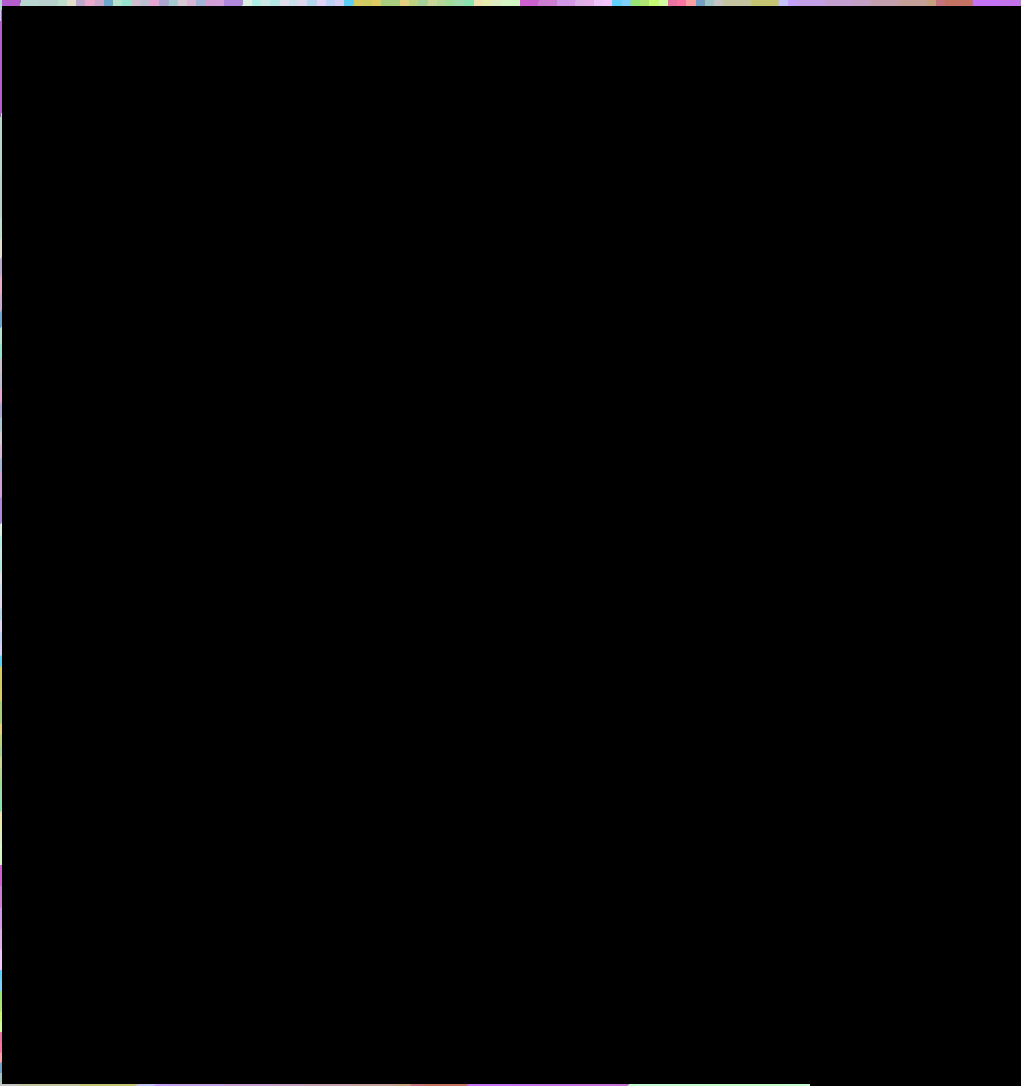
1

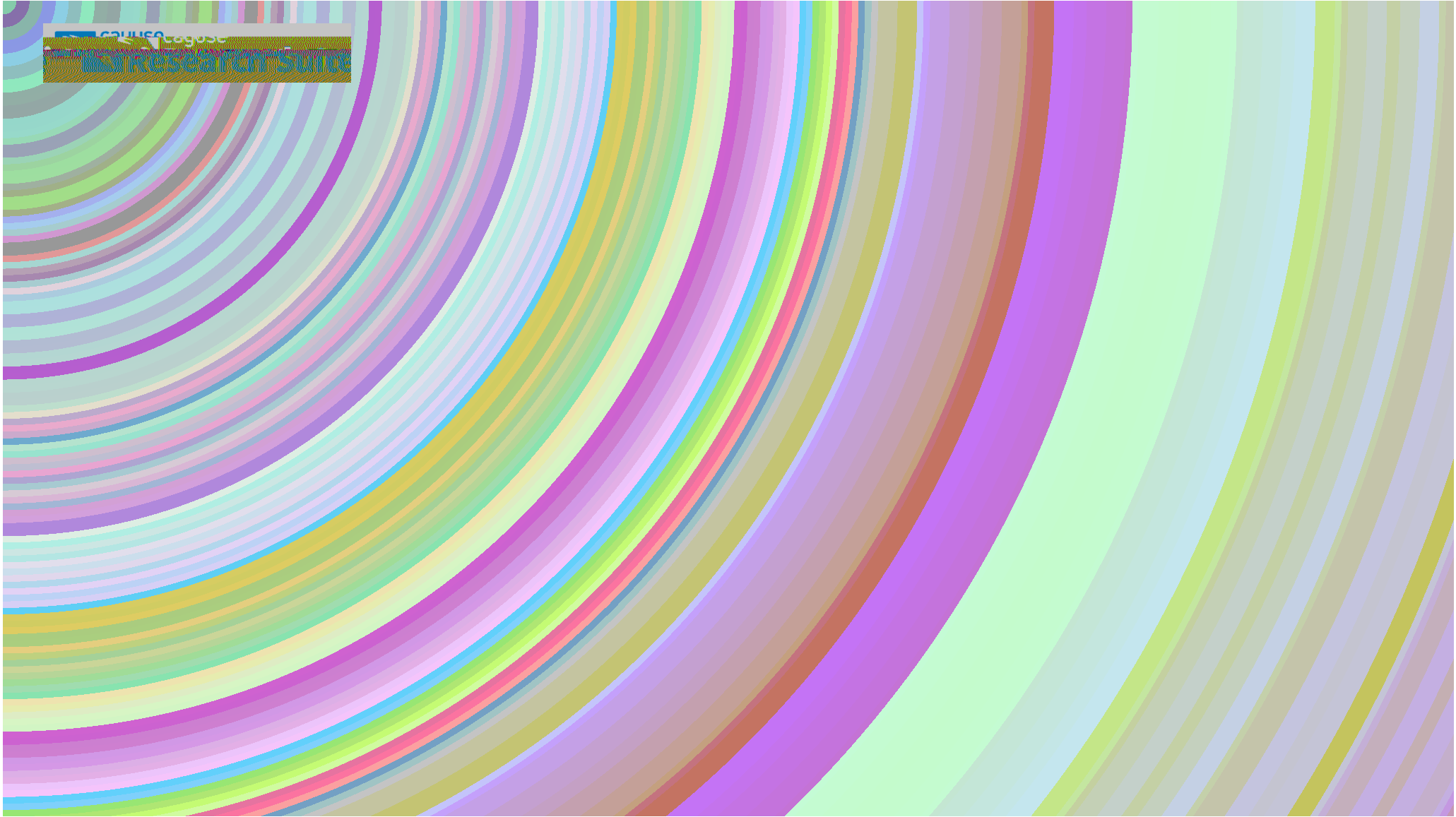
Get the Ball Rolling





CAUSE AGENT
RESEARCH SUITE







3

Complete information tabs, on the left side of the proposal

- Item List
- View all edit completed entries by clicking the name
- General Information**
- Investigator(s) (Research)
- Budget
- Conflict of Interest
- Regulatory Compliance
- Subcontractors
- Export Controls
- Intellectual Property
- Local and International Activities
- Proprietary Abstracts
- Proposal Attachments
- Approving Units
- Submission Notes
- Administer Proposal
- Submit for Routing

Principal Investigator

Investigator(s) (Research)

Use the link to calculate effort.

Conflict of Interest

Regulatory Compliance

Subcontractors

Export Controls

Intellectual Property

Local and International Activities

Proprietary Abstracts

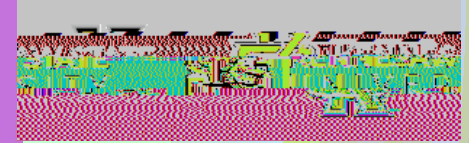
Proposal Attachments

Approving Units

Submission Notes

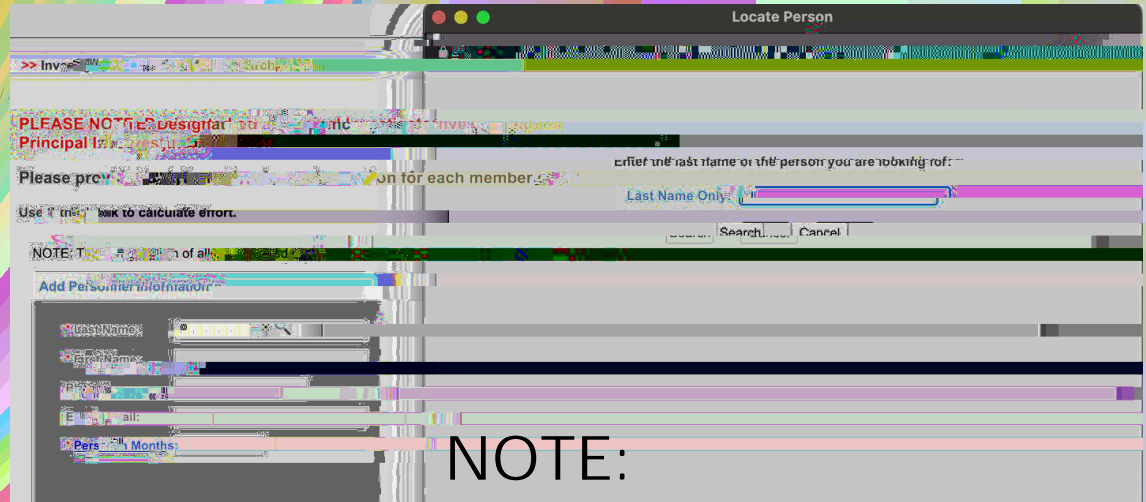
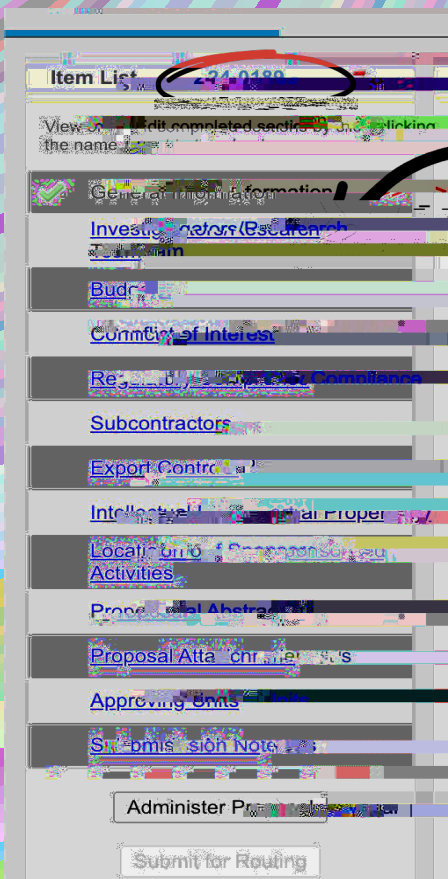
Administer Proposal

Submit for Routing



3

Complete information tabs, on the left side of the proposal screen!
Investigators/Research Team
Put Lead PI & Co-PIs here!



NOTE:

PI = 'Lead Principal Investigator'

Co-PI(s) = 'Principal Investigator'

Entering information this way ensures that all senior personnel & their specific departments can certify/approve the proposal!



3

Complete information tabs, on the left side of the proposal screen!

Item List: 24-0199

View: [edit completed] [edit] [clicking the name]

- General Information
- Investment/Research
- Budget
- Commitment/Interest
- Registration/Compliance
- Subcontractors
- Export Control
- Intellectual Property
- Location/Activities
- Proposal Abstract
- Proposal Attachment/Attachments
- Approving/Status
- Submission Notes

Administer Proposal

Submit for Routing

The PI & Co-

Cost

Category	Amount
Personnel	20,000
Materials	20,000
Travel	20,000
Equipment	20,000
Other	20,000
Total	100,000

The PI & Co-

Cost

Category	Amount
Personnel	20,000
Materials	20,000
Travel	20,000
Equipment	20,000
Other	20,000
Total	100,000



3



>> Budget

Change the Budget Form from drop-down to Summary and create the Budget form.

Overview

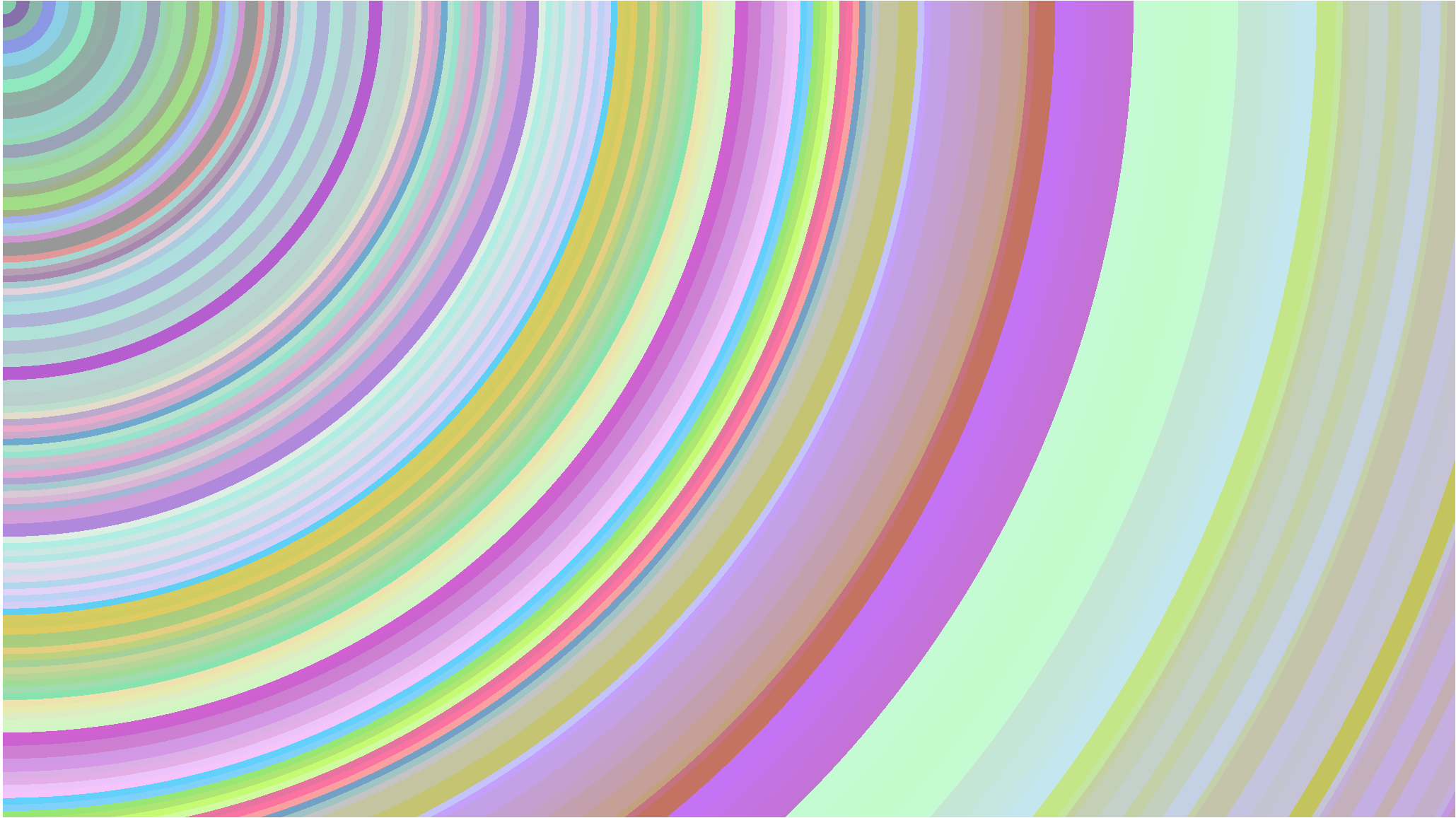
Budget Form: Summary

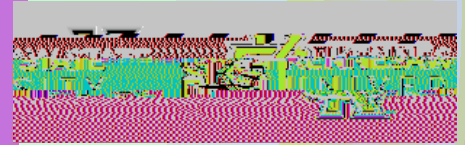
budget data autofilled from 42

of Experiments

Start [Clear] 10/7/31/26

End [Clear]





work with human subjects, animal subjects, involve hazardous materials, ...

Indicates Required Fields

Human Subjects

ANIMAL SUBJECTS

Research Materials

Does this research involve human subjects?

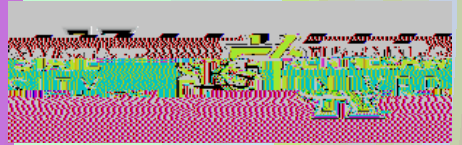
Have you received or applied for IRB approval?

Please indicate your reason for not submitting a submission (JIT)

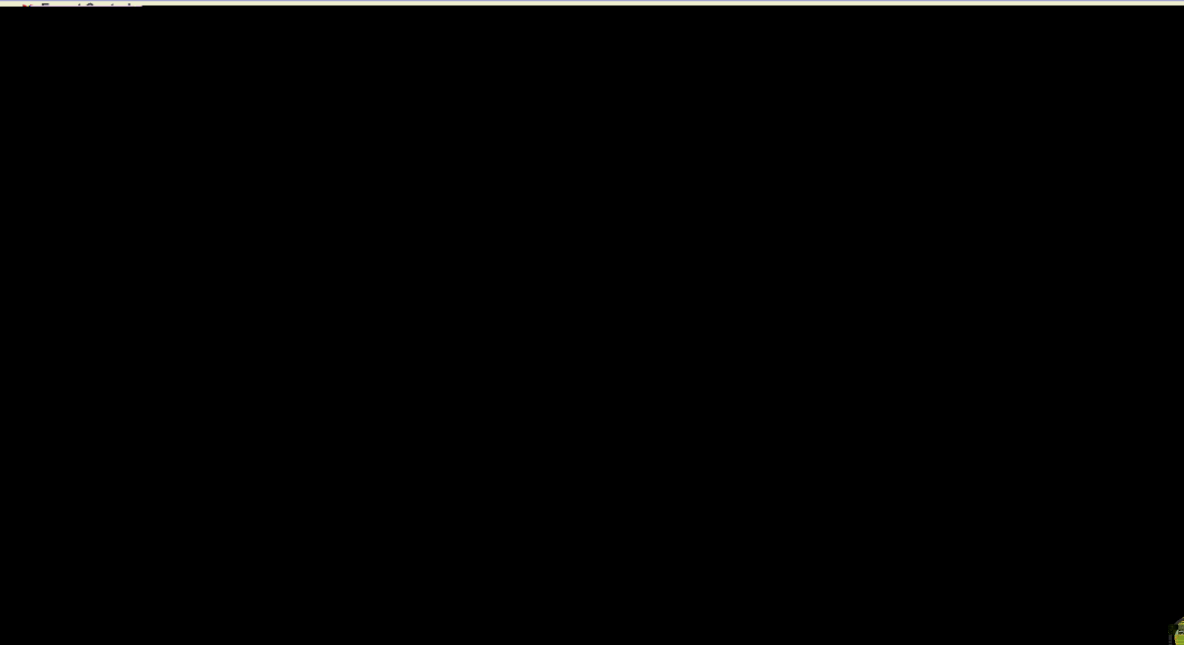
Submission is pending



Press "Save"!



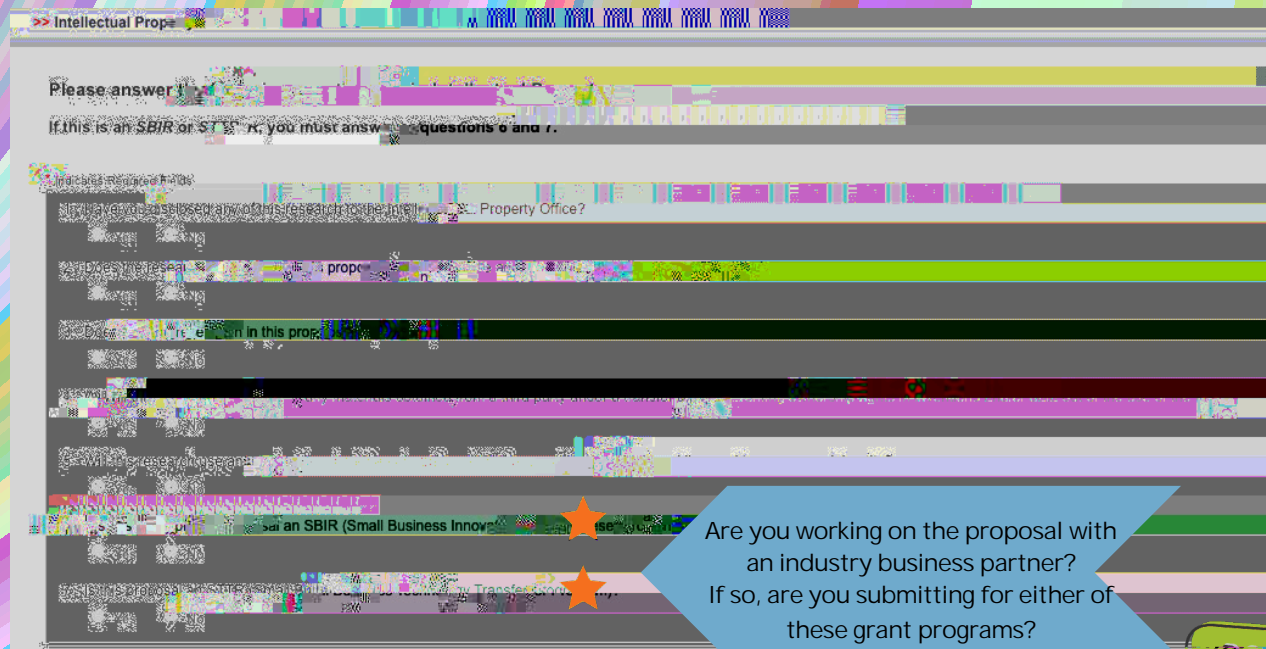
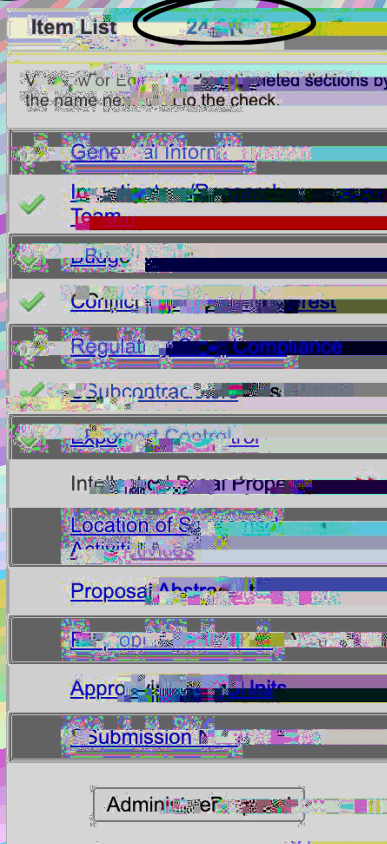
causes
Research Summary



Press 'Save'!



Complete information tabs, on the left side of the proposal screen!
Intellectual Property

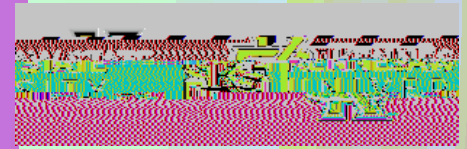


Are you working on the proposal with an industry business partner? If so, are you submitting for either of these grant programs?

Answer these questions, if you are unsure of the answer, please reach out to your Pre Award Specialist.



Press 'Save'!



Complete information tabs, on the left side of the proposal screen!
Location of Sponsored Activities

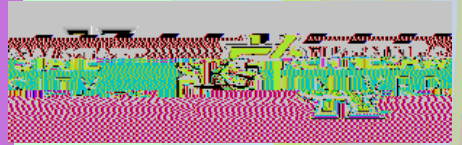


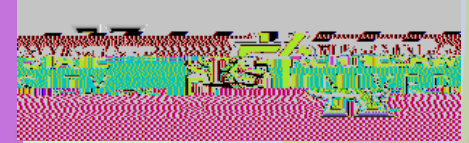
If 50% or more of the work will take place on campus, indicate Kennesaw or Marietta and put 100%.
 If more than 50% of the work will take place off-campus, estimate percentages for on-campus and off-campus using the location questions.



Press
 'Add'!

CAUSE 2008
Research Summit

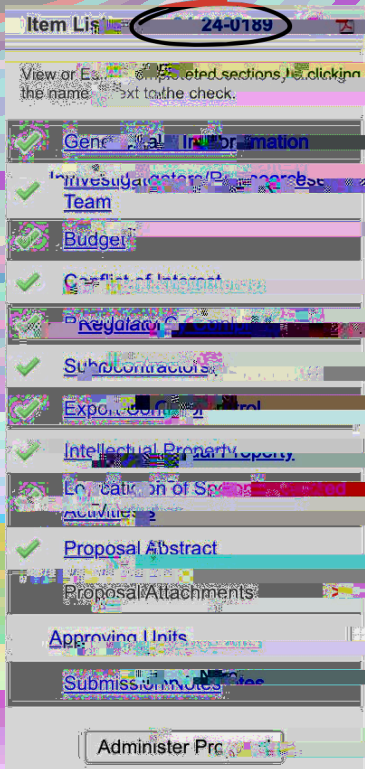


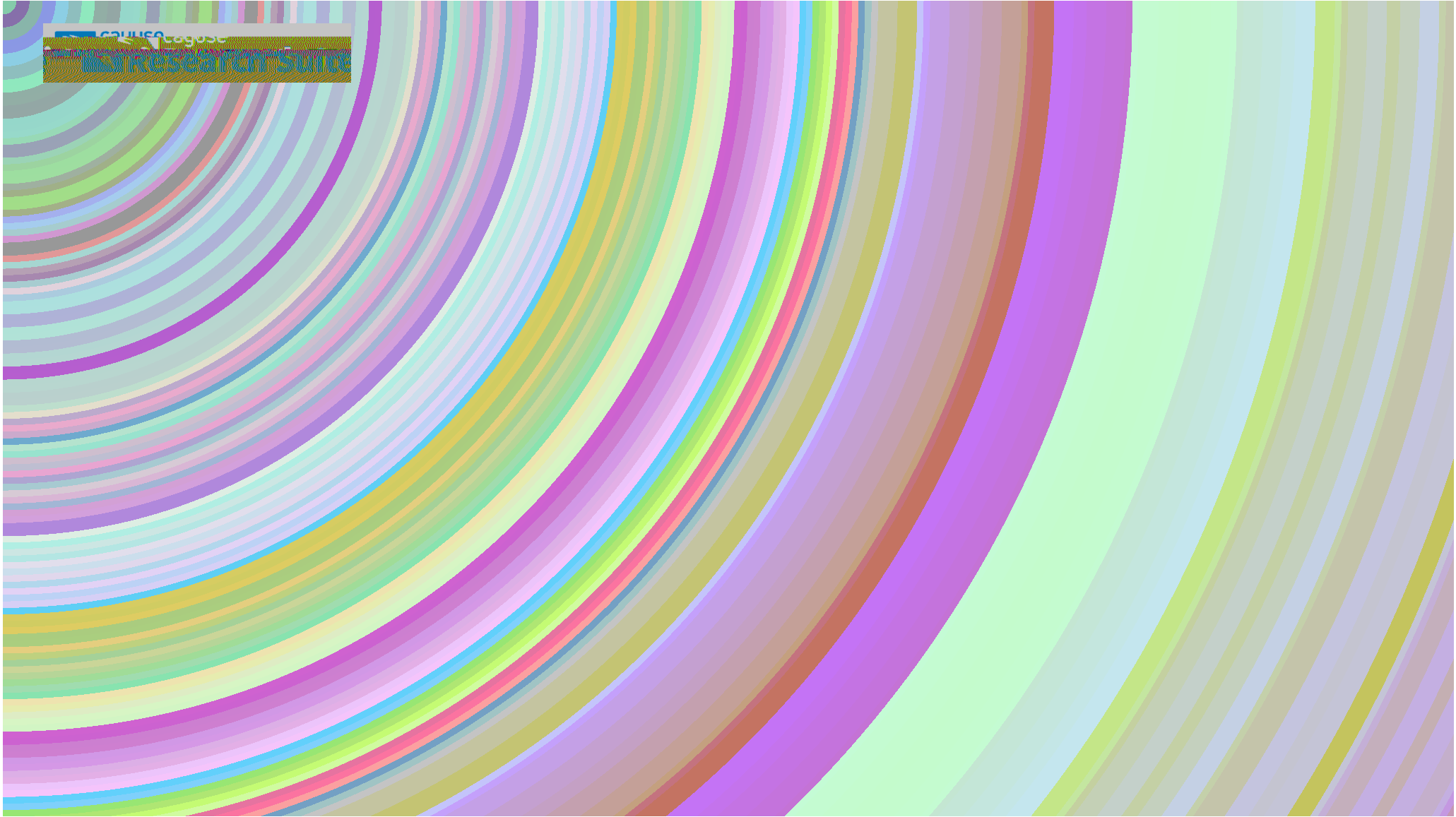


Upload Proposal Documents

The Proposal Attachments section is the location where all proposal documents are saved.

All proposal documents uploaded and stored in Cayuse SP can be accessed and viewed by members of a project team (PI and Co-PIs),



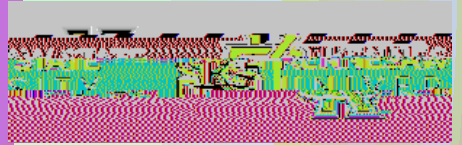




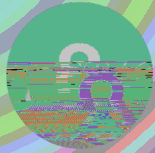
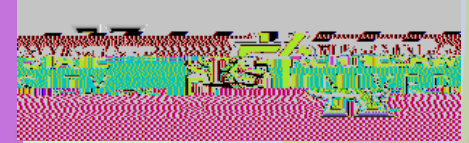
Trust...BUT Verify!

Do all sections reflect their green checkmarks? ✓
Is all the entered information correct?
Go back and...
VERIFY!









Submit the Proposal for Routing



If all information is correct,
select 'Yes'!



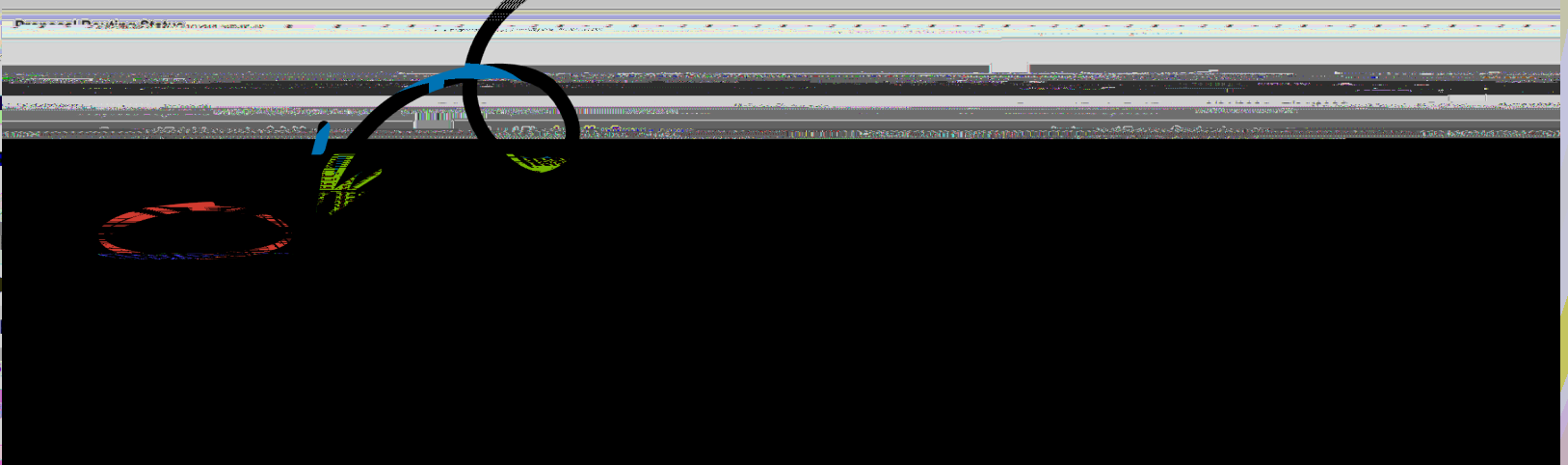
Certify your Proposal!



My Dashboard

- Proposal Dashboard
- Start New Proposal
- 23 My Proposals
- Proposals
- Proposals
- Award Dashboard
- Awards
- Awards in My Unit
- Certification Approvals
- PI Certification In
- Unit

Office of Research
1000 Chastain Pkwy
Phone: 478-576-6046
Email: research@unc.edu





You're done - in Cayuse!

