

Overview of Cayuse SP & Cayuse Proposals 424 (S2S)



Jill Borland, CRA

Director of Sponsored Projects Services

&

Molly McCarty

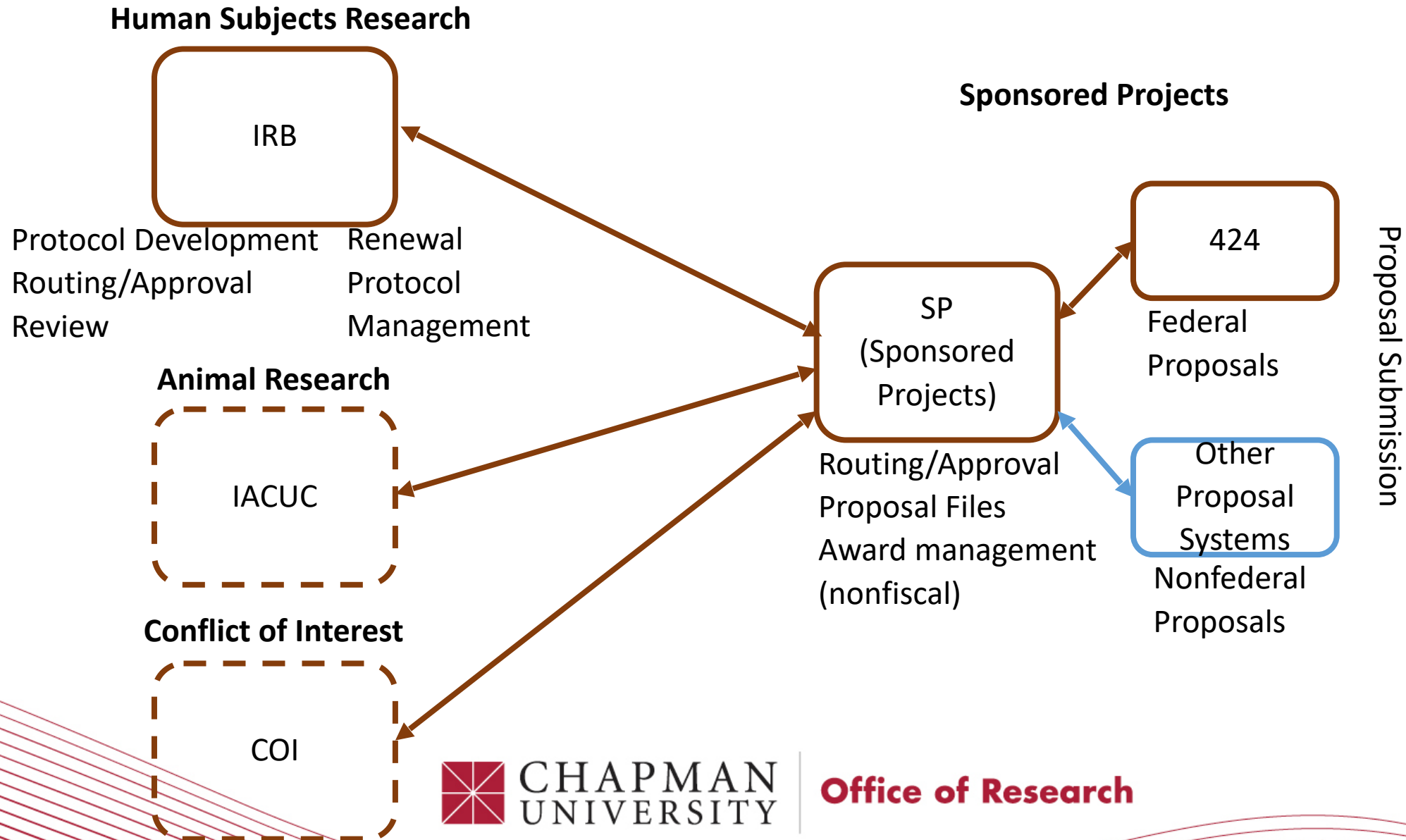
Research Administrator, Sponsored Projects Services



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Cayuse @ Chapman



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Beginning June 1, 2018

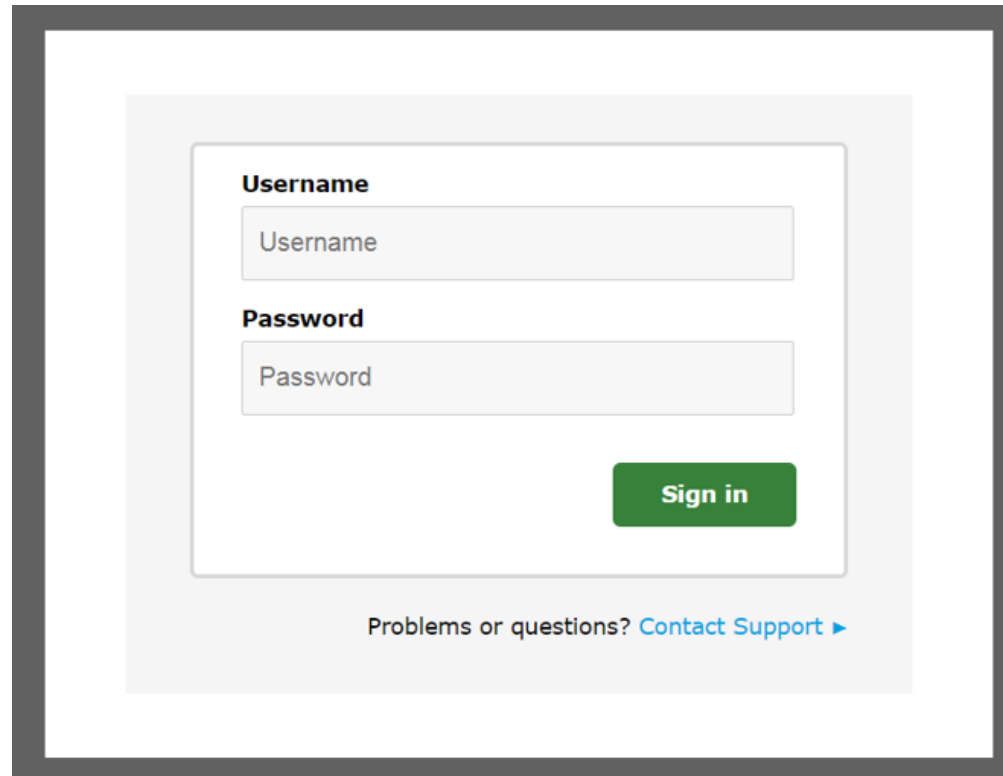
All proposals are to be routed and/or submitted through Cayuse SP

Cayuse Login: <https://chapman.cayuse424.com/>

Username: Your Chapman ID (eg. Mmccarty) **Password:** Your single sign-on Chapman password

Cayuse Testing Environment (if you'd like to practice): <https://chapman-t.cayuse424.com/>

Username: Your Chapman ID eg. mmccarty Password: **catcat**

A screenshot of a web login form. The form is centered on a light gray background. It contains two input fields: one for 'Username' and one for 'Password'. Below these fields is a green button with the text 'Sign in'. At the bottom of the form, there is a link that says 'Problems or questions? Contact Support >'. The entire screenshot is framed by a thick gray border.


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Welcome - Cayuse Research Suite

Secure | <https://chapman-t.cayuse424.com>

Apps Employee Self Service Oracle | PeopleSoft Commons Login ASSIST Welcome NSF FastLane :: Research.gov - Home NSF 18-001 PAPPG Chapman University Assist Login ThrivePass »



Logged in as: [jborland](#)
[Log out](#)

Cayuse Research Suite

3.7.2

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](#)



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Welcome - Cayuse Resea x

Secure | <https://chapman-t.cayuse424.com>

Apps Employee Self Servic Oracle | PeopleSoft E Commons Login



Cayuse Research Suite

3.7.2

Research Administration Modules

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

*Click the
Sponsored Projects
link*



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You've arrived at the Cayuse SP Navigation Page!

Welcome - Cayuse Research Su X

Welcome - Cayuse Research Su X

Sponsored Projects X

+

← → ↺ 🏠


🔒 https://chapman-t.cayuse424.com/sp/index.cfm

⋮ 📧 ☆

🔍 Search

📄 📱 📧 ☰

⚙ Most Visited 🖱 Getting Started 📧 cayuse test 📠 Phone Directory 🌐 Cayuse: Sign in 🌐 SP Sign In 📧 Sponsored Projects 🌐 Assist Login

 **SP**

SPONSORED PROJECTS

Logged in as: Anuradha Prakash
For immediate assistance, please contact Sponsored Project Services at 714-628-2805.

HOME | MY DASHBOARD | REPORTING | LOG OUT

Proposal Dashboard

[Start New Proposal](#)

[My Proposals](#)

[Proposals In My Unit](#)

[Bridge Fund Request Inbox](#)

Award Dashboard

[My Awards](#)

[Awards In My Unit](#)

Certifications/Approvals

[PI Certification Inbox](#)

[Unit Approval Inbox](#)

Sponsored Projects Services
One University Drive
Bedman Room 405
Orange, CA 92866
Phone: 714-628-2805
Email: sps@chapman.edu

>> Welcome to Sponsored Projects

Use Proposal Dashboard to:

- Start a new proposal
- Edit and track proposals
- View all my proposals
- View all proposals in my unit

Use Award Dashboard to:

- View awards

Use the Certifications/Approvals Dashboard to:

- Certify proposal records


Administrative Support

Contact Sponsored Projects Services: sps@chapman.edu
<https://www.chapman.edu/research/sponsored-projects-services/index.aspx>

Technical Support

For technical issues in Cayuse SP:

- Email: support@cayuse.com
- Phone: 503.297.2108 x201
- <http://support.cayuse.com>



This application is supported by Cayuse, LLC.
Please [contact Support](#) if you have any questions.

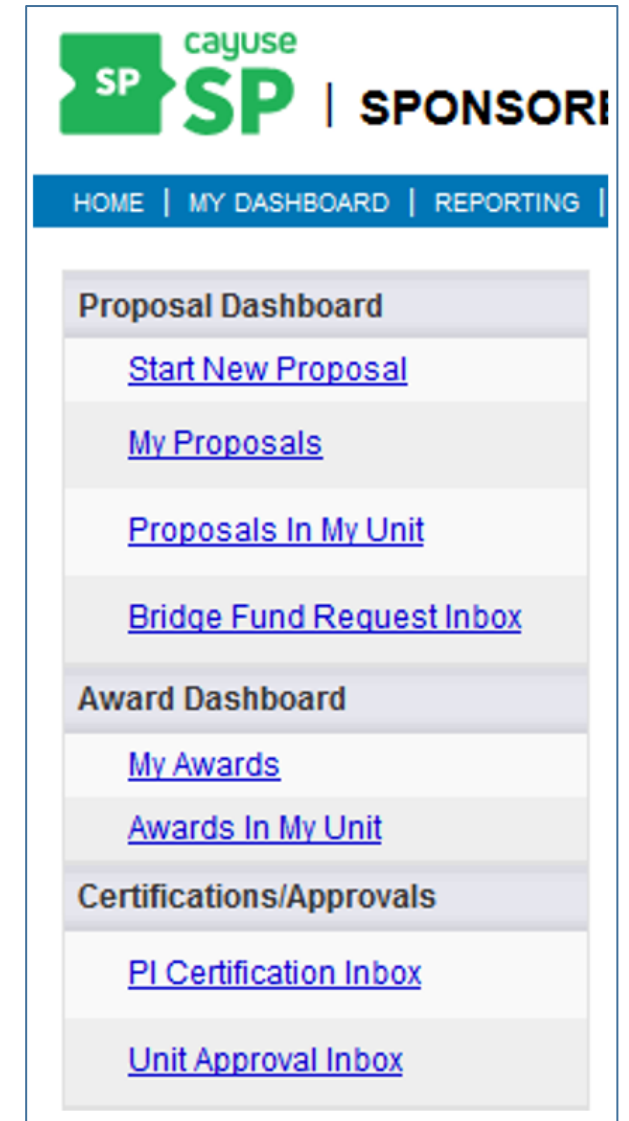
Cayuse SP has multiple Menus and Dashboards for convenient access to project information.

Menus:

- Home
- My Dashboard
- Reporting

Dashboards:

- Proposal Dashboard
- Award Dashboard *(feature to be rolled out during Phase II of Cayuse implementation)*
- Certifications/Approvals



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PROPOSAL DASHBOARD

- **Start New Proposal...** We'll come back to this shortly!
- **My Proposals:**
 - Allows you to edit and track unsubmitted and submitted proposals that you created or are named on as a contributing member
 - The number to the left of **My Proposals** in the dashboard list indicates the number of proposals in progress, if any.



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- Unsubmitted proposals are shown by default on the left. Submitted proposals are shown under the tab to the right.

>> My Proposals

Unsubmitted Proposals Submitted Proposals

Below is a list of unsubmitted proposals you initiated or on which you are listed.

Created Date	Prop No	Lead PI	Project Name	Sponsor	Deadline	My Role	
Search x	Search x	Search x	Search x	Search x	Search x	Search x	
03/27/2018	18-0010	Erik Linstead	test for routing	City of Orange	08/01/2018	Owner	Edit Copy Delete
03/26/2018	18-0009 	Hillard Kaplan	Bolivia	National Institutes of Health - NIA	06/05/2018	Owner	Edit Copy Delete




View 1 - 2 of 2

Page 1 of 1

>> My Proposals

Unsubmitted Proposals Submitted Proposals

Below is a list of submitted proposals you initiated or on which you are listed.

Submitted Date	Prop No	Lead PI	Project Name	Sponsor	Deadline	My Role	Status	
Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x	
02/21/2018	18-0003 	Jason Keller	Keller OOS	Office of Scientific Research - AFOSR	03/05/2018	Owner	Proposal Approved	Copy 
02/20/2018	18-0002	Anuradha Prakash	Apples need to last longer	National Science Foundation - NSF	03/05/2018	Owner	Funded	Copy 

View 1 - 2 of 2

Page 1 of 1

NOTE: “Submitted” here refers to **submitted for University approvals**, not submitted to sponsor.



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Proposal in My Unit:

- Applicable to Chairs, Deans and individuals with proposal data access

The screenshot shows a web browser window with the URL <https://chapman-t.cayuse424.com/sp/index.cfm?event=dashboard.proposal.deptProposals>. The page is titled "SP | SPONSORED PROJECTS" and is logged in as "Jill Borland". The main content area is titled ">> Proposals In My Unit" and contains a table of proposals. The table has columns for Submitted Date, Prop No., Lead PI, Project Name, Sponsor, Unit, and Status. Two proposals are listed: one with Prop No. 18-0008 and another with Prop No. 18-0004. The table also includes search filters and pagination controls.

Proposals In My Unit

Below is a list of proposals for units where you have been assigned Proposal Data Access.

See [Research Contacts](#) for a complete listing of roles in your unit.

Submitted Date	Prop No.	Lead PI	Project Name	Sponsor	Unit	Status
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
	18-0008	Tom Piechota	Animal work	Bioniz Therapeutics, Inc	Office of Research	Unsubmitted Copy
	18-0004		Water	National Science Foundation - NSF	Office of Research	Unsubmitted Copy

View 1 - 2 of 2

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Sponsored Projects Services
One University Drive
Beckman Room 405
Orange, CA 92666
Phone: 714-628-2805
Email: sps@chapman.edu

This application is supported by Cayuse, LLC.
Please [contact Support](#) if you have any questions.

- **Bridge Fund Request Inbox:** *(will roll out during Phase II)*
 - Reflected as “Pre-Award Spending Approver” in the production version of Cayuse SP
 - This would have a number next to it if you were to have a message waiting for your approval

>> Pre-Award Spending Approver Inbox		
To Be Authorized		
Previously Reviewed		
Date Submitted	Project Title	Account



AWARD DASHBOARD

- **My Awards**
 - **AWARDS** lists awards received
 - **ACTIVE PROJECTS** (currently funded projects)
 - **INACTIVE PROJECTS** (projects that have ended)

>> My Awards

Awards Active Projects Inactive Projects

Below is a list of obligated awards on which you are listed as a member of the Research

Award No. ▾	Project Title	Lead PI	Sponsor	Awa Amou
<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/>
A19-0001-001	Apples need to last longer	Anuradha Prakash	National Science Foundation - NSF	\$138,000.0
View 1 - 1 of 1				



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- **Awards My Unit**

- Applicable to Chairs, Deans and individuals with award data access. This access can be requested from SPS.

>> Awards In My Unit

Awards

Active Projects

Inactive Projects

Below is a list of obligated awards in units to which you have been granted Award Data Access.

Award No. ▾	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date	Award End Date	Admin Unit	Account Numbers	Status
<input type="text" value="Search"/>	x <input type="text" value="Search"/>	x <input type="text" value="Search"/>	x <input type="text" value="Search"/>	x <input type="text" value="Search"/>	x <input type="text" value="Search"/>	x <input type="text" value="Search"/>	x <input type="text" value="Search"/>	x <input type="text" value="Search"/>	x <input type="text" value="Search"/>	x <input type="text" value="Search"/>
No records found.										



CERTIFICATIONS/APPROVALS

- **PI Certification Inbox**
 - **To be Certified:** Lists items awaiting PI/Lead certification
 - **Previously Reviewed:** List of items already addressed

The screenshot displays the Cayuse SP Sponsored Projects interface. The top navigation bar includes links for HOME, MY DASHBOARD, REPORTING, and LOG OUT. The user is logged in as Andrea Molle. The main content area is titled ">> PI Certification Inbox" and features two tabs: "To be Certified" (selected) and "Previously Reviewed". Below the tabs, a message states: "Below is a list of proposals that require your certification as Lead or Principal Investigator." A table lists the proposals with columns for Date Submitted, Proposal No., Project Name, Sponsor, Deadline, and a PDF icon. One proposal is listed: 4/26/2018, 18-0015, How to build a happy society, John Templeton Foundation, 04/30/2018. A left sidebar contains navigation links for Proposal Dashboard, Award Dashboard, and Certifications/Approvals.

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Bridge Fund Request Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

- 1 [PI Certification Inbox](#) >>
- [Unit Approval Inbox](#)

>> PI Certification Inbox

To be Certified | Previously Reviewed

Below is a list of proposals that require your certification as Lead or Principal Investigator.

Date Submitted	Proposal No.	Project Name	Sponsor	Deadline	PDF
4/26/2018	18-0015	How to build a happy society	John Templeton Foundation	04/30/2018	



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Unit Approvals would be applicable to Chairs, Deans and individuals with award data access, which can be requested from SPS.






>> Unit Approval Inbox

To Be Authorized

Previously Reviewed

Below is a list of previously authorized proposals.

See [Research Contacts](#) for a complete listing of roles in your unit.

Prop No.	PI	Unit	Project Name	Sponsor	Deadline	Decision	Status
18-0007 	Keller	Schmid Coll-Science & Techn	3-22-18 TEST	National Science Foundation - NSF	04/02/2018	Authorized	Funded 
18-0003 	Keller	Biological Sciences	Keller OOS	Office of Scientific Research - AFOSR	03/05/2018	Authorized	Proposal Approved 
18-0002	Prakash	Food Science & Nutrition	Apples need to last longer	National Science Foundation - NSF	03/05/2018	Authorized	Funded 

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<<

>>

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<<

>>



and now...back to... **PROPOSAL DASHBOARD**

*Click
Start New Proposal*



cayuse SP | SPONSORED PROJECTS

HOME | MY DASHBOARD | REPORTING | LOG OUT

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Bridge Fund Request Inbox](#)

>> Welcome to Sponsored Projects

Use Proposal Dashboard to:

- Start a new proposal
- Edit and track proposals
- View all my proposals
- View all proposals in my unit

- This basic proposal information needs to be completed to start a proposal.

>> Start New Proposal

Reminder: Disable pop-up blocker This is all the basic proposal information. If no Administrative Contact is available, please enter PI name.

* Indicates Required Fields

Sponsor Information

* Sponsor:

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

General Proposal Information

* PI Department

* Administrative Contact:

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:

Select One

* Instrument Type:


Select One


How will this proposal be submitted?



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- Once this information has been completed and saved, the Item List will appear on the left.
- The double red arrow indicates the section of the Item List you're currently on
- A green check mark will appear in the Item List, indicating that all required information is complete for a section
- If the proposal is paired with a Cayuse 424 application (for federal submission purposes), the pairing icon will appear 
- Throughout the proposal, an asterisk (*) indicates that a response is required and must be addressed before the page can be saved. You will receive an error message if you try to save without completing the required information.

Item List
18-0020


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


Proposal Information


[Principal Investigator/Research Team](#)

[Budget](#)

[Subawards](#)

[PI: Conflict of Interest](#)

[PI: Regulatory Compliance](#)

[PI: Export Control](#)

[PI: Intellectual Property](#)

[PI: Proposal Abstract](#)

[PI: Additional Proposal Information](#)

[Location of Sponsored Activities](#)

[Proposal Attachments](#)



[Approving Units](#)

[Submission Notes](#)

Administer Proposal

Submit for Routing

A completed Item List will appear as follows...

Item List	18-0002	
View or Edit completed sections by clicking the name next to the check.		
	Proposal Information	
	Principal Investigator/Research Team	
	Budget	
	Subawards	
	PI: Conflict of Interest	
	PI: Regulatory Compliance	
	PI: Export Control	
	PI: Intellectual Property	
	PI: Proposal Abstract	
	PI: Additional Proposal Information	
	Location of Sponsored Activities	
	Proposal Attachments	
	Approving Units	
	Submission Notes	
View Routing Status		



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Let's finish today's overview by taking a look at the types of proposals that will be routed through Cayuse SP!

- Non-federal (Cayuse SP only)
- Federal (Cayuse SP and Cayuse 424 application)

Please remember to contact SPS at any time if you need assistance. We're happy to help!

Jill Borland, CRA, Director of SPS, ext. 7383

Molly McCarty, SPS Senior Research Administrator, ext. 7394

Megan Faulkner, SPS Research Administrator, ext. 5459



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