Overview of Cayuse SP & Cayuse Proposals 424 (S2S)

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Cayuse @ Chapman

Human Subjects Research
- IRB
  - Protocol Development
  - Renewal
  - Review

Animal Research
- IACUC

Conflict of Interest
- COI

Sponsored Projects
- 424
  - Federal Proposals
  - Nonfederal Proposals
- SP (Sponsored Projects)
  - Routing/Approval
  - Proposal Files
  - Award management (nonfiscal)

Proposal Submission
- Other Proposal Systems
  - Nonfederal Proposals
Beginning June 1, 2018

All proposals are to be routed and/or submitted through Cayuse SP
Cayuse Login:  [https://chapman.cayuse424.com/](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/](https://chapman-t.cayuse424.com/)

Username:  Your Chapman ID  (eg. mmccarty)  

Password:  catcat
Click the Sponsored Projects link
You’ve arrived at the Cayuse SP Navigation Page!

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 Index
- Unit Approval Index

Sponsored Projects Services
- Contact Cayuse SP Support: support@chapman.edu
- Phone: 657.278.2305
- Phone: 877.278.2305
- Phone: 855.278.2305
- Website: www.chapman.edu/inside/cayuse/sponsored-projects-support-service-provider

Technical Support
- For technical issues in Cayuse SP:
  - Email: support@chapman.edu
  - Phone: 657.278.2305
  - Website: www.chapman.edu/inside/cayuse/sponsored-projects-support-service-provider
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
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.
• Unsubmitted proposals are shown by default on the left. Submitted proposals are shown under the tab to the right.

NOTE: “Submitted” here refers to submitted for University approvals, not submitted to sponsor.
Proposal in My Unit:
• Applicable to Chairs, Deans and individuals with proposal data access
• **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
AWARD DASHBOARD

- My Awards
  - AWARDS lists awards received
  - ACTIVE PROJECTS (currently funded projects)
  - INACTIVE PROJECTS (projects that have ended)
• **Awards My Unit**
  
  Applicable to Chairs, Deans and individuals with award data access. This access can be requested from SPS.
CERTIFICATIONS/APPROVALS

• PI Certification Inbox
  • To be Certified: Lists items awaiting PI/Lead certification
  • Previously Reviewed: List of items already addressed
Unit Approvals would be applicable to Chairs, Deans and individuals with award data access, which can be requested from SPS.
and now…back to…PROPOSAL DASHBOARD

Click Start New Proposal
• This basic proposal information needs to be completed to start a proposal.
• 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.
A completed Item List will appear as follows...
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!

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