Starting a New Internal Proposal in Cayuse SP
Logging In

https://ucsc.cayuse424.com/

*Please use Mozilla Firefox for all Cayuse work*
Please click on SP. This will be where you will work on proposal/awards.

This link can be used to update your profile information.

Please use these links for help after regular business hours.
Dashboard

Welcome to Cayuse SP

Use the Proposal Dashboard to:
- Start a new proposal.
- Edit and track proposal records you have created or on which you have been granted Proposal Data Access.
- Authorize preliminary award requests in your role as a Pre-Award Spending Approver.

Use the Award Dashboard to:
- View awards on which you are listed as a member of the Research Team.
- View awards in administering departments to which you have been granted Award Data Access.

Use the Certifications/Approvals Dashboard to:
- Certify proposal records on which you are cited as the Lead PI or PI.
- Authorize proposal records in your role as a departmental/college/center IPF Approver.

Administrative Support
Contact the Office of Sponsored Projects for policies and procedures regarding the management and administration of research and sponsored activities. We serve as your primary contact for information about funding opportunities, research proposal development, budget development and award administration.

Technical Support
For technical issues in Cayuse SP, contact Evisions Technical Support at one of the following:
- Email: ResearchSuiteSupport@Evisions.com
- Phone: 503.297.2108

Also refer to the Evisions Research Suite Support website for frequently asked questions, product documentation and other technical information.
These are searched by keyword. Prime Agency is only needed if the funds are not coming directly from the Sponsor.

Example: UCSC will be a subaward to Stanford on an NSF grant. The sponsor will be listed as Stanford and the Prime is NSF.
Please select the department that the award will be administered through. This should be the Business Officer/Research Accountant for your award. Please enter a short description. Please click and make a selection. Definitions can be found at:
http://officeofresearch.ucsc.edu/osp/cayuse/Cayuse_Activity_Codes_Definitions.pdf

If the proposal is a Supplement or Renewal, the parent project can be searched by PI name after selection. If there is no deadline or if a back-in please enter the date you started the proposal in Cayuse.

OSP will take care of the pairing if needed. Please make sure to only click once. Clicking twice will create issues.

Please click on the calendar button to select the dates - there are drop downs for the month/year.
Submission/Routing

Please complete the sections pictured here with green checks next to them. Once these sections have green checks next to them in your proposal it is ready for OSP review. OSP will complete the remaining sections and submit the proposal for routing.

Please do not route the proposal. OSP will take care of the routing process after reviewing the sections to check for any missing or incorrect information.

These sections can be edited in any order once the proposal has been created, but make sure to hit save at the bottom of each page before switching sections.
Please search by last name. The rest of the contact information will auto fill, including the home department. The department can be changed for the specific proposal if necessary.

Please enter the number of person months per year each team member will spend on the project and 100% sponsored effort unless there is cost share

*Please add all Senior Key Personnel to the proposal*

* If the proposal is for someone other than the lead PI please list them as a Fellow
* Please add the Proposal person (OSP) as Other Participant (no routing)

**Please note that if any PIs need an ETP, the approved ETP should be uploaded in Cayuse 424 in the Biosketch section of the person’s profile.**
Other Sections

**Budget:**
Please let your OSP Analyst know if there is any cost share and/or if you need any additional resources not included in the budget (such as space, personnel or equipment). OSP will enter finalized budget information into Cayuse.

**Conflict of Interest:**
Your OSP Analyst will send you the necessary forms (if any) and will complete this section.

**Regulatory Compliance:**
Please answer the questions and fill out IRB/IACUC information if needed. If IRB/IACUC is pending, please specify and OSP will complete the information when approved.

**Subcontractors:**
Please add any subawards institutions. If there are no subawards please click the ‘No Subcontracts’ button.

**Export Control:**
Please enter Yes or No to all questions.

**Intellectual Property:**
Please enter Yes or No to all questions.

**Location of Sponsored Activities:**
Please indicate the locations where the UCSC effort on the project will occur and assign a percentage to each location.

**Proposal Keywords:**
Please enter 5-7 keywords about the project.
**Proposal Attachments:**
This section will be completed by OSP.

**Approving Departments:**
This section will be completed by OSP.

**Submission Notes:**
Please be advised that notes cannot be edited or deleted.
When you are finished working please close out of the proposal by clicking on Home or My Dashboard and then click Log Out.

After logging out of the Dashboard page please click Log Out on the Landing page.
Updating Information in 424

Please click on Professional Profiles and then search by your name
Updating Information cont.

Professional Profile: Last, First

General Personal Information
- Name
- Degrees
- Demographics
- Biosketches

1 Institutional Association
- University of California...
- Contact Info
- eRA Role
- Dept / Division / Title
- Salary and Fringe Worksheet
- Performance Site

Name
- Prefix:
- First: First
- Middle:
- Last: Last
- Suffix:

NIH Commons ID:

NASA N SPIRES ID:
Updating Information cont.

Click the plus sign to add a biosketch. Multiple biosketches can be uploaded – both the source file and final pdf. If an ETP is required it will also be uploaded in this section.