Starting a New Internal Proposal in Cayuse SP

Logging In

https://ucsc.cayuse424.com/

Please use Mozilla Firefox for all Cayuse work

Cayuse Landing Page

Evisions Research Suite

Evisions

Research Suite

evisions

Logged in as: *kwisuri@ucsc.edu*
Log out

Evisions Research Suite
3.1

Research Administration Modules

Cayuse SP (Sponsored Projects)
Cayuse 424

Please click on SP. This will be where you will work on proposal/awards.

This link can be used to update your profile information

Application Help ?

Research Suite Support Center
Browser Support & Configuration

Please use these links for help after regular business hours.

Dashboard

General Information

Sponsor Information

* Sponsor: [   ]

Funding Opportunity/Sponsor application No: [   ]

Sponsor Program Name: [   ]

Proposal Guideline URL: [   ]

Prime Funding Agency: [   ]

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.

General Proposal Information

* Admin Unit

* Lead PI Research Accountant:

Project No:

* Short Project Name: _(informal reference name)_

* Project Start Date: Clear

* Project End Date: Clear

Activity Code: Click Here to Choose Activity Code

Proposal Type: New

Instrument Type: Select One

How will this proposal be submitted?

Select Submission Method: ...

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

Clear   Time: Eastern
Postmark: ○   Receipt: ○

* Sponsor Deadline:

* Title of Project:

Create a Paired Proposal ○   Pair with a 424 Proposal ○   Un-Pair with 424 Proposal ○

Save

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

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

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.

New
New
Preliminary Proposal
Continuation
Supplement
Amendment
Renewal
No-Cost Extension

If the proposal is a Supplement or Renewal, the parent project can be searched by PI name after selection

...
...
Cayuse 424
Grants.gov forms
FastLane
Sponsor website
Email
Paper
Other

Grant
Select One
Contract
Grant
Fellowship
NIH Grant
Incoming Subaward
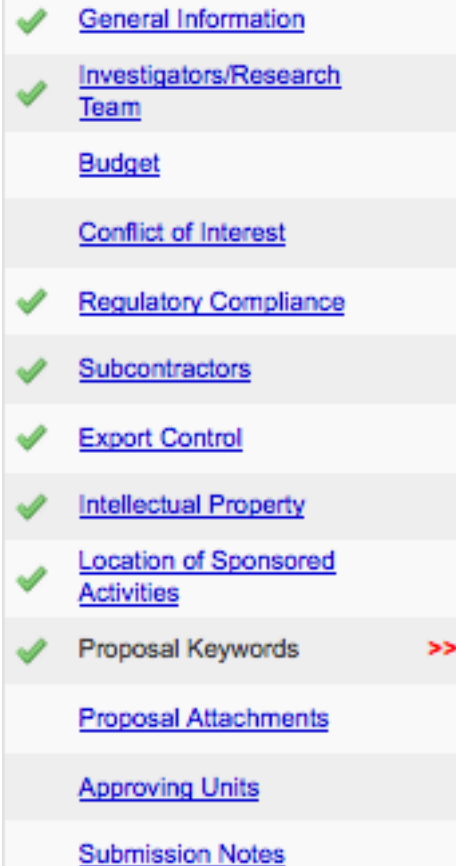Incoming Subcontract
Cooperative Agreement

Proposal Type: Supplement
Parent Project: clear

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.

✔ General Information

✔ Investigators/Research Team

Budget

Conflict of Interest

✔ Regulatory Compliance

✔ Subcontractors

✔ Export Control

✔ Intellectual Property

✔ Location of Sponsored Activities

✔ Proposal Keywords >>

Proposal Attachments

Approving Units

Submission Notes

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.

Investigators/Research Team

Please add all Senior Key Personnel to the proposal

Add Personnel Information

* Last Name:

* First Name:

Phone:

Email:

* **Person Months:**

* Dept:

* Role: Lead Principal Investigator

* Sponsored Effort %:

Cost Shared Effort %:

Allocation of Credit %:

Save Personnel

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

* 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)

Investigator
Principal Investigator
Postdoctoral Research Associate
Fellow
Graduate Research Assistant
Clinical Research Coordinator
Project Manager
Technical Staff
Undergraduate Student
Administrative Contact
Administrative Assistant
Proposal Editor
Other Key Participant
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.

Other Sections cont.

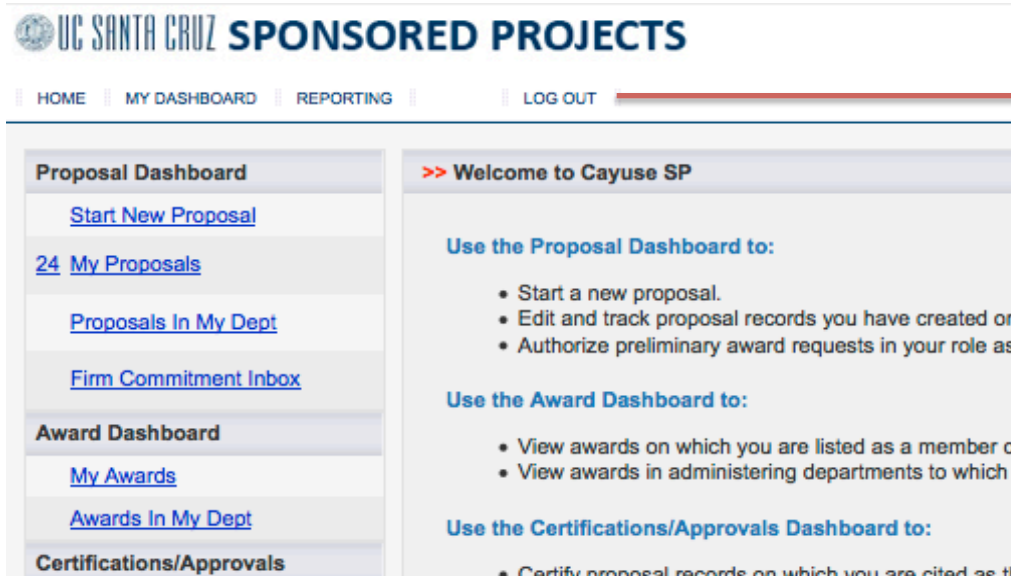**Proposal Attachments:**
This section will be completed by OSP.

Approving Departments:
This section will be completed by OSP.

Submission Notes:
Please be advised that notes cannot be edited or deleted.

Logging Out

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

**Evisions
Research Suite**

Welcome to Cayuse 424
Cayuse424/v6.2

- Opportunities
- Proposals
- Professional Profiles → Please click on Professional Profiles and then search by your name
- Institutional Profiles

[Search]
@ [All Institutions]

Updating Information cont.

Updating Information cont.

Degrees [?]

NIH Degrees
(comma separated, max of 3):

Senior/Key Person Degree Type:

Senior/Key Person Degree Year:

NSF Degree Type: Please Select...

NSF Degree Year:

University of California Santa Cruz
Contact Info

Street 1:

Street 2:

City: Santa Cruz

State/Province: California

Zip/Postal Code: 95064-1077

County:

Country: United States of America

Phone:

Fax:

Email:

Biosketches ✚

Currently no Biosketches are filed in Cayuse424 for "Last, First".

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.