


Starting a New Internal Proposal in Cayuse SP

Logging In


<https://ucsc.cayuse424.com/>

Please use Mozilla Firefox for all Cayuse work



UC SANTA CRUZ

Login



Forgot Password?

[What is a CruzID Gold password and how do I get one?](#)

[How do I change my CruzID Gold password?](#)

[Problems logging in?](#)

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Misuse may result in the loss of access privileges and/or administrative discipline under applicable UC policies and collective bargaining agreements, and/or criminal prosecution under applicable statutes.

Please contact the [ITS Support Center](#) with any questions prior to signing on.

Cayuse Landing Page



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

Proposal Dashboard

[Start New Proposal](#)

24 [My Proposals](#)

[Proposals In My Dept](#)

[Firm Commitment Inbox](#)

Award Dashboard

[My Awards](#)

[Awards In My Dept](#)

Certifications/Approvals

[PI Certification Inbox](#)

[Dept Approval Inbox](#)

Office of Sponsored Projects
1156 High Street,
Santa Cruz, CA, 95064-1077

>> 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.

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: (maximum reference name)

• Project Start Date: [Clear](#)

• Project End Date: [Clear](#)

Activity Code: [Click Here to Choose Activity Code](#)

Proposal Type:

Instrument Type:

How will this proposal be submitted?
Select Submission Method:

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

• Sponsor Deadline: [Clear](#) Time: Eastern

Postmark: ☐ Receipt: ☐

• 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

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

Please make sure to only click once. Clicking twice will create issues.

OSP will take care of the pairing if needed

Activity Code Selection:

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

Instrument Type Selection:

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

Submission Method Selection:

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

Proposal Type Selection:

- Supplement

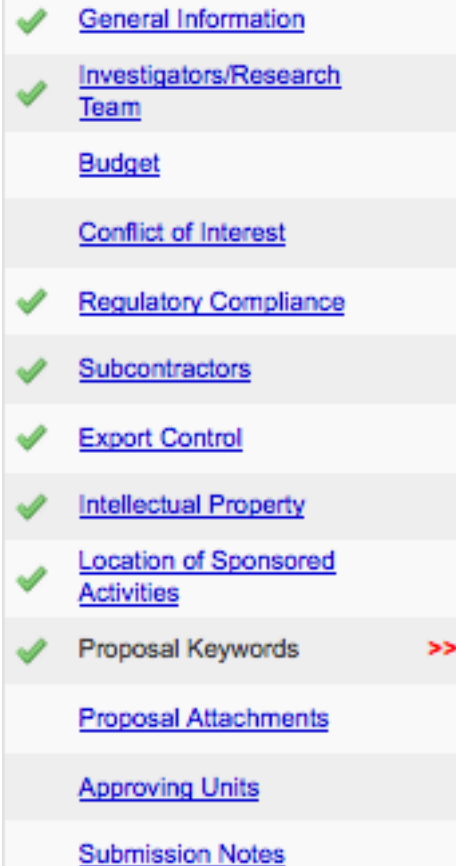
Parent Project Search:

[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:

* Sponsored Effort %:

Cost Shared Effort %:

Allocation of Credit %:

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.

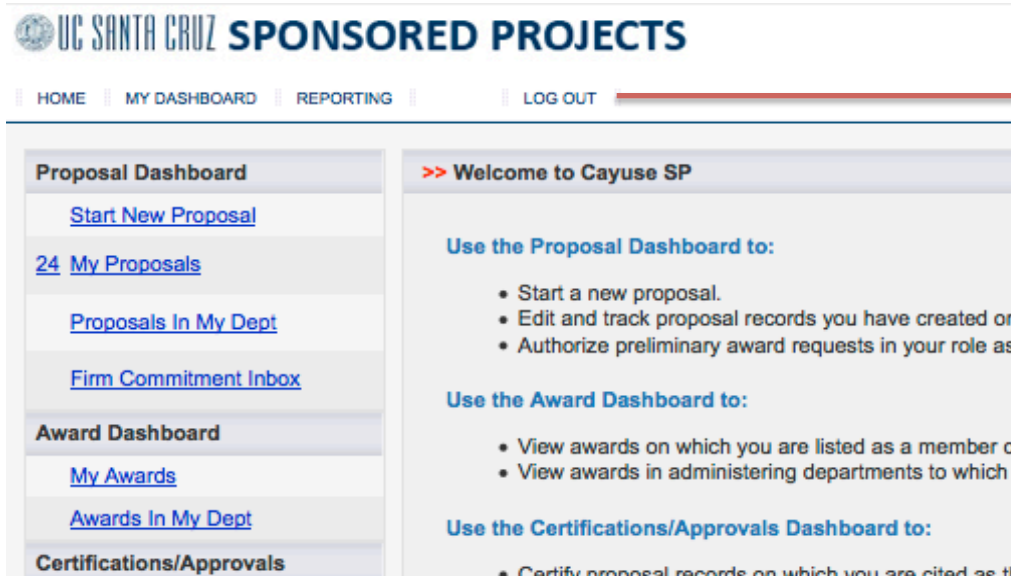
Approving Departments:

This section will be completed by OSP.

Submission Notes:

Please be advised that notes cannot be edited or deleted.

Logging Out



UC SANTA CRUZ **SPONSORED PROJECTS**

HOME MY DASHBOARD REPORTING LOG OUT

Proposal Dashboard

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Certifications/Approvals

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When you are finished working please close out of the proposal by clicking on Home or My Dashboard and then click Log Out.



Evisions Research Suite
3.1

Research Administration Modules

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[Cayuse 424](#)

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Updating Information in 424



Evisions
Research Suite

Welcome to Cayuse 424

Cayuse424/v6.2

 [Opportunities](#)

 [Proposals](#)

 [Professional Profiles](#)


 [Institutional Profiles](#)

Please click on Professional Profiles
and then search by your name

Search

@ All Institutions

Updating Information cont.

Professional Profile: **Last, First** 

General Personal Information

Name 

Degrees

Demographics

Biosketches

1 Institutional Association

 **University of California...**

Contact Info

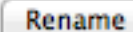
eRA Role

Dept / Division / Title

Salary and Fringe Worksheet

Performance Site

Name



Prefix:

First: First

Middle:

Last: Last

Suffix:

NIH Commons ID:

NASA NSPIRES ID:

Updating Information cont.

Degrees

NIH Degrees
(comma separated, max of 3):

Senior/Key Person Degree Type:

Senior/Key Person Degree Year:

NSF Degree Type:

NSF Degree Year:

University of California Santa Cruz

Contact Info

Street 1:

Street 2:

City:

State/Province:

Zip/Postal Code:

County:

Country:

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.