

Cayuse SP Quick Start

Cayuse SP Quick Start; 3 Quick Steps to Building a Proposal in Cayuse SP

Cayuse SP provides a single point of entry for proposal data and any documents that are required for internal review. It does not, however, link directly to sponsor websites, nor does it change the way that proposals are submitted, whether that is through Cayuse 424, Grants.gov, a sponsor website, e-mail, or paper.

The Cayuse SP module is used for Proposal routing prior to Proposal submission. Cayuse SP was designed to manage research operations and provides a framework to track and report on the sponsored programs activity. It is essentially an electronic routing system for Proposal review and approvals and replaces UNT's paper Routing Form for approvals.

[Step 1; Log into Cayuse SP](#)

[Step 2; Start New Proposal & Complete General Information](#)

[Step 3; Proceed or Logout](#)

Visit [OGCA's Cayuse page](#) for more details.

Step 1; Log into Cayuse SP

Step 1; Log into Cayuse SP

- a. Complete [GCS Request](#)
- b. Open Firefox Browser
- c. Enter your Cayuse URL: <https://unt.cayuse424.com>
- d. Enter your EUID and Password. Click SIGN IN.

The Password is your password associated with your UNT EUID. EUID user password resets are handled by completing request at <https://ams.unt.edu/> or contacting UNT System Service Desk at 940-565-4357 or send email to ithelp@untsystem.edu.

- e. Users can access the Cayuse SP module from the landing page.



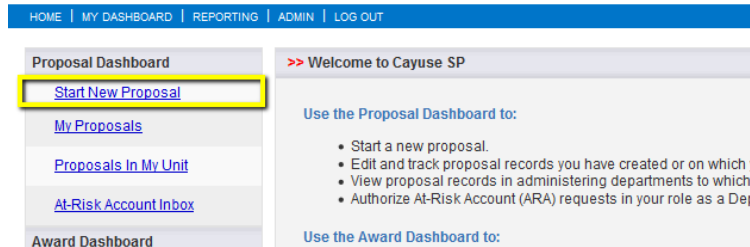
[Step 2](#)

Visit [OGCA's Cayuse page](#) for more details.

Step 2; Start New Proposal & Complete General Information

Step 2; Start New Proposal & Complete General Information (also send email request to GCS to have your GCS assigned to the Proposal)

To create a proposal in Cayuse SP, click [Start New Proposal](#) located under the Proposal Dashboard (Home page) or under the **My Dashboard** menu bar.



The screen changes to a [General Information](#) page for the proposal. Complete the General Information page, including funding source, project dates, title, and administrative information.

After entering the basic information about the proposal, click **Save** at the bottom of the page to save it.

Office of Grants & Contracts Administration UNT SPONSORED PROJECTS

HOME | MY DASHBOARD | REPORTING | ADMIN | LOG OUT

Proposal Dashboard >> Start New Proposal

Start New Proposal >>

My Proposals

Proposals in My Unit

At-Risk Account Inbox

Award Dashboard

My Awards

Awards in My Unit

Certifications/Approvals

PI Certification Info

Unit Approval Info

Office of Grants and Contracts Administration
1155 Union Circle #505250
Denton, TX 76203-5917
Phone: (840) 565-3940
Fax: (840) 565-4277

Please remember, per VPR's "Best Business Practices" memo, a complete and final proposal package ready for external submission must be received by OGCA at least 4 full business days prior to sponsor's due date. Includes necessary College and Department level approvals, complete internal forms and other required sponsor documents.

All information must be uploaded into agency electronic proposal systems (Cayuse 424/FastLane), if required.

Please make sure to complete all required responses on each page. A partially completed page cannot be saved.

Please submit proposal materials directly to OGCA, without department and college review, if they are NOT requesting from the department or college.

I. any cost share or match.
II. buy-out or release from teaching.
III. new or renovated space, or
IV. modification of F&A distribution.

To route proposal materials directly to OGCA, SELECT "OGCA- Grant and Contract Admin" as the "Award Admin Dept" (below).

After OGCA electronically receives all requested information below, OGCA will change the "Award Admin Dept" to show the PI's home department.

---Please refer to current Best Practices.---

Contact OGCA OGCA Cayuse Guide

* Indicates Required Fields

Sponsor Information

Sponsor:

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Outline URL:

Prime Funding Agency:

General Proposal Information

Award Admin Dept:

Primary 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?

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

You will notice after saving the new Proposal the left of the page changes to an **Item List** for quick and easy navigation to all parts of the Cayuse SP Proposal. Your proposal number is located at the top of the Item List.

OFFICE OF GRANTS & CONTRACTS ADMINISTRATION UNT

HOME | MY DASHBOARD | REPORTING | ADMIN | LOG OUT

Item List 18-0095

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

- General Information >>
- [Investigators/Research Team](#)
- [Location of Sponsored Activities](#)
- [Application Abstract](#)
- [Budget](#)
- [Subcontractors](#)
- [Conflict of Interest](#)
- [Export Control](#)
- [Other Regulatory Compliance](#)
- [Intellectual Property](#)
- [Attachments](#)
- [Approving Depts](#)
- [Optional Submission Notes](#)

Administer Proposal

Submit for Routing

>> General Information

Please remember, per VF includes necessary Collec

All information must be L

***Please make sure to

PIs may submit proposal

- i. any cost share or r
- ii. buy-out or release
- iii. new or renovated
- iv. modification of F8

To route proposal materia

After OGCA electronically

~~Please refer to current

[Contact OGCA](#)

* Indicates Required Fields

Sponsor Information

- * Sponsor:
- Funding Opportunity
- Sponsor Program Na
- Proposal Guideline l
- Prime Funding Ager

****Send email request to GCS for to have your GCS assigned to the proposal.**

Step 3

Visit [OGCA's Cayuse page](#) for more details.

Step 3; Proceed or Logout

Step 3; Proceed or Logout

After completing the General Information page, clicking Save, sending note to your GCS to assign GCS to your proposal, and obtaining your Proposal Number, you can proceed in Cayuse or log out.

Your proposal can be saved for later or you may choose to continue editing.

For proposals outside of Cayuse 424, complete your proposal package outside of Cayuse 424 and then [proceed with Cayuse SP Proposal's Investigators/Research Team page](#).

For **Grants.gov** proposals, in Cayuse SP General Information page, [pair with a Cayuse 424 proposal](#).

* Title of Project:
TestingSPowickSteps__OFFICIAL_TITLE

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

Save

Visit [OGCA's Cayuse page](#) for more details.