OFFICE OF GRANTS & CONTRACTS ADMINISTRATION
UNT®

Electronic Proposal Routing

Cayuse SP

Quick Reference Card

WHAT IS CAYUSE SP?

Cayuse SP is designed to manage research operations and provide a framework to track and report on sponsored program activities.

Some features and benefits include:

- **An electronic routing system for proposal review and approvals**

- **Replaces UNT's paper Routing (review and approval) Form**

Start an electronic proposal record for routing in Cayuse SP

Cayuse SP electronic proposal routing replaces the current paper and email routing process that used the UNT Routing Form. One of the most important pre-award features of Cayuse SP is that it provides a single point of entry for all proposal data and documents that are required for internal review. All proposals should be started by creating an electronic proposal record for routing in Cayuse SP.

Cayuse SP replaces UNT's paper Routing Form as of January 1, 2016. Routing within the Cayuse SP system tracks all internal approvals electronically.

NAVIGATION

HOME | MY DASHBOARD | REPORTING | LOG OUT

Home: Main screen with menu.

Dashboards: View, track, edit and authorize / certify

Reporting: View reports on proposal activity

Logout: Always logout

Support Links:

Help	https://research.unt.edu/faculty-resources/office-grants-contracts-administration/proposal-submission/cayuse-help
FAQ	https://research.unt.edu/faculty-resources/office-grants-contracts-administration/proposal-submission/cayuse-faqs
Vendor site	http://support.cayuse.com

NOTE: You must always save before moving to the next screen in Cayuse SP.

TO LOGIN TO CAYUSE LIVE SITE

Visit: https://unt.cayuse424.com/

Username: EUID

Password: EUID password

SYSTEM SETUP

Firefox is the recommended web browser

Windows/Android are recommended operating systems

Browser configuration settings:

JavaScript: On

Cookies: Enabled

Popups: Allowed

Contact OGCA

Office of Grants & Contracts Administration
1155 Union Circle #305250
Denton, Texas 76203-5017

Phone: 940-565-3940

Fax: 940-565-4277

Meet the Team

Understanding Roles in Cayuse SP:

Lead Principal Investigator: Every proposal must have one (1) Lead Principal Investigator. This UNT employee is primarily responsible for management of the technical, regulatory, and financial aspects of the project.

Principal Investigator: At UNT, these employees (usually faculty) participate in the project that meets the federal definition of "investigator": any person who is responsible for the design, conduct, or reporting of externally sponsored program activities. Other terms for this role include: Co-PI, Investigator, or Co-Investigator (Co-I).

Proposal Editor (Administrative Contact): This college/department level employee has the ability to edit your proposal (upload attachments, make corrections, and/or submit it for routing) but, the person is not named on the budget (e.g., department contact). Examples include Departmental Administrators, Administrative Assistants, etc. This role grants simultaneous permissions equal to the Proposal Creator in the SP and 424 record.

HOW TO CREATE AN ELECTRONIC PROPOSAL RECORD	HOW TO LINK A CAYUSE 424 PROPOSAL APPLICATION PACKAGE	HOW TO ADD KEY INVESTIGATORS

HOW TO CREATE AN ELECTRONIC PROPOSAL RECORD

•To begin a new electronic proposal record, click Start New Proposal on the Proposal Dashboard. To create the Proposal Number, you will need to complete and save the General Information page.

•Throughout the electronic proposal you will see a magnifying glass icon, which signifies a lookup field. Click the icon and a popup window will appear allowing you to search data already uploaded into Cayuse SP. An asterisk (*) indicates that a question must be answered before the page can be saved however, all applicable information should be included/uploaded for each field.

•Completing the General Information page will allow a Proposal Number to be created and saved however, the remaining categories must be completed before the proposal can be routed for electronic approvals.

HOW TO LINK A CAYUSE 424 PROPOSAL APPLICATION PACKAGE

•Only proposal applications to be submitted electronically to the sponsor through Cayuse 424 (e.g., Grants.gov) require a linked Cayuse SP electronic proposal record.

•On the Cayuse SP General Information page, select "Cayuse 424" under Submission Method, complete all other information on the page, click "Save" at the bottom, and then (after saving) click the option to "Create a Paired Proposal".

•A popup window will display, select "Grants.gov/Research.gov" and click "Create".

•A window will open for you to locate/search the applicable RFP announcement. Once located, click the green "add/plus" sign on the left and a popup window will display. Complete all information and click "Create Proposal".

•You will be directed to the Cayuse 424 proposal application package which is now linked to your Cayuse SP electronic proposal record. When you close the Cayuse 424 tab, the left menu on the Cayuse SP General Information page will now show a link to your Cayuse 424 Proposal.

•If you have already created a Cayuse 424 proposal application package, please contact OGCA for instructions on how to link in Cayuse SP.

HOW TO ADD KEY INVESTIGATORS

•Click the look-up icon to search by last name.

•The initial PI added to the Cayuse SP record in the Investigators/Research Team screen will default to the "Lead Principal Investigator." The Lead Principal Investigator MUST be entered first. Co-PIs should be added as "Principal Investigator." All PIs will be required to complete the PI Certification (Approval) in Cayuse SP.

•If a person is not listed, please complete the Cayuse Access Request form at: https://forms.unt.edu/cayuse-request-form.

•For each Investigator/Research Team member, enter the Allocation of Credit. Allocation of Credit %: enter recognition distribution percentage for the Lead Principal Investigator [PI] and each Principal Investigator(s) [Co-PI(s)]. **Recognition in OGCA reports and allocation of F&A distribution to PIs, department, and college will be based on this information.**

•If an individual holds a dual appointment or if credit for a person needs to be split between two units, that individual may be entered a second time with appropriate allocation of credit.

HOW TO ENTER A BUDGET

- The summary budget in the electronic proposal is a snapshot of the initial & total requested budget. The detailed budget information & budget justification should be uploaded as an attachment.

- Select 'Summary' for Budget Form and select total number of budget periods for *# of Budget Periods.

- Add start date and end date of Current (first or only) Period using the calendar icon. (Entire Project dates fed automatically from the General Info Section of Proposal.)

- In the F&A Rates section and Budget Categories section, uncheck all three (3) of the "Use calculated values" boxes. Click on the "Effective Rate" field in the Current Period column and select the appropriate F&A rate for the project in the popup window.

- Under the Current Period column (Budget Categories section), enter 'Sponsor Direct Costs', 'Indirect Costs (F&A)', and 'Total Sponsored Proposed Costs'.

- Complete the Additional Resources section as required before saving the Budget page.

HOW TO ADD SUBCONTRACTORS

- If subcontractors are included in the proposal, click the magnifying glass to locate and enter the subcontractor name(s).

- Click 'Add Subcontractor' to save the Subcontractor to the proposal.

- If the subcontractor cannot be found, contact OGCA using the information on the first screen of SP or contact your Grant & Contract Specialist (GCS).

- As you add subcontractors, a list of all subcontractors for your project will be developed. If necessary, subcontractors may be removed from the list by clicking "Remove" to the right of a subcontractor.

- If there are no subcontractors included, click "No Subcontractors" to save the page with no subcontractors.

HOW TO ADD ATTACHMENTS

- It is important to upload documents to be submitted with the electronic proposal record. This includes but is not limited to the following:
  - Proposal Announcement/Guidelines
  - Budget and/or Budget Template (in Excel)
  - Budget Justification
  - Subcontractor documentation (letter of commitment, budget, budget justification, scope of work).

- You may add as many attachments as necessary. There is no restriction on file size, but larger documents will take more time to upload. Most file types are acceptable.

- Be sure to select the attachment document type (e.g., budget, budget justification, etc.) that you are uploading from the drop down list provided.

- Attachments may be viewed by all members of the project team, approvers in the approving departments, and OGCA. Document access may be limited to certain persons.

✱	Indicates a required field
🔍	Allows you to Search and Look Up from a drop-down box
✔	Indicates that a tab in Cayuse SP (electronic Proposal record) is complete
📅	Use the calendar icon to enter the date. Dates cannot be manually entered
📄	Print or save a PDF copy of a submitted electronic proposal
📎	View attachments including the electronic proposal
📄	View notes included in the electronic proposal
🔲	Access the linked proposal package in Cayuse 424

Editing and copying an electronic proposal record.

- Instead of creating a new proposal record from scratch, you may create a copy of an existing electronic proposal record in Cayuse SP. Many fields are carried over (such as budget amounts, cost-share and subcontractors). Be sure to go through each section and update the information as necessary. The original electronic proposal record may not be altered. The new form will be assigned a different proposal number.

- You may also edit an existing unsubmitted electronic proposal record. Submitted electronic proposal records in Cayuse SP can not be edited.

- To edit or copy an electronic proposal, access the proposal from the Proposal Dashboard by clicking on My Proposals or Proposals in My Department. To edit a proposal, click the proposal number link 16-0055. The Copy link is to the right of the proposal, just left of the PDF icon.

Tracking Electronic Proposals

You may edit and track all of the proposals that you have either initiated or on which you are listed as the Lead PI, PI, or other contributing member. Submitted and un-submitted (in progress) proposals are shown on different tabs. The number to the left of My Proposals indicates the number of proposals in progress, if any. Submitted proposals are locked from editing.

"Submitted" proposal status in Cayuse SP means an electronic proposal record has been submitted by the preparer for internal routing, approval, and review; not submitted to the sponsor.

View Routing Status — This button will allow you to view which PIs have certified and which departments have approved the proposal.

HOW TO ADD APPROVING DEPARTMENTS

- The Approving Departments are automatically added for investigators who are included on the Investigators/Research Team screen. You will need to add other levels of approval in the Approving Departments screen. This will normally be approval for Centers & Institutes, and/or other Affiliated Departments.

- The Responsible Org of the Lead PI is always listed first and cannot be changed or removed. The additional departments listed are those that must approve the electronic proposal based on the responsible orgs of all key personnel.

- The routing order for these departments may be sequential or concurrent by changing the number in the drop down box. You may change the order of routing for any org other than that of the Lead PI.

- You may only remove a department which has a "Remove" link next to the role.

- You must click the "Authorize Department Listing" button in the Approving Departments screen of Cayuse SP prior to submitting the proposal for routing and review. If this button is not clicked, approvers will not be added to the routing chain.

HOW TO SUBMIT AN ELECTRONIC PROPOSAL RECORD

- After you have received green check marks for all of the components of the Cayuse SP electronic proposal record, the proposal may be submitted for routing and approval.

- Once the electronic proposal is submitted for routing in Cayuse SP, the Lead PI and PIs will receive an email indicating that the proposal has been submitted and requires his/her certification as a PI.

- Once a proposal record is submitted for routing, the Approving Departments will receive an email indicating that the proposal has been submitted and requires their approval. This email will go to the approvers established in Cayuse for the particular unit. Any of these listed individuals may log in and approve the proposal on behalf of his/her department or college.

- Only after all Department/College approvals are completed in Cayuse will the electronic proposal record be sent to OGCA for review. OGCA must receive the completed and approved electronic proposal record a minimum of 4 full business days prior to sponsor's deadline.

HOW TO CERTIFY OR APPROVE AN ELECTRONIC PROPOSAL RECORD

- **PI Certification**: After receiving an email to certify the electronic proposal record, each Key Investigator will need to log into Cayuse SP to certify. The Home page will show that proposals are awaiting their review in the PI Certification Inbox under Certifications/Approvals. Clicking on a proposal number link in the list will take them to a Proposal Routing Status page. When they are ready to approve, they will click the "Certify Proposal" button shown mid-way down the page. It is important to review the proposal and certify promptly so that the routing process may continue in a timely manner. OGCA Review cannot be competed without each PI's certification/approval.

- **Departmental Approvers**: After receiving an email to approve the electronic proposal record, any of the individuals designated as departmental approver may log in and approve the proposal on behalf of the department or college. Once logged in, they will be able to see whether or not the PIs in their area have certified the proposal. It is recommended that an Approving Department not approve until the associated PIs for their area have certified. The Home page will show that proposals are awaiting their review in the Dept. Approval Inbox under Certifications/Approvals. Clicking on a proposal number link in the list will take them to a Proposal Routing Status page. When they are ready to approve, they will click the "Authorize Proposal" button shown mid-way down the page.

- **NOTE**: All Investigators must certify the electronic proposal record before the department approvers may complete the review and approval process. The certification and approval process is the equivalent of signing the paper Routing Form.