

CAYUSE SP is here!

Electronic Proposal Routing, Reporting, and More

In order to speed up and make more accurate proposal submissions, UNT has secured and customized electronic proposal administration software from the provider Evisions called "Cayuse". Cayuse Sponsored Projects (Cayuse SP) facilitates internal electronic routing of all sponsored project proposals. Cayuse SP electronic routing replaces the current paper and email routing process that uses the UNT Routing Form.

Cayuse SP is also designed to allow the Office of Grants & Contracts Administration (OGCA) to manage awards and provides a framework for Principal Investigators (PIs), departments, and colleges to track their sponsored programs activity and produce reports.

Cayuse SP Electronic Routing

Proposal creators complete an internal routing form in SP by answering questions about the proposed project, sponsors, subrecipients, compliance, and other institution-specific questions. Cayuse SP routing automatically includes the Lead Principal Investigator, Principal Investigators (PI), PI department(s), and PI college(s). Routing order can be customized for sequential or concurrent approvals.

Cayuse SP Dashboards

The proposal and award dashboards available in Cayuse SP allow users to view an inventory of their draft proposals, submitted proposals, and/or awards. Users can also view awards on which they are listed as a member of the project team.

Cayuse SP Reporting

Cayuse SP allows all users to view reports on proposal and award activities. Reports can be run by PIs, departments or sponsors and exported to Excel for further customization. SP security is configured to determine what each type of user is able to see. For example, deans can only view information for their college; department chairs can only view information for their department; Investigators can only view their own information.

Link to Cayuse

Authorized users may sign in with standard EUID login and password (the recommended browser is Firefox):
<https://unt.cayuse424.com/>

If you need assistance installing Firefox, please contact UNT Help Desk at: <https://www.unt.edu/helpdesk/> or 940-565-2324

If you cannot login, complete this form to have OGCA create your account: <https://forms.unt.edu/cayuse-request-form>

CAYUSE 424!

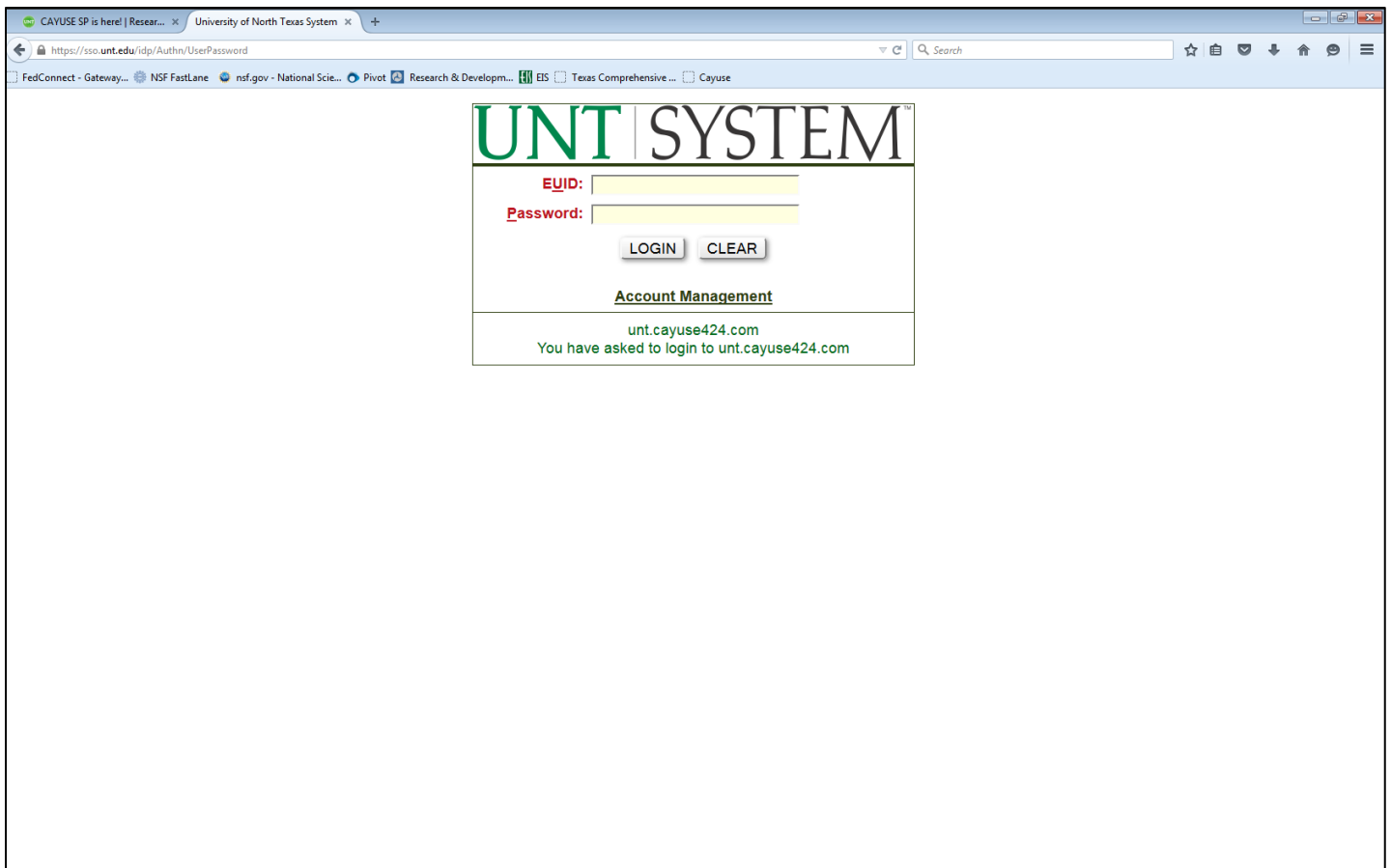
In our continuing effort to support research at UNT, OGCA began using Cayuse 424, a web-based system for grant proposal preparation and submission directly to federal agencies via [Grants.gov](https://www.grants.gov/) (i.e. system-to-system submission). PIs are encouraged to use Cayuse 424 because it provides expanded access for proposal development and submission in a user-friendly interface and, in particular, proposal package checking.

Proposals previously submitted via Grants.gov will be transmitted to the sponsor using Cayuse 424. Cayuse 424 became an available option in the Fall of 2015. Your proposal approval documents will be routed to OGCA through [Cayuse SP](#). OGCA will submit your proposal to the sponsor through Cayuse 424, a web-based "system-to-system" proposal submission program. The Cayuse 424 proposal replaced the federal "Grants.gov package" in Adobe pdf format. When your proposal is prepared in Cayuse 424, it may be linked to your electronic routing record in Cayuse SP.

If your proposal is developed in NSF's FastLane or some other electronic sponsor system (NASA's NSPIRES, etc.) you are not required to use Cayuse 424.

Logging In:

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




The screenshot shows a web browser window with the URL <https://sso.unt.edu/idp/Authn/UserPassword>. The page features the UNT SYSTEM logo at the top. Below the logo, there are two input fields: "EUID:" and "Password:". Below these fields are two buttons: "LOGIN" and "CLEAR". Underneath the buttons is a link for "Account Management". At the bottom of the page, there is a message: "unt.cayuse424.com" and "You have asked to login to unt.cayuse424.com".


UNT CAYUSE SP is here! | Resear... x Welcome - Evisions Research S... x +

https://unt.cayuse424.com

FedConnect - Gateway... NSF FastLane nsf.gov - National Scie... Pivot Research & Developm... EIS Texas Comprehensive ... Cayuse



Evisions Research Suite



Logged in as: edc0038@unt.edu
Log out

Evisions Research Suite

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Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

Application Help


- [Research Suite Support Center](#)
- [Browser Support & Configuration](#)

UNT CAYUSE SP is here! | Resear... x Welcome - Evisions Research S... x Cayuse SP x +

https://unt.cayuse424.com/sp/index.cfm

FedConnect - Gateway... NSF FastLane nsf.gov - National Scie... Pivot Research & Developm... EIS Texas Comprehensive ... Cayuse

OFFICE OF GRANTS & CONTRACTS ADMINISTRATION



HOME MY DASHBOARD REPORTING ADMIN LOG OUT

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Dept](#)
- [At-Risk Account Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Dept](#)

Certifications/Approvals

- [PI Certification Inbox](#)
- [Dept Approval Inbox](#)

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Phone: (940) 565-3940
Fax: (940) 565-4277

>> 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 are named as a contributing member.
- View proposal records in administering departments to which you have been granted Proposal Data Access.
- Authorize At-Risk Account (ARA) requests in your role as a Department 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 Proposal Routing Form Approver.

Administrative Support


The Office of Grants and Contracts Administration is your resource for policies and procedures regarding the administration of research and sponsored activities. Contact your GCS for assistance. If you do not know your GCS, contact OGCA Main Number at (940) 565-3940.

Technical Support

For technical issues in Cayuse SP, contact the Office of Grants and Contracts Administration at one of the following:

- Email: CayuseTechSupport@unt.edu
- Phone: (940) 565-3940

Also please visit the [Evisions Research Suite Support website](#) for frequently asked questions, product documentation and other technical information.





Evisions
Research Suite

Welcome to Cayuse 424

Cayuse424/v7.2.1

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[Compatible browser info](#)

34968/Cayuse424/v7.2.1

 [Support](#)