

Pre-Check List

Pre-Check List

Prior to Proposal Creation, users should check Browser settings, verify access, validate/update Professional Profile, obtain opportunity number, inform OGCA of Intent to submit, and collect a short list of data points needed to start the Proposal. Visit [unt_video page](#) or <http://support.cayuse.com/> for more training and information.

- [Browser Settings & Configuration](#)*
- [User Access](#)*
- [Professional Profile](#)*
- [Collect Data Points](#)~
- [Opportunity Number](#)~
- [Grants & Contracts Specialist \(GCS\) Request Form](#)~
- [Decision Point: starting path in Cayuse SP and/or Cayuse 424](#)~

* Browser settings/configuration and user access need to be checked upon first use or device (computer) updates/changes. PIs are responsible for maintaining their Professional Profile data so that correct and current profile data populates into every Proposal.

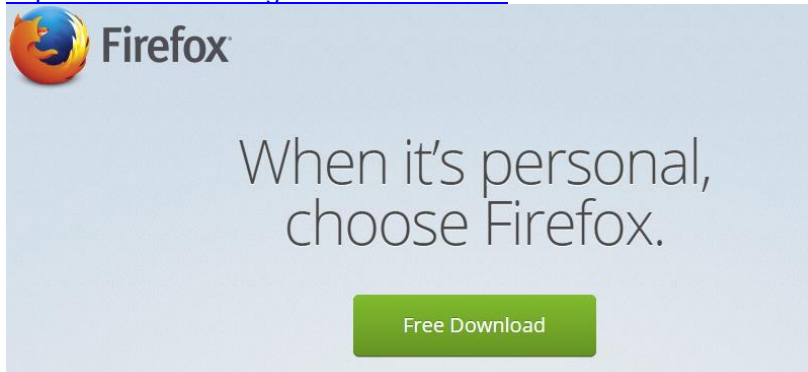
~ Remaining items are required for every Proposal.

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

Browser Settings & Configuration

Browser Settings & Configuration

- Browser Settings & Configuration**
Firefox is the recommended Browser for Cayuse. To install the latest version of Firefox visit <https://www.mozilla.org/en-US/firefox/new/> and click on "Free Download" box.

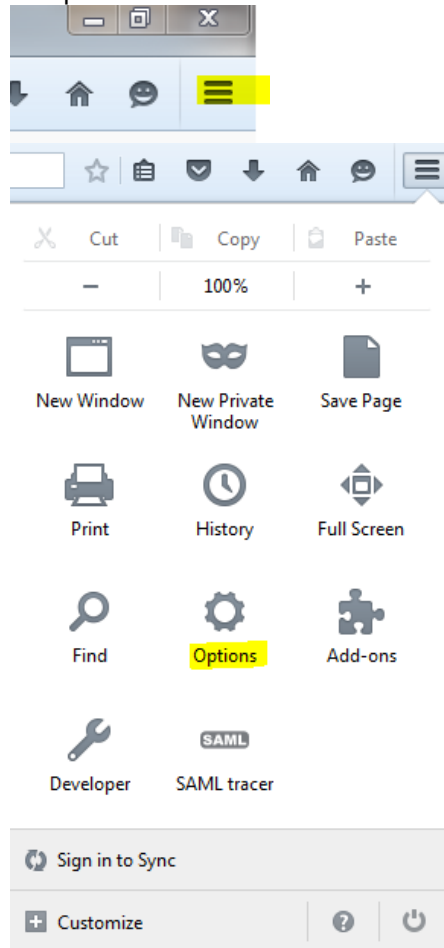


Cookies and pop-ups are required for Cayuse functionality.

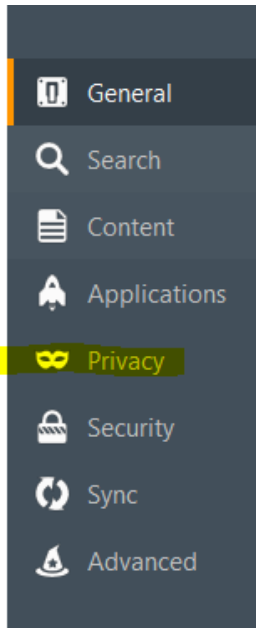


Accept Cookies

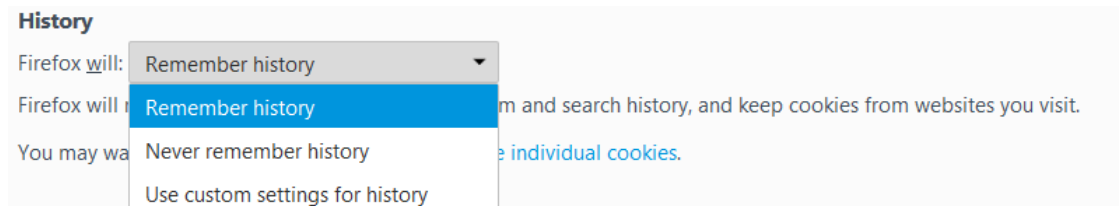
At the top left of your Firefox window, click the icon with three dashes (updated FF icon) and select Options.



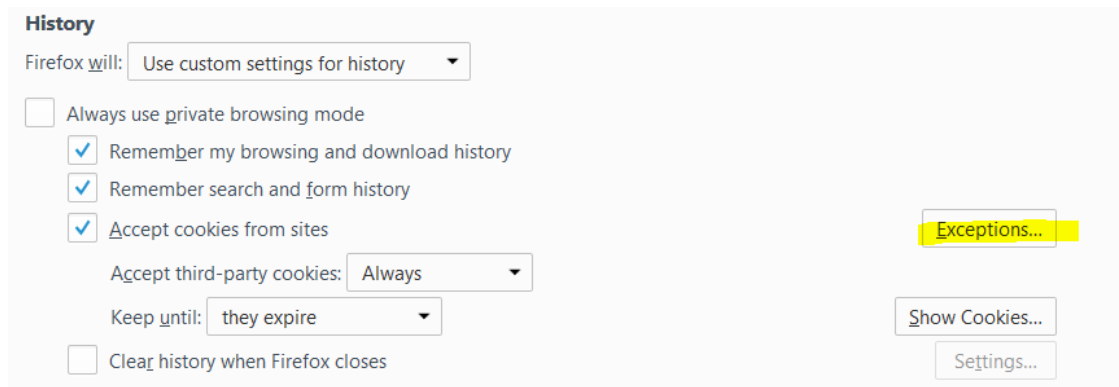
On the left of Firefox, click Privacy icon.

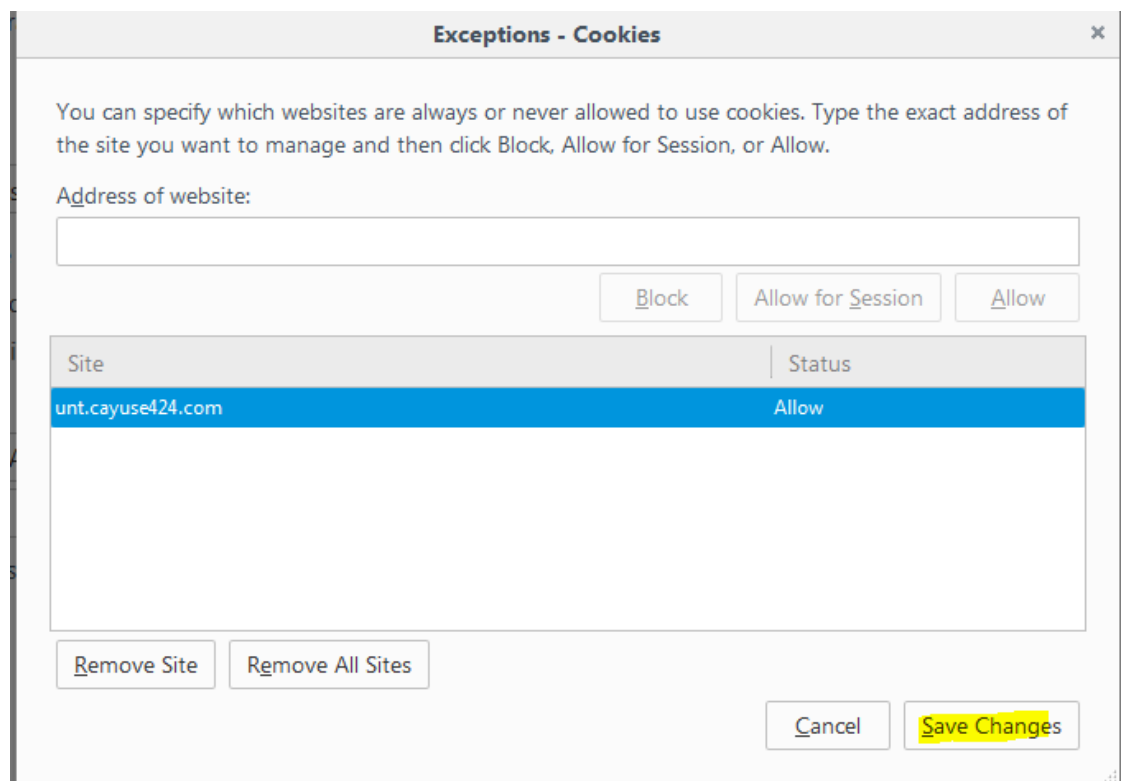
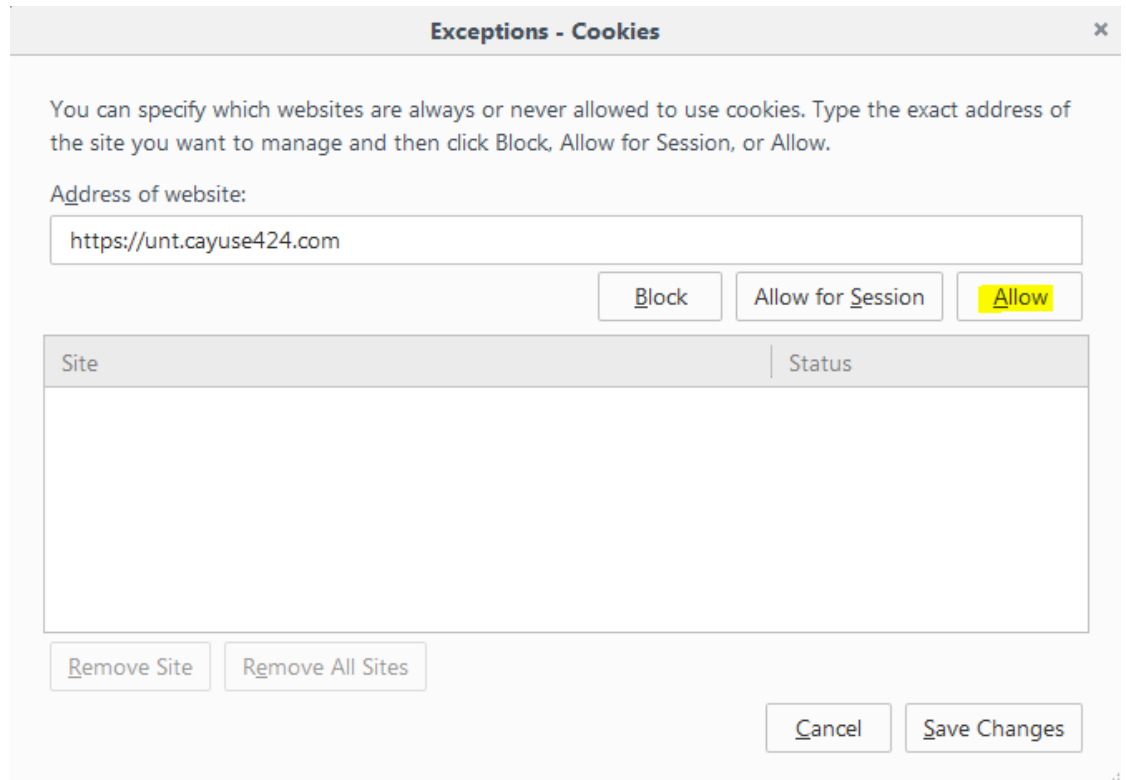


On the Privacy page, under History, choose Remember History.



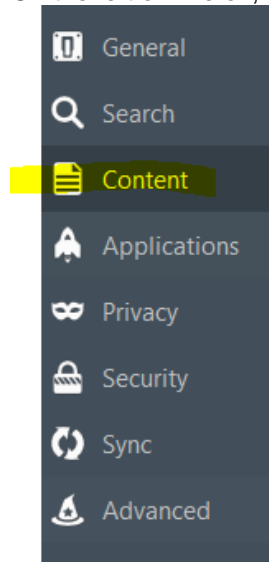
Alternatively, you can select 'Use custom settings for history' and then add <https://unt.cayuse424.com> as an exception.



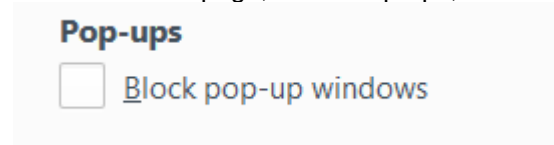


Allow Pop-Ups

On the left of Firefox, click Content icon.

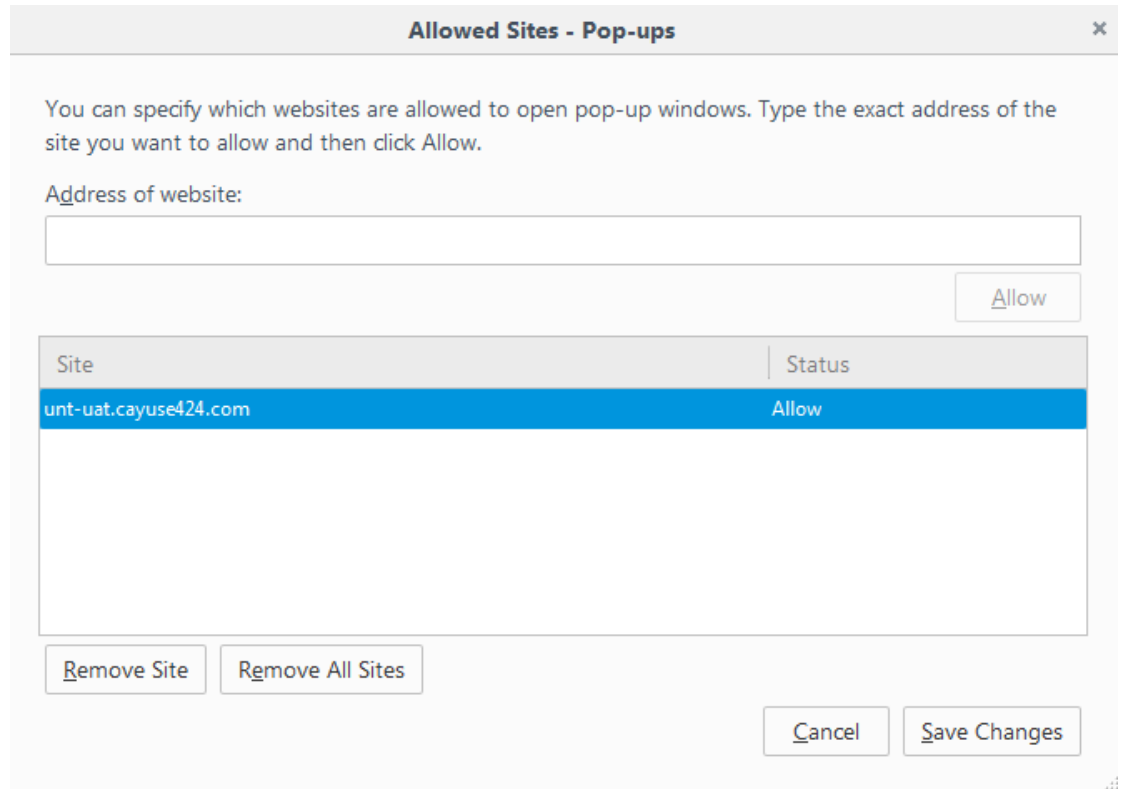


On the Content page, under Pop-ups, un-check Block pop-up windows.



Alternatively, you can leave the 'Block pop-up windows' checked and add <https://unt.cayuse424.com> as an exception.





Enable Javascript

Follow these instructions to activate and enable JavaScript in Firefox.

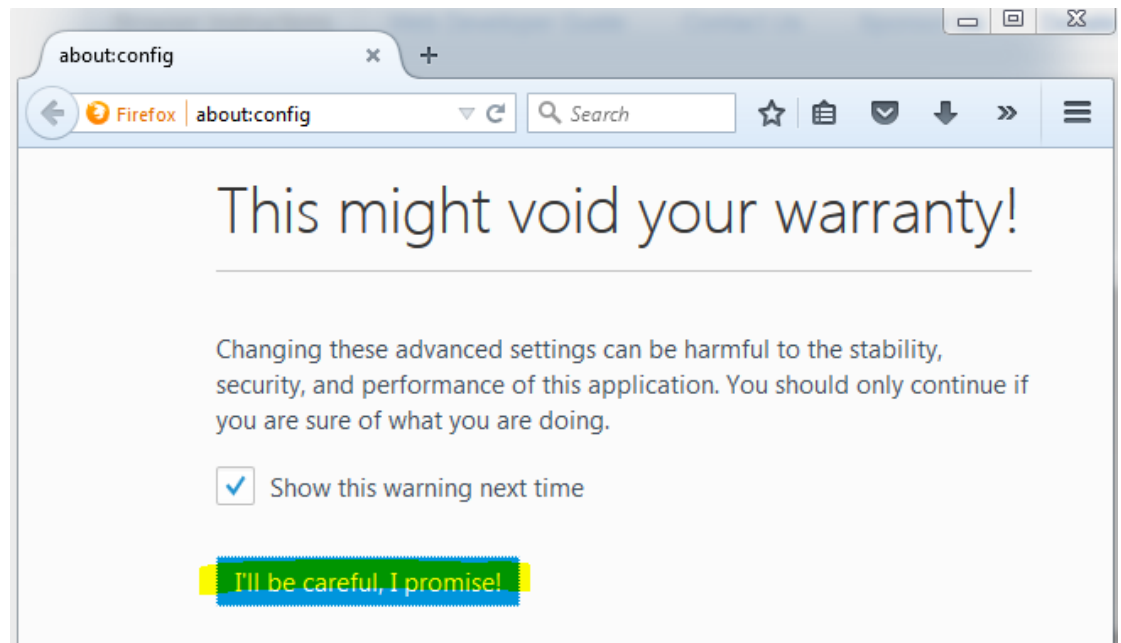
PC & MAC

Open a new Firefox browser window or tab.

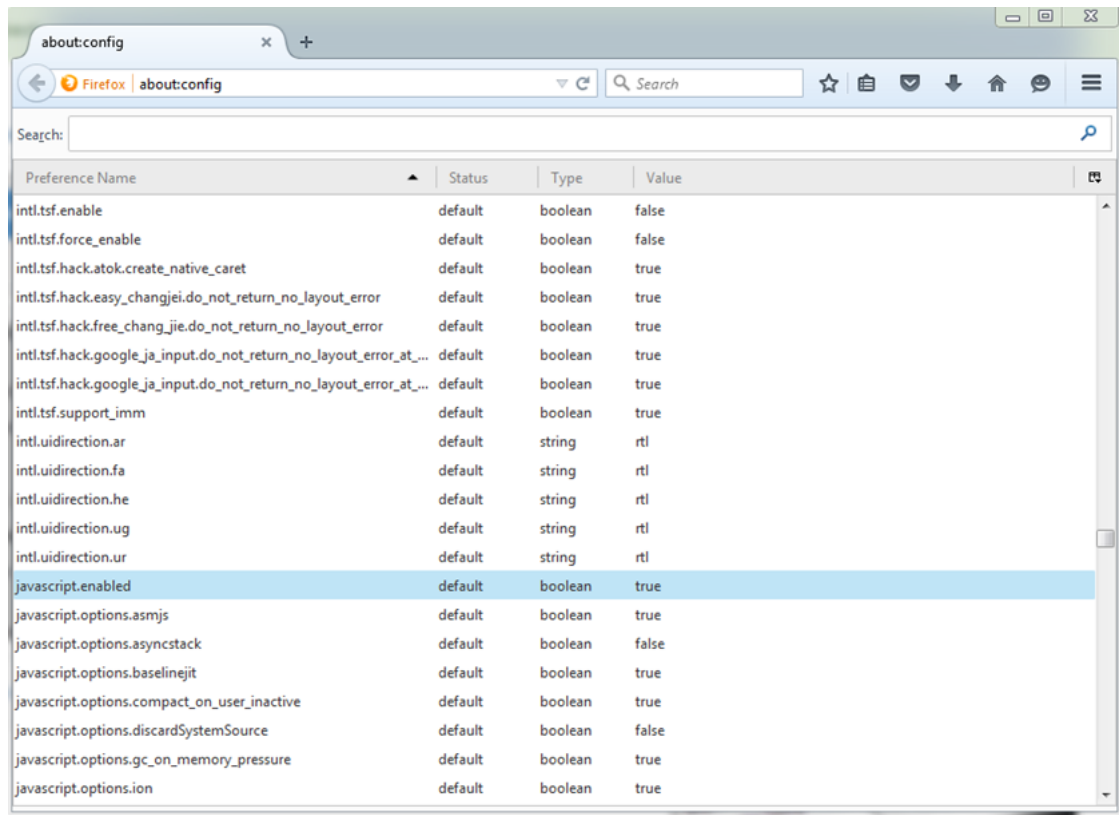
Copy the following then paste it into the Firefox address bar: about:config

Hit the Enter key.

On the following page, click the button: "I'll be careful, I promise!"



Find the javascript.enabled row under the Preference Name heading (listed in alpha order).



Value of javascript.enabled should be true. If it is, close the browser.

If not, then you can double-click anywhere within the javascript.enabled row to toggle the value from "False" to "True".

Finally, refresh your browser.

For further help and instructions, see <http://support.cayuse.com/docs/browser-support-configuration> and click on "Firefox Settings".

[Next Pre-Check List item](#)

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

User Access

User Access

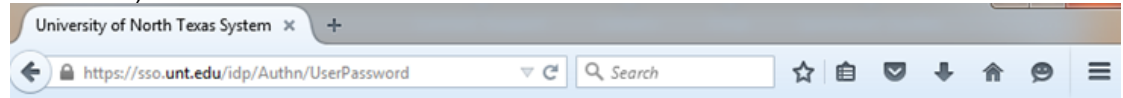
User Access

Users should request access and test access. Log in and test links. After logging in, the landing page should have both Cayuse 424 and Cayuse SP links under Research Administration Modules.

Verify Access

Verify access to Cayuse by logging into <https://unt.cayuse424.com> with your UNT EUID and password.

The page redirects to a UNT authentication page (you MUST be VPNd in or on a UNT network with a UNT device).

A screenshot of the UNT SYSTEM login page. The page features the "UNT SYSTEM" logo at the top. Below the logo, there are two input fields: "EUID:" with a placeholder "your EUID" and "Password:" with a placeholder "your EUID 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, it displays "unt.cayuse424.com" and a message: "You have asked to login to unt.cayuse424.com".

or Request Access

If access denied, request access. If you do not have access, request profile and access by completing an online request at <https://forms.unt.edu/cayuse-request-form>

UNT Forms

A green light to greatness. UNT

MyUNT EagleConnect Blackboard People & Departments Maps Calendars Giving to UNT

Search Site Search

Home

User login

UNT EUID: *

Password: *

Log in

Cayuse Access Request

Instructions: This form must be used to request a Cayuse Professional Profile for an individual who is named as a Key Person on a Federal proposal that is being submitted to the funding agency via Cayuse 424.

A copy of the completed form will be emailed to the Key Person who is requesting a new profile be created.

A person submitting on behalf of the Key Person will not receive a copy of the completed form, but will be copied on future communication regarding the status of the access request.

Last Name: *

First Name: *

Empl ID: *

EUID: *

E-mail Address: *

Ex: somebody@unt.edu

Work Phone :

Ex: 940.565.XXXX or 940.369.XXXX

Department: *

College: *

Job Title:

Ex: Assistant Professor, Professor, etc.

If you are filling out the form on behalf of someone else, please provide your contact information:

Submit

[Next Pre-Check List item](#)

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

Professional Profile

Professional Profile



Professional Profile

Personnel must update his or her own Profile in the system. Professional Profiles have been set up under the People tab for all current PIs. It is your responsibility to keep your profile updated. Only you have access to change your profile information, unless you grant permission to others. You may upload and store multiple biosketches in your Professional Profile. Any PI without a Professional Profile must create one prior to starting a grant application. Key persons and other significant contributors must have a Professional Profile as well.



Navigation

When logged in, select Cayuse 424 link under Research Administration Modules. Then go to [People](#) menu bar tab at the top or click on blue hyperlink to [Professional Profiles](#) to find your profile.



Evisions Research Suite

3.1.1

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](#)

Overview Opportunities Proposals **People** Institutions Reports Admin

People

Search

@ All Institutions

[Show Recently Viewed](#)

A-Z | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#)



Verify/Update

Update all information including the following *at a minimum*:

- Contact Information**
- Dept/Division/Title.** Contact OGCA if not available.
- Salary & Fringe Worksheet.** TIP: Always use 9 mo salary for academic months & 3 months for summer.
- Performance Site**

Overview
Opportunities
Proposals
People
Institutions
Reports
Admin

[People](#) » **Myers, Michelle**

Professional Profile: Myers, Michelle

General Personal Information

[Name](#) ▶

[Degrees](#)

[Demographics](#)

[Biosketches](#)

1 Institutional Association

University of North Texas (OFC OF GRANTS & CONTRACTS ADM)

Contact Info

[eRA Role](#)

Dept / Division / Title

Salary and Fringe Worksheet

Performance Site

Name

Prefix:

First: Michelle

Middle:

Last: Myers

Suffix:

NIH Commons ID:

NASA NSPIRES ID:

[Next Pre-Check List item](#)

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

Collect Data Points

Collect Data Points

- Collect Data Points**
Collect a Short List of the minimum Data Points required for STARTING/SAVING draft of Proposal in Cayuse.

	Cayuse SP	Cayuse 424	Items required to save drafts in each module
<input type="checkbox"/>			EUID
<input type="checkbox"/>			Name of Proposal / Short Project Name (use Lead PI name) -this is NOT the T
<input type="checkbox"/>			Lead PI
<input type="checkbox"/>			Proposal Due Date / Sponsor Deadline
<input type="checkbox"/>			Sponsor
<input type="checkbox"/>			Project Start Date
<input type="checkbox"/>			Project End Date
<input type="checkbox"/>			Activity Code
<input type="checkbox"/>			Proposal Type
<input type="checkbox"/>			Instrument Type
<input type="checkbox"/>			Submission Method (Cayuse 424, FastLane, etc.)
<input type="checkbox"/>			Award Admin Dept
<input type="checkbox"/>			Primary Administrative Contact
<input type="checkbox"/>			Title of Project
<input type="checkbox"/>			If Pairing with Cayuse at time of creation
<input type="checkbox"/>			Opportunity Number
<input type="checkbox"/>			Default IDC Rate
<input type="checkbox"/>			Budget Periods
<input type="checkbox"/>			Validation Type

[Next Pre-Check List item](#)

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

Opportunity Number

Opportunity Number

OGCA requires a Cayuse 424 packet for [Grants.gov](#) opportunities that are fully supported by Cayuse. If submitting to NSF, you may use FASTLANE instead of Cayuse 424.

The Cayuse 424 Opportunities tab displays a list of federal funding Opportunities that have been downloaded into Cayuse 424 from Grants.gov. To retrieve an Opportunity from [Grants.gov](http://www.grants.gov) into Cayuse 424, you must know the Opportunity Number or CFDA Number.



Opportunity Number

You may use <http://www.grants.gov/web/grants/search-grants.html> or other resources to find out about opportunities.

Once you have an Opportunity Number (or CFDA#) you can log into Cayuse, open the Cayuse 424 module, and then search for the opportunity or download it into Cayuse 424. Opportunities are used to create Proposal Packages in Cayuse 424 (see Cayuse 424 Quick Start [Find an Opportunity](#) or detailed Opportunity instructions for further details).

Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	O
PAR-14-009	NIDCD Research Grants for Translating Basic Research in	FORMS-C	Forms-C	National Institutes of Health	93.173	0:
PAR-13-277	NIDCD Clinical Research Center Grant (P50)	MULTI-PROJECT	FORMS-C	National Institutes of Health	93.173	0:
Admin-Core	NIDCD Clinical Research Center Grant (P50)	MULTI-PROJECT	FORMS-C	National Institutes of Health	93.173	0:
Core	NIDCD Clinical Research Center Grant (P50)	MULTI-PROJECT	FORMS-C	National Institutes of Health	93.173	0:
Project	NIDCD Clinical Research Center Grant (P50)	MULTI-PROJECT	FORMS-C	National Institutes of Health	93.173	0:
PAR-13-186	NIDCD Research Career Enhancement Award for Establish	FORMS-C	Use for due dates after 1/24/20	National Institutes of Health	93.173	1:
PAR-13-057	NIDCD Small Grant Program (R03)	FORMS-C	Use for due dates after 9/24/20	National Institutes of Health	93.173	0:
PA-14-147	Ruth L. Kirschstein National Research Service Award (NR)	FORMS-C	Forms-C	National Institutes of Health		0:
PA-14-091	NIDCD Research on Hearing Health Care (R01)	FORMS-C	Forms-C	National Institutes of Health	93.173	0:
PA-14-090	NIDCD Research on Hearing Health Care (R21)	FORMS-C	Forms-C	National Institutes of Health	93.173	0:
PA-13-313	Academic Research Enhancement Award (Parent R15)	FORMS-C	Forms-C	National Institutes of Health		0:
PA-13-302	Research Project Grant (Parent R01)	FORMS-C	Forms-C	National Institutes of Health		0:
PA-13-103	Disorders of Human Communication: Effectiveness, Out	FORMS-C	Use for due dates after 9/24/20	National Institutes of Health	93.173	0:
PA-13-102	Disorders of Human Communication: Effectiveness, Out	FORMS-C	Use for due dates after 9/24/20	National Institutes of Health	93.173	0:
EDAP2015	FY 2015 Economic Development Assistance Programs Ap PW		Public Works	Economic Development Administrati	11.300	0:

[Next Pre-Check List item](#)

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

Grants & Contracts Specialist (GCS) Request Form

Grants & Contracts Specialist (GCS) Request Form



Grants & Contracts Specialist (GCS) Request Form

Fill out a GCS request form informing OGCA of your intent to submit a proposal. Be sure to indicate the correct submission mechanism. Grants & Contracts Specialist (GCS) Request Form is available at <https://forms.unt.edu/request-grant-officer-assignment>.

MyUNT EagleConnect Blackboard People & Departments Maps Calendars Giving to UNT

Search Site Search

UNT Forms

A green light to greatness. **UNT**

User login

UNT EUID: *

Password: *

Log in

[Home](#)

Request a Grants and Contracts Specialist

Thank you for contacting the Office of Grants & Contracts Administration (OGCA) regarding your upcoming proposal submission. Please provide the requested information and any other pertinent details. **A Grants and Contracts Specialist will reply to your request as soon as possible**, and provide a copy of our "Best Business Practices" for grant and contract proposal submissions, which became effective September 15, 2014. **Please ensure our office receives a final proposal package (ready for submission), as well as complete internal documents, at least 4 full business days prior to the sponsor's submission deadline.**

Should you have any other questions, please contact **Carla McGuire**, Assistant Director, at Carla.McGuire@unt.edu or 940.369.8757.

PLEASE NOTE: An email is sent to the email address provided. You will receive a copy of the form VIA EMAIL when you have successfully submitted the form. If you do not receive an EMAIL, then your response was not received by OGCA and you should complete the form again.

Please select which campus you are from: *

UNT Denton
 UNT System
 UNT Dallas

Name: Last, First: *

E-mail Address: *

Department:

College: *

What is your funding mechanism?: *

Grant
 Contract

RFP WebLink or Announcement #:

You must provide an active link to the announcement. DO NOT simply use the funding agency web address.

Deadline Date: *

Indicate a flexible or estimated deadline date in the special instructions below

Agency: *

No acronyms, please

Directorate/Funding Division:

How will your proposal be submitted?: *

Cayuse 424

[Next Pre-Check List item](#)

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

Decision Point; starting path in Cayuse SP and/or Cayuse 424

Decision Point; starting path in Cayuse SP and/or Cayuse 424



Decision Point; starting path in Cayuse SP and/or Cayuse 424

Submission for [Grants.gov](#) proposals are to be handled in Cayuse 424 (NSF .gov submissions NSF will be handled in FastLane). If you do not know whether a proposal is a [Grants.gov](#) submission that will be handled in Cayuse 424, contact your GCS.

Pick one of two routes below.

Option 1; Grants.gov through Cayuse 424

- If submission is a [Grants.gov](#) proposal and will go through [Cayuse 424](#), then
 - Start in Cayuse SP**
 - [Login](#)
 - Complete General Information page (see [Cayuse SP](#) instructions for further details).
 - Click Save at bottom of page
 - Click choice at bottom of page to 'Create a Paired Proposal' (this opens Cayuse 424)
 - In Cayuse 424 a pop-up window shows options to Create Proposal**
 - Select first option, Grants.gov/Research.gov
 - Click Create button at bottom of window
 - Pop-up window changes to Opportunities
 - Locate (or download and locate) and select correct Opportunity
 - Pop-up window changes to Create Grants.gov/Research.gov Proposal
 - Enter Proposal Name (Lead PI)
 - Search and select Lead PI
 - Enter due date and other entries, which vary by Opportunity
 - Let system assign Validation Type
 - Click Create Proposal at bottom of window
 - Pop-up window closes and current browser for Cayuse 424 changes page to your newly created (and paired**) Proposal
 - At this point you may [log out of SP](#) and [sign out of 424](#) or continue editing in Cayuse 424 and/or Cayuse SP.
 - Proceed with completing Cayuse 424 package** (see [Cayuse 424](#) instructions for further details).
 - Proceed with completing Cayuse SP Routing** (see [Cayuse SP](#) instructions for further details).

Option 2; Cayuse SP only - NOT through Cayuse 424

- or If submission is **NOT** a **Grants.gov** proposal and will **NOT** go through Cayuse 424, then
 - Start in Cayuse SP**
 - [Login](#)
 - Complete General Information page (see [Cayuse SP](#) instructions for further details).
 - Click Save at bottom of page
 - Proceed with completing package outside of Cayuse 424**
 - Proceed with completing Cayuse SP Routing** (see [Cayuse SP](#) instructions for further details).

******Users may pair Proposals in many sequences, but the most efficient steps are shared here. For other options to pair Proposals, see [Evisions' Cayuse Support](#) page.

[Back to beginning of Pre-Check List](#)

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

Option 1; Grants.gov through Cayuse 424

Option 1; Grants.gov through Cayuse 424

If submission is a [Grants.gov](#) proposal and will go through **Cayuse 424**, then

1 Start in Cayuse SP

A [Login](#)

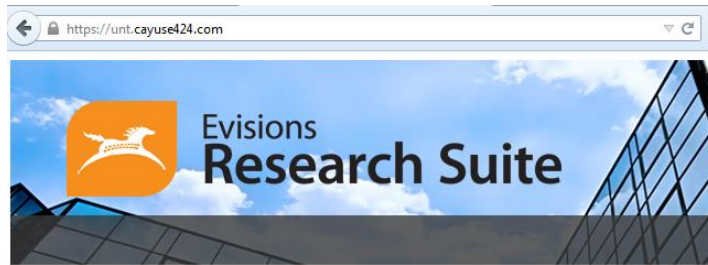
UNT SYSTEM

EUID:

Password:

[Account Management](#)

unt.cayuse424.com
You have asked to login to unt.cayuse424.com



Evisions Research Suite

3.1

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

OFFICE OF GRANTS & CONTRACTS ADMINISTRATION 

HOME | MY DASHBOARD | REPORTING | ADMIN | LOG OUT For assistance, contact your Grants and Contracts Specialist (GCS). If you do not know your G

Proposal Dashboard Start New Proposal 3 My Proposals Proposals in My Dept At-Risk Account Inbox	>> Welcome to Cayuse SP
Award Dashboard My Awards Awards in My Dept	Use the Proposal Dashboard to: <ul style="list-style-type: none">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.
Certifications/Approvals PI Certification Inbox Dept Approval Inbox	Use the Award Dashboard to: <ul style="list-style-type: none">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.
Office of Grants and Contracts Administration 1155 Union Circle #305250 Denton, TX 76203-5017 Phone: (940) 565-3940 Fax: (940) 565-4277	Use the Certifications/Approvals Dashboard to: <ul style="list-style-type: none">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 <p>The Office of Grants and Contracts Administration is your resource for policies and procedures regarding the administrative research and sponsored activities. Contact your GCS for assistance. If you do not know your GCS, contact OGCA Main Nur (940) 565-3940.</p>
	Technical Support <p>For technical issues in Cayuse SP, contact the Office of Grants and Contracts Administration at one of the following:</p> <ul style="list-style-type: none">Email: CayuseTechSupport@unt.eduPhone: (940) 565-3940 <p>Also please visit the Evisions Research Suite Support website for frequently asked questions, product documentation and technical information.</p>

B Complete General Information page (see [Cayuse SP](#) instructions for further details).

C Click Save at bottom of page

- Proposal Dashboard >> Start New Proposal >>
- 3 My Proposals
- Proposals In My Dept
- At-Risk Account Inbox
- Award Dashboard
- My Awards
- Awards In My Dept
- Certifications/Approvals
- FI Certification Inbox
- Dept Approval Inbox
- Office of Grants and Contracts Administration
1160 Linnex Circle #002320 Denton, TX
76208-5017
Phone: (849) 365-3880
Fax: (849) 365-4277

>> Start New Proposal

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 bu sponsor's due date. This 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.

* Indicates Required Fields

Sponsor Information

* Sponsor:

Funding Opportunity/Sponsor Application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

General Proposal Information

* Short Project Name: (internal reference name)

* Project Start Date:

* Project End Date:

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

Proposal Type:

Instrument Type:

How will this proposal be submitted?
Select Submission Method:

* Award Admin Dept:

* Primary Administrative Contact:

Affiliated Dept(s)/Centers (if applicable): [Click Here to Choose Affiliated Dept\(s\)/Centers](#)

* Sponsor Deadline: Time:

Postmark: Receipt:

* Title of Project:

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

E Click choice at bottom of page to 'Create a Paired Proposal' (this opens Cayuse 424)

For assistance, contact your Grants and Contracts Specialist (G

HOME MY DASHBOARD REPORTING ADMIN LOG OUT

Item List 15-0048

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 VPR's "Best Business Practices" memo, a complete and final proposal package ready for external submission must be received by sponsor's due date. This 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.

* Indicates Required Fields

Sponsor Information

* Sponsor: Zyvex Labs, LLC

Funding Opportunity/Sponsor Application No: []

Sponsor Program Name: TestingSPquickSteps

Proposal Guideline URL: []

Prime Funding Agency: []

General Proposal Information

* Short Project Name: PlastName_TestingSPquickSteps (internal reference name)

* Project Start Date: 01/01/2016 clear

* Project End Date: 12/31/2020 clear

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

Proposal Type: Proposal: New

Parent Project: [] clear

Instrument Type: Grant

How will this proposal be submitted?
Select Submission Method: Email

* Award Admin Dept: OGCA - OFFICE OF GRANTS

* Primary Administrative Contact: Michelle Myers

Affiliated Dept(s)/Centers (if applicable): [Click Here to Choose Affiliated Dept\(s\)/Centers](#)

* Sponsor Deadline: 09/03/2015 clear Time: 6:00 PM Eastern

Postmark: Receipt:

* Title of Project:
TestingSPquickSteps__Official Title

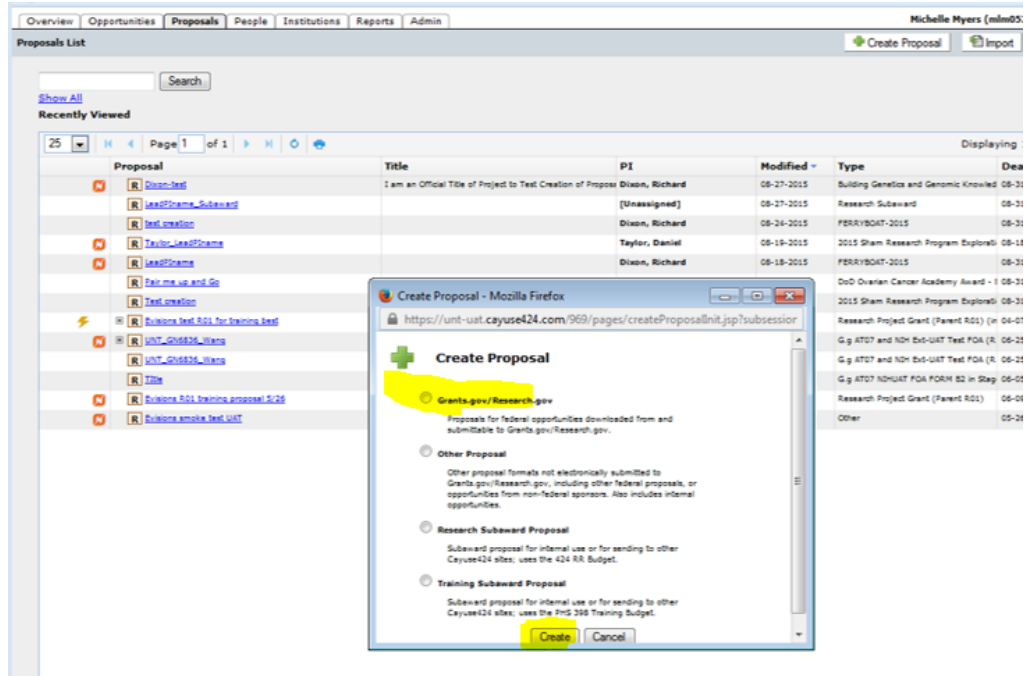
Create a Paired Proposal Pair with a 424 Proposal Un-Pair with 424 Proposal

Save

2 In Cayuse 424 a pop-up window shows options to Create Proposal

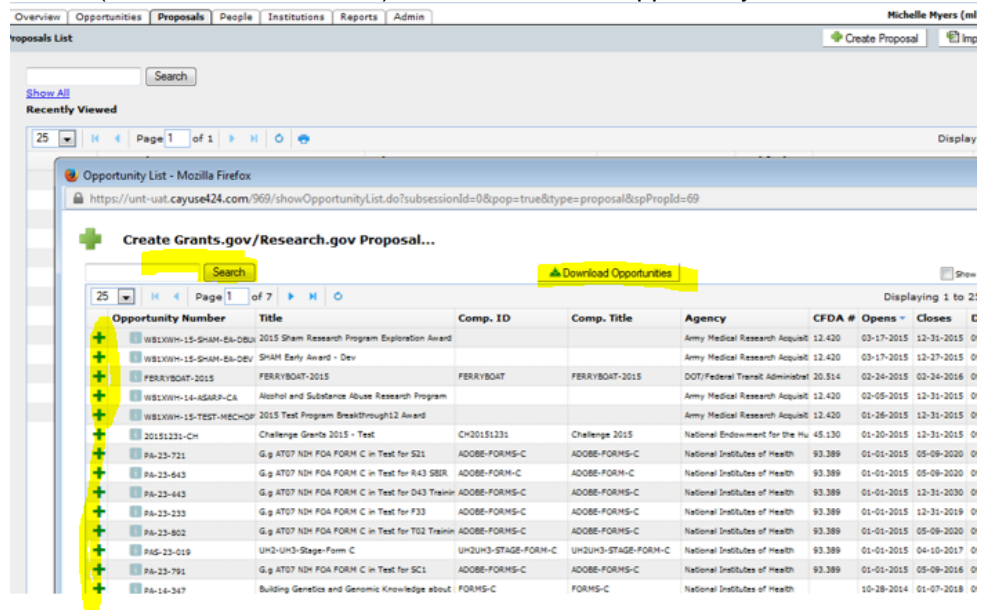
A Select first option, Grants.gov/Research.gov

B Click Create button at bottom of window



C Pop-up window changes to Opportunities

- 1 Locate (or download and locate) and select correct Opportunity

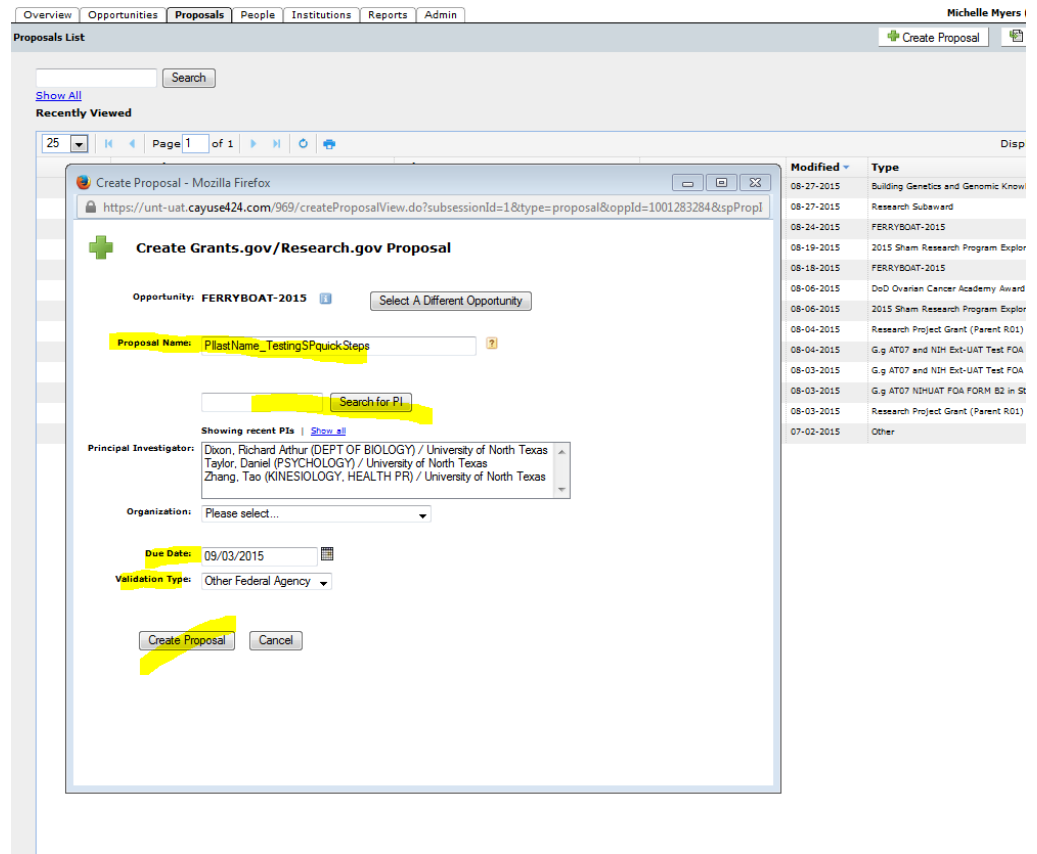


D Pop-up window changes to Create Grants.gov/Research.gov Proposal

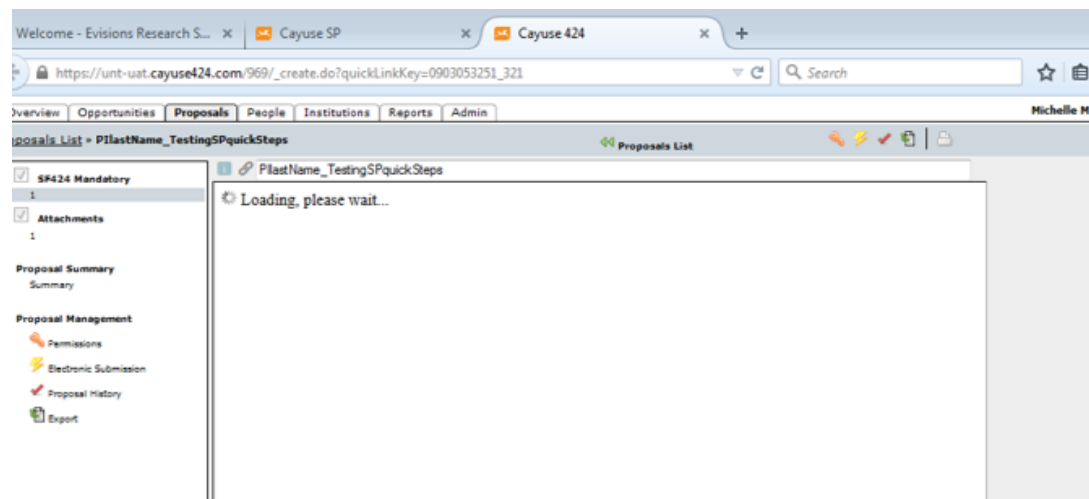
- 1 Enter Proposal Name (Lead PI) (will pull from Cayuse SP entry-edit as needed)
- 2 Search and select Lead PI

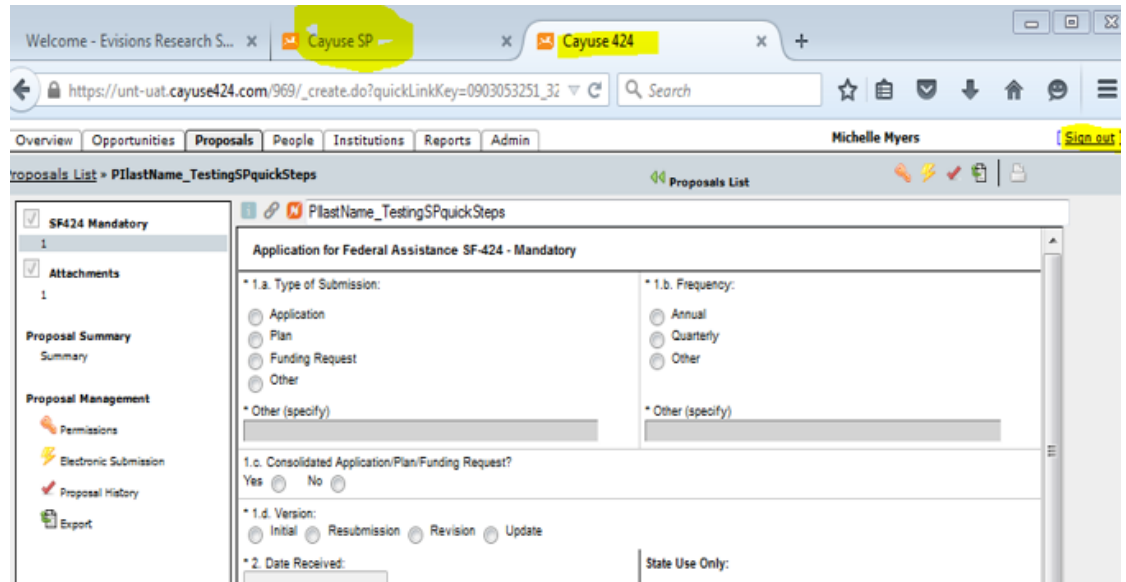
3 Enter due date and other entries, which vary by Opportunity

4 Click Create Proposal at bottom of window



E Pop-up window closes and current browser for Cayuse 424 changes page to your newly created (and paired**) Proposal





3 At this point you may [log out of Cayuse SP](#) and [sign out of Cayuse 424](#) or continue editing in Cayuse 424 and/or Cayuse SP.

A **Proceed with completing Cayuse 424 package** (see [Cayuse 424](#) instructions for further details).

B **Proceed with completing Cayuse SP Routing** (see [Cayuse SP](#) instructions for further details).

Option 2; Cayuse SP only - NOT through Cayuse 424

Option 2; Cayuse SP only - NOT through Cayuse 424

If submission is **NOT** a [Grants.gov](#) proposal and will **NOT** go through Cayuse 424, then

1 Start in Cayuse SP

A [Login](#)

UNT SYSTEM™

EUID:

Password:

[LOGIN](#)

[CLEAR](#)

[Account Management](#)

unt.cayuse424.com

You have asked to login to unt.cayuse424.com

https://unt.cayuse424.com



Evisions Research Suite

3.1

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](#)

Proposal Dashboard

- [Start New Proposal](#)
- [3 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](#)

Office of Grants and Contracts Administration
1155 Union Circle #305250 Denton, TX
76203-5017
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 administrative research and sponsored activities. Contact your GCS for assistance. If you do not know your GCS, contact OGCA Main Nur (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 technical information.

B Complete General Information page (see [Cayuse SP](#) instructions for further details).

C Click Save at bottom of page

CONTRACTS ADMINISTRATION **UNION**

HOME MY DASHBOARD REPORTING ADMIN LOG OUT For assistance, contact your Grants and Contracts Specialist (GCS). If you do not know your GCS, contact OGCA at (940) 569-

Proposal Dashboard

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

Award Dashboard
[My Awards](#)
[Awards in My Dept](#)

Certification/Approvals
 1 [PI Certification Inbox](#)
[Dept Approval Inbox](#)

Office of Grants and Contracts Administration
 1155 Union Circle #305280
 Denton, TX 76203-5017
 Phone: (940) 569-5940
 Fax: (940) 569-4277

>>> Start New Proposal

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. This 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 (Cajuse 424/FastLane), if required.

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

* Indicates Required Fields

Sponsor Information

Sponsor:

Funding Opportunity/ Sponsor Application No:

Sponsor Program Name:

Proposal Outline URL:

Prime Funding Agency:

General Proposal Information

Short Project Name: (internal reference name)

Project Start Date: [clear](#)

Project End Date: [clear](#)

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

Proposal Type:

Parent Project: [clear](#)

Instrument type:

How will this proposal be submitted?
 Select Submission Method:

Award Admin Dept:

Primary Administrative Contact:

Affiliated Dept(s)/Centers (if applicable): [Click Here to Choose Affiliated Dept\(s\)/Centers](#)

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

E From the Proposal's General page, review and complete all sections of the Item List for your Proposal prior to [Submitting for Routing](#).

CONTRACTS ADMINISTRATION **UNI**

HOME | MY DASHBOARD | REPORTING | ADMIN | LOG OUT | For assistance, contact your Grants and Contracts Specialist (GCS). If you do not know your GC

Item List 16-0032

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](#)

>> General Information

Please remember, per VPR's "Best Business Practices" memo, a complete and final proposal package ready for external submission must be received by OGCA prior to sponsor's due date. This 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.

* Indicates Required Fields

Sponsor Information

* Sponsor: 🔍

Funding Opportunity/ Sponsor Application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency: 🔍

General Proposal Information

* Short Project Name: (internal reference name)

* Project Start Date: 🔍 clear

* Project End Date: 🔍 clear

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

Proposal Type:

Parent Project: 🔍 clear

Instrument Type:

How will this proposal be submitted?
Select Submission Method:

* Award Admin Dept: 🔍

* Primary Administrative Contact: 🔍

Affiliated Dept(s)/Centers (if applicable): [Click Here to Choose Affiliated Dept\(s\)/Centers](#)

* Sponsor Deadline: 🔍 clear Time: Eastern

Postmark: Receipt:

* Title of Project:

2 Proceed with completing package outside of Cayuse 424 and attaching complete proposal packages in the [Cayuse SP Attachments](#) section of your proposal.

3 Proceed with completing Cayuse SP Routing (see [Cayuse SP](#) instructions for further details).