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

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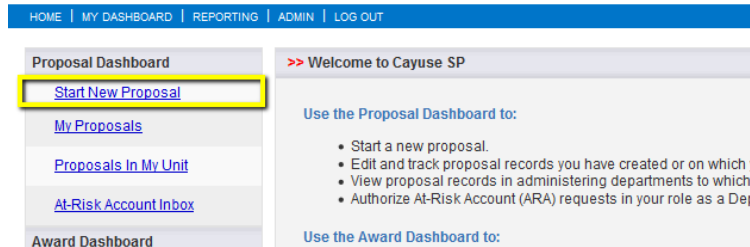
The screen changes to a General Information page for the proposal. Complete the General Information page, including funding source, project dates, title, and administrative information.

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

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.

**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

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.

Visit OGCA's Cayuse page for more details.