Entering a Proposal in Cayuse

Log in to Cayuse at:  https://mtu.app.cayuse.com

If prompted, your username and password are your Michigan Tech ISO username and password.

Note: all active faculty and staff are automatically given access to the Cayuse system, as basic users.

Once logged in, click on the “Sponsored Projects” menu item from the Product drop down menu found on the upper right corner of the screen.
To start a new proposal:

1. Click on “Start New Proposal”
2. Choose whether this new proposal submission is or is not related to an existing proposal.
3. If the new proposal is related to an existing project search for the existing project by typing in project number or project title. Click “Add New Proposal to Project” after project is located.

Search tip: If searching by project number, using the middle four numbers works best. In this example, type in 0163.
4. If the new proposal in NOT related to any existing project, enter a title for the new project. This title will represent the project as a whole.
The Menu on the left side of the proposal form shows all of the sections that must be completed for the proposal submission. The red circle represents the number of required items in each section. The number of required items may change during form completion based on how certain questions are answered.

Each required question is designated with a red asterisk (*).

**General Info Tab**

- **Proposal Title (Required)** - Enter a title for this proposal—it might be the same as the project title or specific for this increment of work.
- **Project Start (Required)** - Select a start date for the project
- **Project End Date (Required)** - Select an end date for the project
Sponsor Information

Name of the organization that the proposal is being submitted to:

*(Required)*

- Begin searching by typing the organizations name.
- If the organization name is not found, choose “Not Available” and enter the new organization name in the field labeled “If Not Listed, Indicate the Organization name”; it will display below the initial question.

Note: Upon the proposal creator selection “Route the Proposal”, the “Not Available” will create a task for central administration to initiate the addition of the new sponsor and the updating of the sponsor field within the proposal form.

Prime Sponsor:

If the funding will originate from a source that is different than the organization that the proposal is being submitted to, then choose the organization name of that source here.

- Begin searching by typing the organizations name.
- If the organization name is not found, choose “Not Available” and enter the new organization name in the field labeled “If Not Listed, Indicate the Organization name”; it will display below the initial question.

*Note: Leave this field blank if unknown.*

Searching Tips:

You may need to try searching several ways to find some organizations. For example:

- Federal organizations are generally paired within their overarching organization and include its acronym (e.g. US Dept of Defense/Defense Advanced Research Projects Agency(DARPA) or US Dept of Health & Human Services/National Institutes of Health(NIH)). Begin searching by typing “US Dept of Defense” or “DARPA”; or “US Dept of Health”, “NIH” or “(NIH)”.
- Universities with multiple locations generally include the locations in the name descriptor such as University of Minnesota/Duluth and University of Minnesota/Twin Cities. Begin searching by typing “University of Minnesota”.

Note: Leave this field blank if unknown.
**Funding Opportunity / Sponsor Application No:** (Optional) - If a funding opportunity number is available, enter it here.

**Sponsor Program Name** (Optional) - Enter the program name applicable to the project (example: NSF:CAREER).

**Sponsor Contact Information** (Optional) - Enter any names, phone numbers, email address, etc. This is important information for both preparing a cover letter (if necessary) and for sending the proposal via email or mail.

**General Proposal Information**

**Center/Institutes (Optional)** - Choose any applicable center or institute associated with the project. Up to three centers may be added, check the “Add Another Center or Institute” box to add additional centers or institutes.

**Activity Code** *(Required)*: Choose the applicable activity code.

Definitions can be found at: [Activity Codes](#)

**Choose the area(s) that describe this work** *(Required)*: Choose one or more of the available options to describe the area of work.

**Proposal Type** *(Required)*: Choose the applicable proposal type.

Definitions can be found at: [Proposal Types](#)
Proposal Guidelines *(optional)*:
If “URL” is selected, a URL must be entered in the box that is displayed.
If “Attachment” is selected, a file must be uploaded
If “None” is selected, no action is necessary.

Does the project involve outreach activities with any K-12 or Community College(s)? *(Required)*:
Answer “Yes” if the project involves K-12 or Community College involvement. Choose the involvement type(s) in the next box.

How will this proposal be submitted? *(Required)*:
Choose how the proposal should be submitted, and add additional information as necessary (email address, contact info, etc).

Does the sponsor have a deadline? *(Required)*: If answered as “Yes”, enter the sponsor’s deadline date in the next field.
If answered as “No”, enter the desired submission date.
Does the proposal project include off-campus or off-site research? *(Required)*

A file upload option will display when this question is answered “Yes”. A written plan regarding safe and inclusive working environments must be attached. When this question is answered as “No”, no additional action is required.

**Personnel**

**Name**: Enter the name for each member of the research team. All active faculty and staff are automatically loaded into Cayuse and are made available on the selection list.

**Role**: Choose only:

⇒ Principal Investigator

⇒ Co-Principal Investigator

⇒ Investigator

See [Definitions/Use of Roles](#)

**Internal Association**: Choose the department associated with the person being added. People with multiple appointments/jobs will display multiple departments and the user will choose which department to apply to the proposal.

This software is utilized by many schools and the following information is collected and used by many of them, but not by Michigan Tech so **DO NOT** populate the following fields:

**Credit** - **DO NOT USE; LEAVE AS 0%**! Please note, it will initially appear as a blank field and once an individual is entered, it displays “0%”. Ignore the * requirement indicated for this field; this is the only required field in the form when leaving it blank will not interrupt the routing process.

**Cos Share Effort/ Sponsored Effort** - **DO NOT USE; LEAVE BLANK!**
Total Budget Start Date *(Required)*: Enter the start date for the budget period.

Total Budget End Date *(Required)*: Enter the end date for the budget period.

The required fields for the budget are: Total Direct Costs, Total Indirect Cost, Total Sponsor Costs, Total Project Costs.

Budget amounts may be copied over from the Excel budget sheets provided by Sponsored Programs. Each budget sheet has an “Office Use Only” box at the bottom of the budget sheet where these numbers can be obtained. The Cayuse form includes three auto calculation fields to assist in verifying correct data entry of these numbers.

Example of Budget Summary from Excel budget

<table>
<thead>
<tr>
<th>Budget Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Requested from sponsor</td>
</tr>
<tr>
<td>Direct Costs</td>
</tr>
<tr>
<td>F&amp;A Costs</td>
</tr>
<tr>
<td>Total funds requested from the sponsor</td>
</tr>
<tr>
<td>Cost Share</td>
</tr>
<tr>
<td>Direct Costs:</td>
</tr>
<tr>
<td>Internal contributions</td>
</tr>
<tr>
<td>External contributions</td>
</tr>
<tr>
<td>F&amp;A Costs:</td>
</tr>
<tr>
<td>Associated with Internal Direct Cost</td>
</tr>
<tr>
<td>Waiver on sponsor request</td>
</tr>
<tr>
<td>Total cost share</td>
</tr>
<tr>
<td>Total Project Value</td>
</tr>
</tbody>
</table>
F&A Base *(Required)* - Choose the basis to be used for the Facilities & Administration (F&A) calculation.

- MTDC - Modified Total Direct Costs (most often used)
- TDC - Total Direct Costs
- F&A Not Applicable
- Other - if this option is chosen, a text box will open that will require a description to be entered

F&A Rate *(Required)* - Choose the applicable Facilities & Administrative (F&A) rate for the work to be performed. For off-campus rates, a location must be entered in the text box that will appear.

Are F&A Costs limited by the sponsor, RFP or solicitation? *(Required)*

Choose “Yes” if the sponsor has placed a limit on F&A Costs. If this question is answered “Yes”, an explanation must be entered into the text box that appears. If answered “No”, no additional information is needed.
Cost Sharing

IMPORTANT: A Banweb based cost share form is no longer required for most proposals. Only proposals with GACS (Graduate Assistant Cost Share) are required to submit a Banweb form. All other projects will require a Memo of Understanding or acknowledgment email from the financial manager of the cost share sources.

Does this proposal include funds or contributions in the form of cost sharing or cash matching? *(Required)* - If answered “No”, no further information is required.

If answered “Yes”, choose the types of cost share to be included (Mandatory, Voluntary, Voluntary Uncommitted and/or External)

Note—If Mandatory Cost Share is selected, a description of the required cost share must be entered

For each type of cost share selected, enter the total amount of the cost share, and the unit(s) that are providing the cost share.
Additional Resources Needed

Are all resources necessary to conduct the proposed work, including adequate and suitable space, equipment and information technology capabilities currently available? *(Required)* - Choose “Yes” or “No” based on the requirements of the work to be performed.

Will this study use a Shared Facility? *(Required)* - Choose “Yes” if the project will utilize a Shared Facility. If “Yes” is selected, choose the Shared Facility/Facilities that will be utilized in the box below.

Attachments

Attach the Budget Justification (optional) - Attach a file for the budget justification.

Attach the Budget *(Required)* - Attach the excel budget spreadsheet.

Memo of Understanding for Cost Share— Attach all documentation from financial managers providing cost share.
Carefully read over the text pertaining to financial conflicts of interest in Research. Check the boxes to certify that all required research team member have completed their research-based disclosure and emailed it to coic@mtu.edu AND that all research team members required to submit a research-based disclosure also have completed a current COI training.
Research Materials

Does this study involve the use of Radioactive Materials or other Radiation Hazards? *(Required)* - Answer “Yes” if the study involves the use of any of the following: radioactive isotopes, devices containing radioactive sources, radiation producing equipment (e.g. X-ray producing machines) or high intensity non-ionizing radiation (e.g. lasers).

Does this study involve the use of creation of Hazardous Chemical Materials? *(Required)* - If this question is answered as “Yes”, additional questions will be displayed, and be required to be answered.

**BIOLOGICAL SAFETY**

Does this study involve the use of Biological Materials? *(Required)* - Answer “Yes” if the study involves the modification of an organism using recombinant/synthetic nucleic acid sequences or involves the use of infectious agents, cells, tissues, organs, exotic/invasive species or biological toxins.

Does this study involve the use of controlled substances? *(Required)* - Answer “Yes” if the study involves any substances under the jurisdiction of the [Controlled Substances Act of 1970](https://www.gpo.gov/fdsys/cgi-bin/getdoc?dbname=frvol_1970&page=00001-Pg01103...).
Research Subjects

Does this study involve the use of human subjects? *(Required)* - If Answered “Yes” select all applicable types of human data that will be used.

⇒ **Prospective collection** of human data or biospecimen via a planned interaction or intervention with recruited participants (i.e. surveys, interviews, saliva collection, blood draws, exercise tests, cognitive or behavioral tasks, etc.)

⇒ **Retrospective review** or use of human data or biospecimen originally collected for a different research project or non-research purpose (obtaining secondary data or biospecimens from collaborators or commercial vendors, e.g. human cells, CT scans, etc.)

Does this study involve the use of vertebrate animals? *(Required)* - If this question is answered “Yes”, additional questions will be displayed, and are required to be answered.
The Export Control section has six (6) required questions. Answer questions as they pertain to the project or study. Some questions, if answered as “Yes” will require additional information to be entered.

**IMPORTANT:** At the bottom of the Export Control tab, there is a section that will be completed the Sponsored Programs upon form submission. This section should NOT be completed by the form initiator (i.e. - Principal Investigator, department coordinator, etc.)
Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of an award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a sponsored program.

**Does the proposed research include any subrecipients? (Required)** - If answered “Yes”, several questions including the company name, contact names, amounts will be displayed. Additional sub recipients can be added by checking the “Add Additional Subrecipient” at the bottom of each section. Up to ten (10) subrecipients may be added.
Scope of Work, Narrative, or Research Plan *(Required)* - Upload documents pertaining to the scope of work or plan for this project.

Additional Attachment (optional) - Attach any other documents to be included with the proposal such as biosketches.

Submission Notes (optional) - This is a text field where any special notes or instructions can be included.
Application Abstract (Required) — I give permission to make this abstract publicly accessible to other MTU investigators - If answered “Yes” a succinct and accurate description of the proposal (no more than 1,000 words) must included in the text box that appears.

Route For Review

When all of the required questions have been answered in each section of the form, the blue “Route for Review” button will become active.

Clicking the “Route for Review” will begin the process of routing the form for all reviews and certifications/approvals.

All certifications and approvals must be completed before the proposal is submitted to the sponsor.
Certifying a Proposal

The Principal Investigator and each Co-Principal Investigator and Investigator will receive an email notification for any proposal that they are listed on as a member of the research team during the proposal route for review process requesting their review and certification.

Sample email:

Dear [Name],

A proposal on which you are listed on the research team has been distributed for review. Your certification is required before this proposal may be submitted to the sponsor.

Please complete this action at your earliest convenience to ensure the proposal can be reviewed and submitted prior to the sponsor deadline.

To certify this proposal, please log in to Cayuse Sponsored Projects.

⇒ Clicking the link in the email will bring the user directly into the proposal to be reviewed and certified.

⇒ Proposals to be reviewed and certified can also be found on the “My Tasks” screen when a user initially logs into Cayuse. Click on the task to open the proposal to review and certify it.

To certify a Proposal:

⇒ Click “Certify Proposal”.

⇒ Review the proposal.

⇒ Choose “Approve” from the Review Decision menu.

⇒ Click on “Save”.

⇒ Note: Choosing “Return to Development” will stop the routing process. A comment is required to be entered before the decision can be saved. Also, if you choose this, it does not generate any auto-notifications. Please contact the SPO ana-
Viewing Proposal Routing History

The routing tab allows the proposal’s reviewers to see who is involved in the routing workflow and other relevant information for the proposal. To view the routing of a proposal:

1. Open the proposal.
2. Click on the “Routing” tab.
3. This tab will show each step of the routing history, as well as the status of that step. Certifications and approvals will also display the date the step was completed.

<table>
<thead>
<tr>
<th>Team</th>
<th>Members</th>
<th>Decision</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPO Team</td>
<td>Gina LeMay</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Morgan Chapman</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Richelle Schwaller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University approvals</td>
<td>Alice Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gina LeMay</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Morgan Chapman</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Viewing Proposal History

The history tab displays the full historical scope of the proposal for all of its reviewers, including the creation date and other relevant information. To view the history of a proposal:

1. Open the proposal.
2. Click on the “History” tab.

<table>
<thead>
<tr>
<th>Action</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status was changed from: Under Review to Approved</td>
<td>Richelle Schwaller</td>
<td>01/27/2023 9:26:11 pm</td>
</tr>
<tr>
<td>Certified</td>
<td>Richelle Schwaller</td>
<td>01/27/2023 9:24:55 pm</td>
</tr>
<tr>
<td>Status was changed from: In Development to Under Review</td>
<td>Richelle Schwaller</td>
<td>01/27/2023 9:23:04 pm</td>
</tr>
<tr>
<td>Proposal Created</td>
<td>Richelle Schwaller</td>
<td>01/27/2023 9:19:12 pm</td>
</tr>
</tbody>
</table>
Providing View and Edit Access to a Proposal

A person that is assigned to any proposal or award in Cayuse will automatically have view access to those proposals and awards.

The “Access” on the proposal allows the user to update who has access to view or edit a proposal. By default, the creator of a proposal and the Internal Cayuse administrators, Sponsored Programs Administrators and department Administrators have access to proposals.

To grant permissions to an additional:
1. Open the proposal.
2. Click on the “Access” tab.
3. Click on “Edit” or “Add a Person”.
4. Begin typing the person name in the “Person” field.
5. Check the “View” or “Edit” box.
6. Click “Save” when complete.
Assigning Tasks in a Proposal

To assign a task on a proposal:

1. Open the proposal.
2. Click on the “Tasks” tab.
3. Click on “New Task”.
4. Begin typing the person name in the “Assign To” field and choose a Due Date.
5. Enter text for task.
6. Click “Assign and Send”.
7. The person assigned to the task will then receive an email notifying them that a task has been assigned, and provide a link to the proposal. It will also display on their Home page in “My Tasks”.

To close a task assigned to you:

⇒ Click on the task.
⇒ Change the task status to “Closed”.
⇒ Click “Save Changes”.
Notes on Proposals

To save notes to a proposal:

1. Open the proposal.
2. Click on the “Notes” tab.
3. Enter the text for the notes and click “Save”. Notes can contain text, hyperlinks.
4. All notes, with the user name and date are saved at the bottom of this tab.
Viewing Attachments

To view the attachments for a proposal:

1. Open the proposal.
2. Click on the “Attachments” tab.
3. To upload an additional attachment, choose the attachment type and then upload the file.
4. To view an attachment click on the attachment name and download the file.