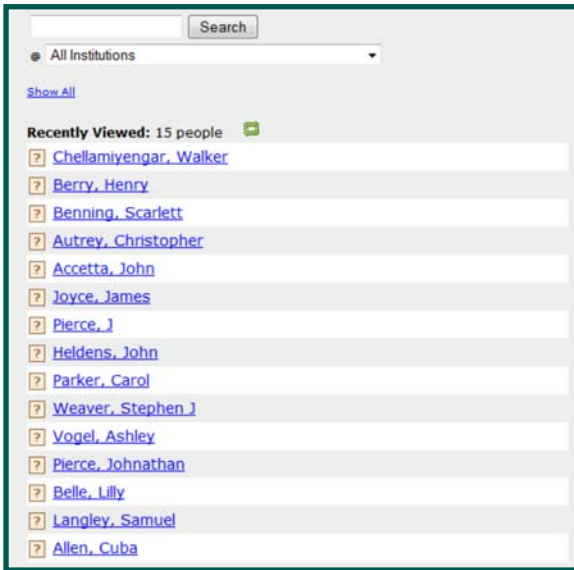# People

Users can create new professional profiles for **NON-WSU PERSONNEL**. The People tab in Cayuse 424 represents the professional information of all people in the system: their professional profiles.

Professional profiles contain the information that funding agencies require from Principal Investigators, Key Persons, Other Significant Contributors and Authorized Representatives. This information is added to the appropriate forms in a proposal when the person is autofilled into the proposal.

By default, the People tab shows profiles you have viewed recently. Depending on your user permissions, you may be able to see everyone in the system, or just people within your unit.

Standard users cannot create professional profiles for WSU PERSONNEL. This information is pulled into Cayuse from WSU HR via Cayuse DataConnect.

To search for a profile, **enter** the person's name into the search box at the top of the screen. You can enter the full name, first or last name, or the first few letters of the first or last name.

To limit the search to a particular institution, if you know which institution the person is associated with, select one in the second box.

Institution short names are included in the drop-down to help distinguish between institutions that have similar long names.
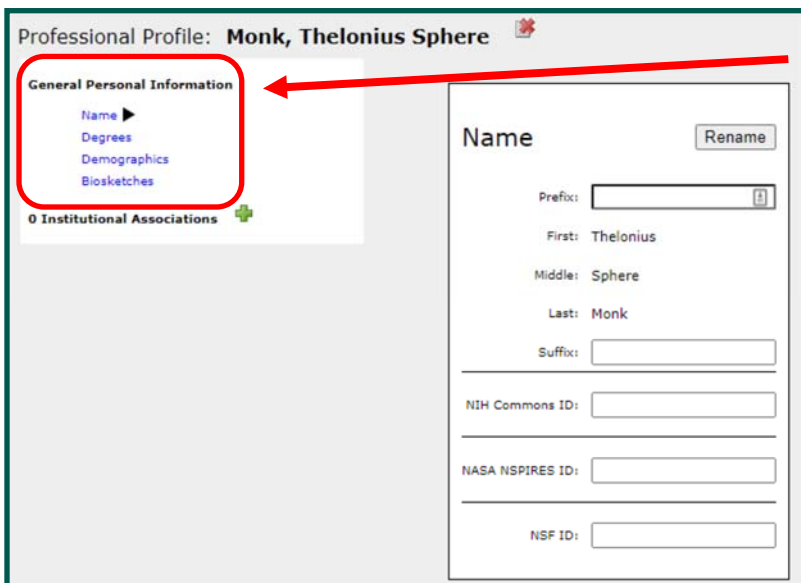
People Search

You can enter more than one name into the search box - separated by a space. Unlike when searching for an institution, this is an OR search, and the results will include people whose first or last names begin with either of the name fragments you entered.

The People search only searches for names that start with the search string. For example, searching for "Jane Cooper: will also return results for "Mark Coopering" and "Janeine Jones" but, not "MaryJane Reynolds".

To show all profiles you have access to, click **Show All**. (If you can see many profiles, this may take a few moments.) You can navigate to the right part of the longer list by clicking the first letter of the person's last name.

1. To create a new profile, click the Person button.   [Person]

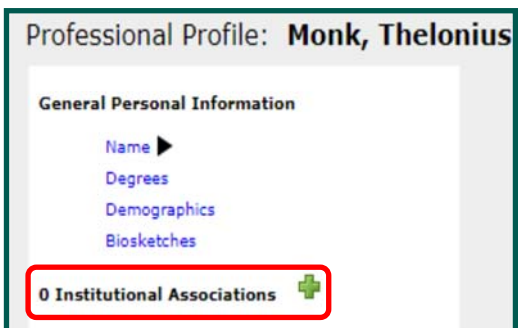2. Enter prefix, suffix information, and ID information, if available.*

*It is not necessary to provide Degree, Demographic, Biosketch, or ID information. However, if provided in the Professional Profile, this information populates within the application (Personnel Roster).
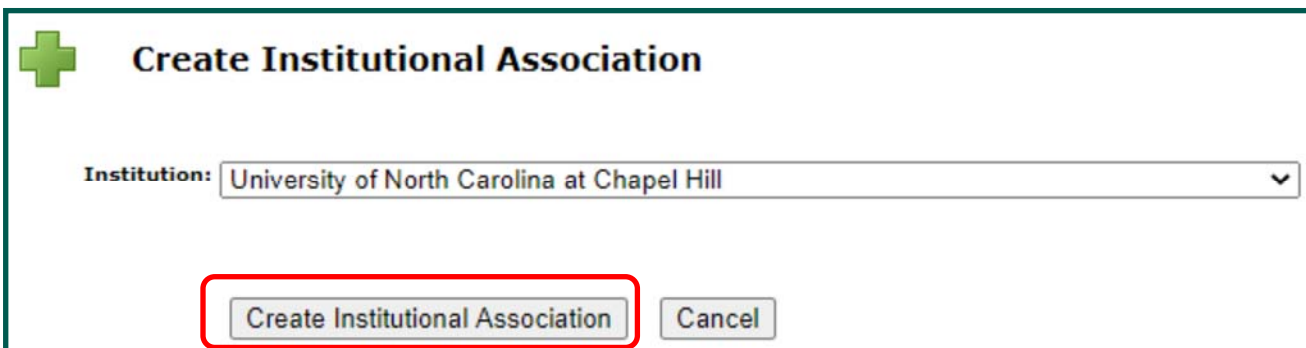
This is beneficial if the personnel applies often or as a placeholder for this information as users can update and store data as needed.

The more information you enter here, the more fields will be auto-filled within a proposal, making the process easier and faster.

3. Create an Institutional Association with the Professional Profile.

4. Select the institution from the drop-down menu. If the institution is not listed, contact SPA for assistance 577-3726.

5. Select Create Institutional Association.

Professional Profile: **Monk, Thelonius**

General Personal Information

Name ▶
Degrees
Demographics
Biosketches

1 Institutional Association ✚

❌ **University of North Carolina...**

Contact Info
eRA Role
Dept / Division / Title
Salary and Fringe Worksheet
Performance Site

University of North Carolina at Chapel Hill
Contact Info

Street 1:	
Street 2:	
City:	
State/Province:	North Carolina
Zip/Postal Code:	27599
County:	
Country:	United States of America
Phone:	
Fax:	
Email:	

University of North Carolina at Chapel Hill
eRA Role

Role(s): ☑ Principal Investigator
☐ Assistant
☐ Administrative Official
☐ Signing Official / "AOR"
☐ Payee

6. Enter Contact Information and select Principal Investigator as the eRA Role.

7. Select the Save icon when completed.

People » **Monk, Thelonius Sphere** 💾

8. PLEASE NOTIFY SPONSORED PROGRAM ADMINISTRATION (ac6764@wayne.edu) OF NEW PROFESSIONAL PROFILE TO ENSURE PROPER VETTING OF RECORD IS COMPLETED.