

**SPONSORED PROJECTS**

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### Proposal Dashboard

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### Award Dashboard

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### Certifications/Approvals

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Sponsored Program Administration  
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**>> Welcome to Cayuse SP**

Use the Cayuse SP Proposal Dashboard to:

- Start a new proposal.
- Edit and track proposal records you have created or on which you are named as a Principal Investigator or Co-Investigator.
- View proposal records in departmental units to which you have been granted Proposal Access.

Use the Cayuse SP Award Dashboard to:

- View awards on which you are listed as a Principal Investigator or Co-Investigator.
- View awards in departmental units to which you have been granted Award Access.

Use the Cayuse SP Certifications/Approvals Dashboard to:

- Certify proposal records on which you are cited as the Principal Investigator or Co-Investigator.
- Authorize proposal records in your role as a unit Approver.

**Administrative Support**

Contact Sponsored Program Administration for policies and procedures regarding the management and administration of research and sponsored activities. SPA serves as the primary resource for information and assistance with research proposal development, budget development, and award management.

**Technical Support**

For technical issues in Cayuse SP, contact [research\\_it@wayne.edu](mailto:research_it@wayne.edu)

Also refer to the [Cayuse Research Suite Support website](#) for frequently asked questions, product documentation and other technical information.

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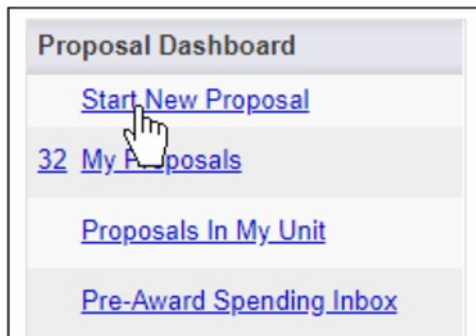
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## Creating a Proposal - General Information Page

1. From the start page, click on **Start New Proposal**.



2. Fill out *Sponsor Information* and *General Proposal Information*. All fields marked with a red asterisk are required. **Although some fields are marked 'Optional', you are encouraged to provide this information as it can be beneficial during the review process.**

### Sponsor Information – Provide the following

- **Sponsor (required):** This is usually the sponsor whose name will be on the check to the institution, or to whom the central administration office will send invoices. If the sponsor is not listed, contact your system administrator to add a record for the sponsor.
- **Funding Opportunity/Sponsor Application Number (optional):** Enter the alphanumeric opportunity or sponsor application number. These numbers are generally provided by the sponsor.
- **Sponsor Program Name (optional):** Enter the program name provided by the sponsor for this proposal.
- **Proposal Guideline URL (optional):** Enter the website address of the guidelines or instructions associated with the sponsor's application.
- **Prime Funding Agency (optional):** Enter the name of the prime funding agency if your institution is receiving a subgrant or subcontract from an intermediate source. For example, if NIH awards a grant to Cayuse University, and Cayuse University awards a subgrant to your institution, then NIH would be the prime funding agency.

## General Proposal Information – Provide the following

- **Admin Unit (required):** Select the lead unit that will manage the project.
- **Primary Administrative Contact (required):** Select the research assistant or other designee who will serve as the contact person for this project during post-award.
- **Short Project Name (required):** Enter the title used for reference in Cayuse SP. This is equivalent to the proposal name in Cayuse 424.
- **Project Start and End Dates (required):** Select a start and end date for the project.
- **Activity Code (required):** Click to choose the appropriate activity type from the pop-up window.

Activity Codes of an institution, according to the Uniform Guidance, are:

**Organized Research** – all research and development activities of an institution that are separately budgeted and accounted for.

Organized Research includes:

**Sponsored Research** – all research and development activities that are sponsored by federal and nonfederal agencies and organizations. This term includes activities involving the training of individuals in research techniques (commonly called research training) where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function. Examples of sponsored research include:

- awards to WSU faculty and principal investigators (PIs) to support research activities
- external Faculty “Career Awards” to support the research efforts of the faculty
- external funding to maintain facilities or equipment and/or operation of a center or facility that will be used for research
- external support for writing of books, when the purpose of the writing is to publish research results

**University Research** – all research and development activities that are separately budgeted and accounted for by the institution under an internal application of institutional funds. For purposes of the Uniform Guidance and development of the F&A research rate, University research shall be combined with sponsored research under the function of Organized Research.

**Instruction** – Except for research training, as described above, the term *instruction* includes all teaching and training activities of an institution whether offered for credits toward a degree or certificate or on a noncredit basis, and whether they are offered through regular academic departments or separate divisions, such as a summer school division or an extension division.

**Sponsored Instruction and training** means specific instructional or training activity established by grant, contract, or cooperative agreement. For purposes of the cost principles, this activity may be considered a major function even though an institution's accounting treatment may include it in the instruction function. Sponsored Instruction includes:

- any project for which the purpose is to instruct any student at any location; recipients of this instruction may be MIT students or staff, teachers or students in elementary or secondary schools, or the general public
- curriculum development projects at any level, including projects that involve evaluation of curriculum or teaching methods; such evaluation may be considered "research" only when the preponderance of activity is data collection, evaluation, and reporting
- projects that involve WSU students in community service activities for which they are receiving academic credit
- activities funded by awards to departments or schools for the support of students
- dissertation work funded by grants, including grants for travel in relation to a dissertation
- upward Bound Program, bringing local students on campus for classes
- general support for the writing of textbooks or reference books, videos, or software to be used as instructional materials

**Other sponsored activities** – programs and projects financed by federal and non-federal agencies and organizations that involve the performance of work other than instruction and organized research.

**Clinical Trial** - type of research that studies a test or treatment given to people. A research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.

**Fellowship** - awards of financial support to individual named students or postdoctoral scholars, or to Wayne State University on behalf of individual named students or postdoctoral scholars.

- **Proposal Type (required):**

- **Supplement:** Select if requesting additional new dollars, extending period of performance, or requesting a change in the scope of work on an existing award.
- **New:** Select if you are requesting new dollars NOT associated with an existing contract or grant.
- **Non-Competing Continuation/Progress Report:** Select if requesting release of dollars previously committed by the sponsor for an existing contractor grant.
- **Resubmission or Amendment:** Select if a previously submitted proposal is being reviewed for funding by the sponsor. The submission of a revised request would occur due to revised personnel, cost share, or budget.
- **Renewal (competitive):** Select if requesting new dollars for continuation of an existing award to establish a new budget period. If the proposal doesn't meet one of these types, contact your central administration office to discuss the specific circumstances.

- **Instrument Type (required):** Select the appropriate agreement out of Contract, Grant, Fellowship, NIH Grant, Clinical Trial, Incoming Contract, or Cooperative Agreement. NIH Grant will require additional information depending on selections.

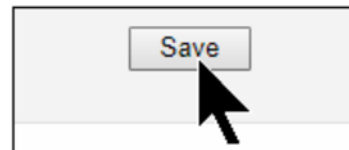
- **How will this proposal be submitted? (optional):** Select the submission method for the proposal. Choose one of the following: Cayuse 424, Grants.gov forms, FastLane, Sponsor website, Email, Paper, or Other. Paper submissions will require you to enter number of copies required, sponsor's mailing address, and contact phone number.

- **Affiliated Units (optional):** Select units at your institution that will contribute space, personnel, or equipment to this project. To remove a unit or center from this list, click **Click Here to Choose Affiliated Unit**, uncheck the unit, and click **Select** at the bottom of the list.

- **Sponsor Deadline (required):** Enter the date by which the proposal must be postmarked or received by the sponsor.

- **Title of Project (required):** Enter the full title of the proposal that is being submitted to the funding agency. This title should match the title on the cover letter, face page, and abstract to the sponsor.

3. Once all fields are completed, click **Save** at the bottom of the page.



4. When the General Information page is completed, the entire Proposal Item List is populated. Each section must be completed (whether or not it is pertinent to the project). A completed section is indicated by a green check-mark.



Item List	19-1678	
View or Edit completed sections by clicking the name next to the check.		
	General Information	>>
	<a href="#">Personnel Roster</a>	
	<a href="#">Proposal Budget</a>	
	<a href="#">Conflict of Interest</a>	
	<a href="#">Regulatory Compliance</a>	
	<a href="#">Subcontractors</a>	
	<a href="#">Export Control</a>	
	<a href="#">Intellectual Property</a>	
	<a href="#">Community Benefits</a>	
	<a href="#">Location of Sponsored Activities</a>	
	<a href="#">Proposal Abstract</a>	
	<a href="#">Proposal Attachments</a>	
	<a href="#">Approving Units</a>	
	<a href="#">Submission Notes</a>	
<input type="button" value="Administer Proposal"/>		
<input type="button" value="Submit for Routing"/>		

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## Adding Personnel

1. Select Personnel Roster from the Item List
2. Search for and Select personnel for the project roster; To add a person, click  next to **Last Name**
3. Enter last name of person

Enter the last name of the person you are looking for:

Last Name Only:

Search

Cancel

4. Select the person you wish to add.

People Search (choose the person by clicking the name)

<a href="#">Foley, Angela</a>	unknown
<a href="#">Foley, Barbara Ann</a>	Psychology
<a href="#">Foley, Bridget Catherine</a>	Center Urban Studies
<a href="#">Foley, Casey Daniel</a>	unknown
<a href="#">Foley, Daniel Joseph</a>	Emergency Medicine
<a href="#">Foley, Lill Hege</a>	Pediatrics
<a href="#">Foley, Michael J.</a>	Academic Services Education
<a href="#">Foley, Timothy Patrick</a>	Sponsored Program Administrati

The person's home unit will appear in the **Unit** field, but if you need to assign them to another unit for this work, you can click into the Unit field and select a different unit from the pop-up window. Filter the list by entering the Unit Code or the Unit Name into the empty fields at the top of the pop-up.

>> Personnel Roster

Search for and enter personnel dedicating effort to the project, even if they are not requesting salary support.  
NOTE: The sum of allocated credit on this proposal is currently 0%.

**Add Personnel Information**

* Last Name:	<input type="text" value="Foley"/>	<input type="text" value="Sponsored Program Administrati"/>	
* First Name:	<input type="text" value="Timothy"/>	* Role:	<input type="text" value="Lead Principal Investigator"/>
Phone:	<input type="text" value="313-577-8357"/>	* Sponsored Effort %:	<input type="text"/>
Email:	<input type="text" value="ac6764@wayne.edu"/>	Cost Shared Effort %:	<input type="text"/>
* <u>Person Months</u> :	<input type="text"/>	Allocation of Credit %:	<input type="text"/>

**List of Personnel:**

There are no personnel added to the proposal

The first person you add must be the individual responsible for the technical, regulatory and financial aspects of the project. This person will have the role **Lead Principal Investigator**. One person on the proposal must have this role before the proposal can be successfully submitted for routing.



## Adding Effort – Provide the following

- **Sponsored Effort %:** The individual's total effort in the initial or current budget period. Input 0 if this figure does not apply.
- **Cost Shared Effort %:** The portion of the individual's total effort that will be cost shared. If the proposal does not make use of cost shared effort, leave this field blank.
- **Allocation of Credit %:** Credit is a means for defining individual contributions to the management and successful completion of a given sponsored project. Allocation of credit is NOT the same as F&A Distribution. Total allocation must equal 100%.
- **Person Months:** The individual's involvement in Person Months. Input 0 if this figure does not apply. Once you have completed all needed fields, click **Save Personnel**.

>> Personnel Roster

Search for and enter personnel dedicating effort to the project, even if they are not requesting salary support.  
NOTE: The sum of allocated credit on this proposal is currently 0%.

**Add Personnel Information**

* Last Name:	<input type="text" value="Foley"/>	<input type="text" value="Sponsored Program Administrati"/>	
* First Name:	<input type="text" value="Timothy"/>	* Role:	<input type="text" value="Lead Principal Investigator"/>
Phone:	<input type="text" value="313-577-8357"/>	* Sponsored Effort %:	<input type="text" value="50"/>
Email:	<input type="text" value="ac6764@wayne.edu"/>	Cost Shared Effort %:	<input type="text" value="0"/>
* Person Months:	<input type="text" value="6"/>	Allocation of Credit %:	<input type="text" value="100"/>

**NOTE: Split Appointments:** You can add the same person to the research team multiple times to capture split appointments (research team members who are doing work for more than one department). The research team member's effort may be split among the departments.

## Adding Other Roles

After lead investigator is added, other individuals and roles can be added to the proposal.

- **Investigator:** A primary contributor to the successful conduct of a research project, or any person who is responsible for the design, conduct, or reporting of research.
- **Principal Investigator:** Other contributors (if the sponsor allows multiple PIs). Roles that may fall under this designation include Research Scientist, Research Specialist, Research Associate, or Scholar.
- **Postdoctoral Research Associate:** Individuals with a doctoral degree serving on the research project.
- **Graduate Research Assistant:** Post baccalaureate students serving on the project.
- **Fellow:** Students applying for a fellowship or support for dissertation research whose mentor is the Lead Principal Investigator on this proposal.
- **Clinical Research Coordinator:** Coordinators with responsibility for the conduct of a human subjects study. Responsibilities may include study subject recruitment, arranging subject visits, informed consent, regulatory documents, case report forms, and meeting with study monitors.
- **Project Manager:** A limited-basis role for program project grants or clinical trials.
- **Technical Staff:** Staff performing standardized or routine measurements, analyses, or procedures in support of the research project.
- **Undergraduate Student:** Undergraduates who do not meet the definition of Fellow.
- **Administrative Contact:** Contacts who have proposal edit rights, but are not named on the budget (e.g., unit contract and grant manager).
- **Administrative Assistant:** A limited-basis role used on eligible funding opportunities, such as program projects or state contracts.
- **Proposal Editor:** A role with permissions equal to the Proposal Creator in the SP and 424 records.
- **Other Key Participant:** Project participants whose role title differs from those above. After selecting Other Key Participant, a field labeled "Role Title" appears beneath the Role. Enter the participant's custom title. The participant's unit will be included in the routing list on the Approving Unit's screen.
- **Other Participant (no routing):** Like Other Key Participants, except that the participants' units are excluded from the routing list on the Approving Units screen.

## List of Personnel

This area shows personnel who have already been added. Click **Edit** to make changes to an entry, or click **Delete** to remove a person from the proposal.

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months	
Timothy Foley	Sponsored Program Administration (H0912)	Lead Principal Investigator	50%	0%	50%	100%	6	<a href="#">Edit</a> <a href="#">Delete</a>
John McBride	VP Research (H0905) (H0905)	Co-Investigator	10%	0%	10%	0%	6	<a href="#">Edit</a> <a href="#">Delete</a>
Anna Spiroff	Research and Graduate Programs (H0670)	Co-Investigator	0%	10%	10%	0%	0	<a href="#">Edit</a> <a href="#">Delete</a>
Kathryn Wrench	CLAS Dean's Office (H1202)	Research Other	0%	0%	0%	0%	0	<a href="#">Edit</a> <a href="#">Delete</a>

Lead Principal Investigators and Principal Investigators will receive an electronic notification certifying their role on this project prior to submission.

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## Completing the Proposal Budget

- Overview section

The **Overview** section of the budget displays the Lead PI and Sponsor information.

1. Select the type of budget you want and the **number of budget periods for** the project (up to 10).
2. Select the **Begin Date** and **End Date** for the Current Period using the calendar icons to the right of the fields. If your project is one year, current period and entire project dates will be the same. The **Entire Project** dates are from **General Information**. Return to that section if you need to update these dates.
3. PLEASE NOTE: Changing the number of budget periods will reset all budget numbers for the Entire Project period. Select the correct number of periods before working on the budget.
4. You can use the Comments box to input information that would be useful to others.

### Overview

Lead PI: Timothy Foley      Sponsor: National Sleep Foundation - NSF

\* Budget Form:

Select one of the above:  
Summary: View direct costs, indirect rates, bases and totals (default setting)  
Detailed: View specific budget categories, indirect rates, bases and totals  
Autofill: View detailed budget data autofilled from 424 proposals, if paired

\* # of Budget Periods:

Project Dates:	Current Period	Entire Project
* Start	<input type="text" value="mm/dd/yyyy"/> <a href="#">Clear</a>	01/01/20
* End	<input type="text" value="mm/dd/yyyy"/> <a href="#">Clear</a>	12/31/24

Comments:   
(512 chars max)

- Budget Form Type

- There are three different types of budgets you can use depending on the way your institution tracks budget data. For any proposal, you may select a **Summary** or **Detailed** budget.
- **Summary Budget:** Shows direct and indirect costs, providing a high-level overview of the project's budget for the current period and for the total project period.
- **Detailed Budget:** Provides a more fine-grained division of the budget into categories of direct costs, including Personnel, Travel, Equipment, and Materials. The categories are based on the Federal Research and Related (R&R) Budget.
- **Autofill Budget:** Similar to the Detailed Budget, but all data is filled in using budget data from a linked Cayuse 424 proposal. **Please note:** Not all budget forms in Cayuse 424 can transmit information to Cayuse SP. The R&R Budget and the Fed/Non-Fed Budget can be used, but non-standard budgets and most modular budgets cannot. The PHS 398 Modular Budget allows only some fields to autofill. Editing an Autofilled budget within Cayuse SP is not recommended. To make changes, **access the paired Cayuse 424** proposal and **edit its budget**.

**NOTE: As SP is utilized for internal (WSU) review and authorization of proposals prior to submission of the proposal by Sponsored Program Administration, "Summary Budget" will suffice as the budget type. The required budget detail, depending on the sponsor, will be provided via Cayuse 424 or some other format. As described above, Autofill can be selected for 424 submissions.**

The budget type can be changed at any time during creation of the proposal. If the data has been saved for one budget type, it will be retained until a new budget type is selected and saved using the **Save** button at the bottom of the page.

If data for both the Summary and Detailed budget type has been entered but not saved, you can switch between the Summary and Detailed forms without saving the information on either form. As soon as you save the information on either the Summary or Detailed form, any information on the other form will be lost.

**Please note:** Selecting the Autofill budget will immediately fill the budget from Cayuse 424, and other data will be lost. If Autofill is selected, and the Last Autofilled from 424 date is before the most recent changes were made to the budget in Cayuse 424, click Re-Autofill to refresh the data.

- Cost Sharing

- In this section, indicate whether the budget includes cost sharing or cash matching in the current budget period. Keep in mind that the information on cost sharing for the entire project period is entered in the Budget Categories section.
- A proposal involves cost sharing or cash matching if the institution, the Unit/Institute, and/or a subcontractor provides cost sharing or cash matching in support of the project. All cost sharing must be documented in accordance with established criteria.
- If you answer **No**, you can move on to the next section of the budget.
- If you answer **Yes** to the initial question, additional **Internal Cost Sharing** and **Third-Party Cost sharing** fields will appear.

- \* Internal Cost Sharing

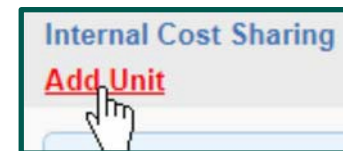
1. Click in the **Unit** field to select the pertinent unit.

2. Enter the **Period Total** amount. The Project Total will auto-populate.

3. Enter the Commitment Type from the drop-down menu. Cost sharing may be mandated by law or sponsor policy (**Agency Mandated**), or offered when not required to demonstrate your institution's commitment to the project (**Voluntary**).

4. Enter the Match Type from the drop-down menu:

- **F&A:** The PI elects to provide cost sharing by charging less than the full indirect cost rate or indirect cost amount applicable to the project. In cases such as this, [an approved and signed waiver](#) from Sponsored Program Administration is necessary.
- **In-Kind:** A contribution of services from outside the institution donated by student tutors, private M.D.s, dentists, volunteers, or consist of property donated by non-federal third parties. These must be documented and should entail records of dates and time donated by individuals.
- **Cash Matching:** An institutional contribution of funds specifically appropriated for and allocated to the project. The allocation and billing of project cost is processed in accordance with the agreement such as 75% federal and 25% non-federal.
- **Salary Cap:** A mandatory form of cost sharing whereby a sponsor ([typically NIH](#)) limits the salary payable to a PI.



5. Enter the Account Number associated with the cost sharing. Enter TBD if there is not yet one available or you do not know the number, or None for In-Kind cost sharing.
6. Click **Add Unit**

**Add Internal Cost Sharing**

\* Unit:

Period Total: \$


Project Total: \$

\* Commitment Type:

\* Match Type:

\* Account:  TBD if not known

Comment:



This process can be repeated for as many units as are involved in cost sharing. Units entered as Cost Sharing Units will appear on the Approving Units screen as units that must approve the proposal. The IPF Approver(s) for this unit, as well as the proposal's Lead Principal Investigator, must certify and approve the cost sharing as part of proposal approval.

**Please note:** If the total of internal cost sharing, as allocated to the internal cost sharing units, is not the same as the total internal cost sharing indicated, you will receive an error message when attempting to save the budget. **Be sure that you have accounted for all of the cost sharing under the Cost Sharing Units before saving.**

Unit	Account	Commitment	Match Type	Current Period	Entire Project	Comment	
OVPR COST SHARE (H0905X)	TBD	Voluntary	Cash Matching	\$25,000	\$100,000	None	<a href="#">Remove</a>   <a href="#">Edit</a>

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To remove a cost sharing unit, click **Remove** on the far right of the Cost Sharing Units table. Click **Edit** to edit the unit's details.

\* Third Party Cost Sharing



1. Click Add Organization.
2. Click the magnifying glass to search for the organization; if a record cannot be found, please contact [Sponsored Program Administration](#).
3. Select the organization and add pertinent amount information
4. Click **Add Organization**.

To remove a third-party cost sharing unit, click **Remove** in the far right column of the Third-Party Cost Sharing Units table. Click **Edit** to edit the unit's details.

The amount entered for third-party cost sharing will appear in the Current Period column on the budget form under Budget Categories. If there is more than one budget period, you will need to enter the third-party cost sharing amount for the entire project. This amount must be greater than or equal to the amount entered for Third-Party Cost Sharing above.

**Please note:** If the total of third-party cost sharing as allocated to the third-party cost sharing units is not the same as the total third-party cost sharing indicated, you will receive an error message when attempting to save the budget. **Be sure that you have accounted for all third-party cost sharing before saving.**

<b>TOTAL SPONSOR PROPOSED COSTS:</b>	<b>\$22,222</b>	<b>\$0</b>
 Internal Cost Sharing:	\$115	\$ <input type="text" value="115"/>
 Third-Party Cost Sharing:	\$120	\$ <input type="text" value="130"/>
<b>TOTAL PROJECT COSTS:</b>	<b>\$22,457</b>	<b>\$245</b>

**NOTE:** Cost sharing as allocated to the internal or third party cost sharing units is not the same as the internal or total third party cost sharing indicated on the budget, you will receive an error message when saving. Be sure that you have accounted for all cost sharing in the Cost Sharing Units section before saving.



- F&A Rates

You can enter up to three F&A rates (Indirect Cost rates) for the current period and for the entire project. You only need to enter multiple rates if you have proposed dollar amounts that use a different F&A rate.

**F&A Rates**

	Current Period	Entire Project
F&A Rate (1):	<input type="text" value="0.000"/> %	<input type="text" value="0.000"/> %
F&A Rate (2):	<input type="text" value="0.000"/> %	<input type="text" value="0.000"/> %
F&A Rate (3):	<input type="text" value="0.000"/> %	<input type="text" value="0.000"/> %
Use calculated values: <input checked="" type="checkbox"/>	* Effective Rate:	0.000 %

\* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

Clicking an F&A Rate field will populate a table for selecting F&A Rates. These rates are set within the system effective fiscal year start date (10/1).

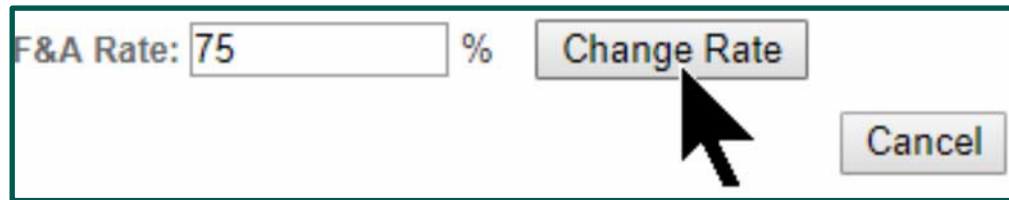
**Budget F&A Rate Chart for Wayne State University**

Select the appropriate F&A rate by clicking one in the table or typing it in the input field below.

	On-Campus	Off-Campus
Research	<a href="#">54%</a>	<a href="#">26%</a>
Instruction	<a href="#">53%</a>	<a href="#">26%</a>
Fellowship	<a href="#">0%</a>	<a href="#">0%</a>
Clinical Trial (Corporate Sponsored)	<a href="#">32%</a>	<a href="#">32%</a>
Clinical Trial (Other)	<a href="#">26%</a>	<a href="#">26%</a>
Other Sponsored Activities	<a href="#">37%</a>	<a href="#">26%</a>

F&A Rate:  %

If you are using a rate that is not shown in the table, you can enter it yourself using the **F&A Rate** field at the bottom of the Budget F&A Rate Chart pop-up. Click **Change Rate** after entering the correct rate.



A screenshot of a software interface showing a form for entering an F&A Rate. The text "F&A Rate:" is followed by a text input field containing the number "75", a percentage symbol "%", and a "Change Rate" button. A mouse cursor is pointing at the "Change Rate" button. To the right of the "Change Rate" button is a "Cancel" button. The entire form is enclosed in a dark green rectangular border.

By default, the effective rate will be calculated and displayed in reporting. To use a different Effective Rate, uncheck the **Use calculated values** checkbox and enter the desired Effective Rate.



A screenshot of a software interface showing a checkbox labeled "Use calculated values:". The checkbox is currently unchecked. A mouse cursor is pointing at the checkbox. Below the checkbox, there is a dashed horizontal line and the text "Effective Rate is for reporting purposes". The entire form is enclosed in a dark green rectangular border.

Be sure that if you have unchecked **Use calculated values**, you have entered the desired Effective Rate, because otherwise you may see calculations that do not match.

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- Summary Budget

The summary budget provides columns for entering Current Period and Entire Project budget numbers, and separates budget categories for Direct and Indirect costs. Sponsor Direct Costs are manually entered and can be broken down into base allocations for the F&A Rates.

		Current Period	Entire Project
	<b>SPONSOR DIRECT COSTS:</b>	\$ 100,000	\$ 100,000
	BASE for F&A Rate (1):	\$ 30,000	\$ 30,000
	BASE for F&A Rate (2):	\$ 0	\$ 0
	BASE for F&A Rate (3):	\$ 0	\$ 0
<b>Use calculated values:</b> <input checked="" type="checkbox"/>	<b>INDIRECT COSTS (F&amp;A):</b>	<b>\$22,500</b>	<b>\$22,500</b>
	FEE:	\$ 0	\$ 0
<b>Use calculated values:</b> <input checked="" type="checkbox"/>	<b>TOTAL SPONSOR PROPOSED COSTS:</b>	<b>\$122,500</b>	<b>\$122,500</b>
	Internal Cost Sharing:	\$25,000	\$25,000
	Third-Party Cost Sharing:	\$0	\$0
	<b>TOTAL PROJECT COSTS:</b>	<b>\$147,500</b>	<b>\$147,500</b>

If the **Use calculated values** checkbox to the left of the line item is checked, the indirect costs can be calculated. If the **Use calculated values** box is not checked, these can be entered manually.

- Detailed Budget

The detailed budget provides a much more extensive category breakdown, including Senior/Key Person Salary and Fringe, Other Personnel compensation, Equipment, Travel, Participant Costs, and Other Direct Costs.

		Current Period	Entire Project
<b>Senior Key Persons:</b>	Senior/Key Salary	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Fringe Benefits	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	<b>Senior Key Persons Subtotal</b>	<b>\$0</b>	<b>\$0</b>
<b>Other Personnel:</b>	Post Doctoral Associates	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Graduate Students	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Undergraduate Students	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
<hr/>			
	Equipment or Facility Rental/User Fees	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Alterations and Renovations	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Other 1	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Other 2	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	Other 3	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>

The F&A Bases must be entered separately, but the Sponsor Direct Costs are automatically calculated from the numbers entered in the detailed budget fields.

- Autofill Budget

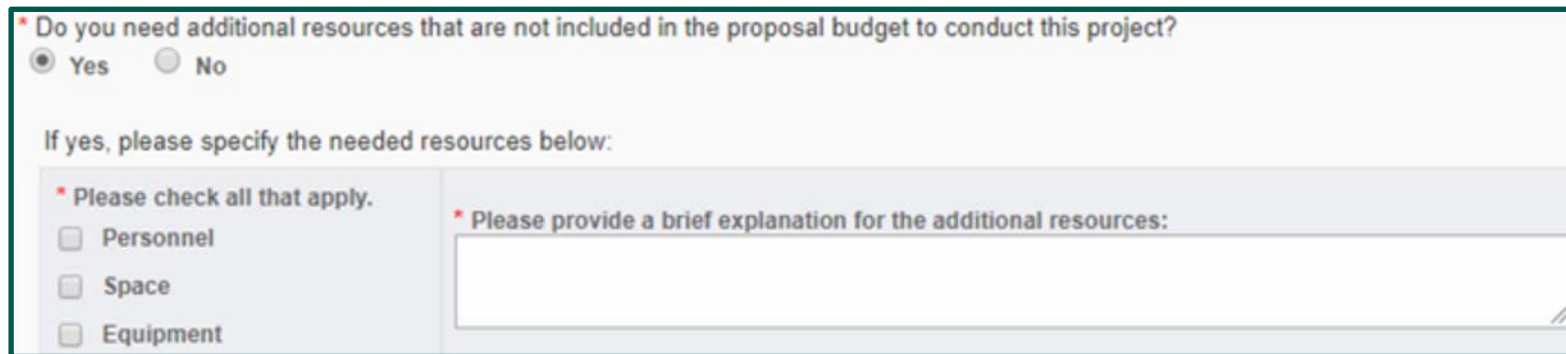
The Autofill budget data comes from Cayuse 424 using Autofill, and all total fields are calculated. The calculations cannot be overwritten.

The **Composite BASE** field is a calculated total field in Cayuse 424, but is editable within Cayuse SP. This field is used in reporting and should only be overwritten if necessary for reporting.

**Editing an Autofilled budget within Cayuse SP is not recommended. To make changes, access the paired Cayuse 424 proposal and edit its budget.**

## Additional Resources

Indicate any additional resources that you need by clicking the **Yes** radio button. Clicking **Yes** will expand a field where you can input an explanation.



\* Do you need additional resources that are not included in the proposal budget to conduct this project?

Yes  No

If yes, please specify the needed resources below:

\* Please check all that apply.

Personnel

Space

Equipment

\* Please provide a brief explanation for the additional resources:

[Text input field]

When you have completed your budget, click **Save**.



Save Reset

GENERAL  
INFORMATION

PERSONNEL  
ROSTER

PROPOSAL  
BUDGET

CONFLICT OF  
INTEREST

REGULATORY  
COMPLIANCE

## Conflict of Interest

The questions in this section are required to determine whether members of the Research Team, their family members, or the institution are involved in activities that may impose an actual or perceived conflict of interest as it would relate to the conduct of the research or a member's relationship to the Sponsor. **All of the questions in this section are required.**

Regardless of what you select for each question, you will be able to submit your proposal for routing. If you think a conflict exists, please refer to your institution's policy on conflicts of interest and commitment.

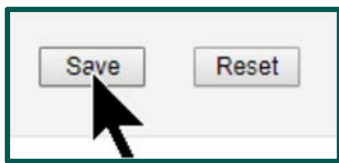
### • Questions

1. Currently or during the term of this research project, does any member of the research team or his/her family member have or expect to have:
  - A. A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with the sponsor of this study?
  - B. A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with an entity that owns or has the right to commercialize a product, process or technology studied in this project?
  - C. A board membership of any kind or an executive position (paid or unpaid) with the sponsor of this study or with an entity that owns or has the right to commercialize a product, process or technology studied in this project?
  - D. A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with the subcontractor/ consultant for this project?
2. Has the University or has a University-related foundation received a cash or in-kind gift from the Sponsor of this study for the use or benefit of any member of the research team?
3. Has the University or has a University-related foundation received a cash or in-kind gift for the use or benefit of any member of the research team from an entity that owns or has the right to commercialize a product, process or technology studied in this project?

Additionally, a **disclosure must be completed and entered in the WSU eProtocol system**. You must use either Firefox or Safari browsers, Access ID, and password to log in to eCOI. If you do not have a WSU Access ID, please contact Ginette Borovicka (313) 577-1862 or [em1921@wayne.edu](mailto:em1921@wayne.edu).

- Mandatory Conflict of Interest CITI Training must also be completed and on record prior to eCOI disclosure submission.
- [Collaborative Institutional Training Initiative \(CITI\)](#)
- [CITI Training Step-by-Step](#)

Once you have signed in to the CITI website, you may need to click on the "Add a Course or Update your Learner Group" link. You will then be taken to the Select Curriculum page where you may choose the Conflicts of Interest course. If you have questions regarding the CITI training please contact the IRB office at (313) 577-1628. Or you may contact CITI directly at (305) 243-7970. For FAQs and general CITI support inquiries, visit the [CITI Program Support Center](#)



Once you are finished answering yes or no to all questions within the Conflict of Interest section, click **Save**.

GENERAL  
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## Human Subjects

A Certificate of Confidentiality (CoC) for **NIH funded and conducted** research **must be included** with WSU IRB submission. Please review [questions for determining applicability](#) of NIH CoC Policy. If you have any questions, please contact the WSU IRB Administrative Office (313) 577-1628, or [IRBQuestions@wayne.edu](mailto:IRBQuestions@wayne.edu).

\* Indicates Required Fields

### Human Subjects

\* Does this research involve HUMAN SUBJECTS?  
 Yes  No

\* Has an application for IRB Approval been submitted?  
 Yes  No

Please provide the human subject information:

List the application numbers: (Note: Use commas to separate values)

1. Select 'Yes' or 'No'. If marked 'Yes', the system will required more information.
2. IRB human subject number can be found within the [WSU eProtocol System](#).



## Animal Subjects

\* Does this research involve ANIMAL SUBJECTS?  
 Yes  No

\* Has an application for IACUC Approval been submitted?  
 Yes  No

List the application numbers:

List the species involved with this project:  
If multiple species are involved, please use a comma as a separator.

1. Select 'Yes' or 'No'. If marked 'Yes', the system will required more information.
2. IACUC application number can be found within the [WSU eProtocol System](#).

## Research Materials

Does the proposal involve research with any of the following? (please check all that apply)

- Radioactive Materials
- Potential Biological Hazards (viruses, recombinant DNA, etc...)
- Chemical Hazards (poisons, explosives, reagents, flammables, carcinogens, etc...)
- This study involves the use of materials provided by the sponsor/other party
- Neurotoxin Hazards (botulinum neurotoxins, botulinum neurotoxin-producing species of Clostridium, or preparations or pharmaceuticals containing botulinum neurotoxins, etc...)
- Nanomaterials

1. Select all that apply.
2. Select **Save**.



SUBCONTRACTORS

EXPORT  
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INTELLECTUAL  
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BENEFITS

LOCATION OF  
SPONSORED  
ACTIVITIES

## No Subcontractors

If you have no subcontractors to include as a part of your proposal, click No Subcontractors at the bottom of the page; the form can also be reset.

No Subcontractors

Reset

## Adding Subcontractors

1. If subcontractors are included as part of your proposal, click the magnifying glass



and search for the Sponsor you wish to add as a

Enter a keyword to locate the organization you are looking for:

Keyword: science

Search

Cancel

2. Click the Sponsor name to add as a subcontractor. **NOTE: If sponsor name is not in the system, please [contact Sponsored Program Administration](#).**

2. Click the Sponsor name to add as a subcontractor. **NOTE:** If sponsor name is not in the system, please [contact Sponsored Program Administration](#).

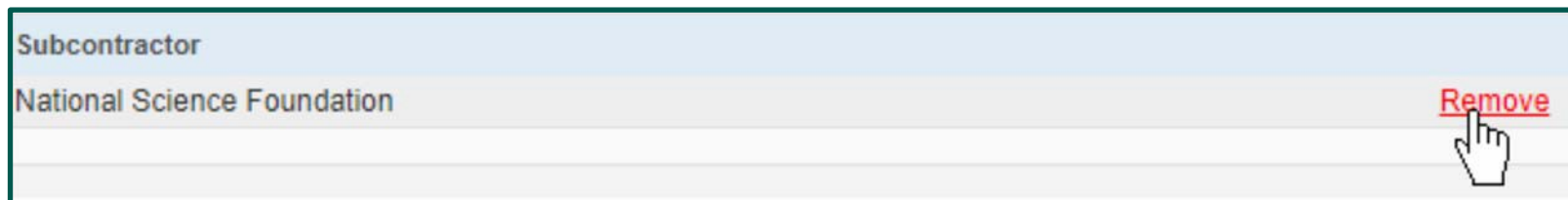


1. Click

2. When you have added all of your subcontractors, click

## Removing Subcontractors

After subcontractors have been added, they may be removed individually by clicking **Remove** next to their name.



If you previously selected **No Subcontractors** and now need to add one, or have selected many subcontractors and need to remove all of them, click

## Attachments

If this proposal involves subcontractors (for which funds are requested), please add them below by typing the subcontractor's name into the text field and clicking "Search". Provide the following information on the Proposal Attachments screen:

1. Subcontractor's Statement of Work
2. Subcontractor's Detailed (line item) Budget
3. Subcontractor's Budget Justification
4. Letter of Intent signed by an authorizing official of the Subcontractor's Institution
5. Other proposal documents as required by the solicitation
6. Federally negotiated rate agreement (if applicable)
7. Subcontractors Risk Assessment (if meets criteria):
  - Is a foreign entity
  - Is a for-profit entity
  - Is a new non-profit entity (i.e. has not previously engaged in business with WSU)
8. Conflict of Interest form if subcontractor is NOT listed in the FDP Institutional Clearinghouse

### **Federal Funding Accountability Act (FFATA)**

If this project is a federal award that involves any first-tier subawards of \$25,000 or more, the project may be subject to FFATA which requires certain information to be reported on subawards that exceed the \$25,000 threshold.

SUBCONTRACTORS

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## These questions are required.

**If you answer 'Yes' to any of the following questions, Export Control (H09055X) must be selected as an approving unit on the Approving Units section of SP.**

The Lead Principal Investigator must work with the Export Control Office to determine that any research affected by the Export Control Act complies with its regulations and reporting requirements far enough in advance to obtain an export license, should one be required.

Any change in scope or addition of new staff may require a re-determination.

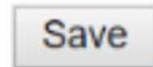
It is the responsibility of the Lead PI to identify any items, technology, or activities on a proposal that may have export-control implications. For any questions related to export control, please see the [Office of the Vice President for Research Export Control Office](#).

### Export Control Questions:

1. Does the proposed work involve any of the following, or do you have any other reason to believe it may involve export control or security concerns?
  - Homeland Security concerns
  - Restricted Department of Energy technology
  - Military
  - DoD Form 2345 Military Critical Technical Data Agreement
2. Do you anticipate that the project work may involve:
  - Sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (examples include: GPS, biologicals, diagnostic kits, reagents)
    - ◊ If yes, What is the End Use? (Describe how this will be used); Who is the End User? )Provide name of individual(s) and entities
  - Travel outside of the UD (including Canada)?

- Transmitting funds (through payments, for example), goods (training, humanitarian aid, fees), or technology to any of the following countries on the [OFAC list](#).
3. Some types of research may have export control implications even if all work is conducted within the U.S. Do you anticipate that the project work may involve:
- Non-commercial encryption or information security software?
  - Any equipment, technology, materials or software specifically designed, modified, or adapted (even slightly) for a military purpose or that may involve national security?

Once you are finished answering all of the questions within the Export Control section, click



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**These questions are required and your answers will help speed communication and avoid problems that may delay your project.**

Management of intellectual property has significant overlap with management of sponsored research. Contractual terms in sponsored research agreements and licensing or material transfer agreements can sometimes conflict. For additional information regarding any of the Intellectual Property questions, please contact your Sponsored Program Administration or Technology Commercialization.

**Intellectual Property Questions:**

1. Have you disclosed any of this research to the Technology Commercialization Office?
  - **If question 1. is answered 'Yes', please ensure the addition of unit H09055: Technology Commercialization to the Approving Units section of SP.**
2. Does the research in this proposal involve any filed patents?
3. Is the protocol or Scope of Work created by the Sponsor
4. Will this research use any materials obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material?
5. Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a commercial entity?
6. Is this proposal an SBIR (Small Business Innovative Research Program)?
7. Is this proposal an STTR (Small Business Technology Transfer Program)?

Once you are finished answering all of the questions within the Intellectual Property section, click

Save



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All sponsored programs provide benefits in regards to institutional support, employment, training of students, and the economic multiplier effect. However, these questions address projects that emphasize benefits to citizens in the tri-county area, outside the tri-county area but, within Michigan, nationally, and/or internationally.

### Required Questions

1. Does this project promote economic development?
2. Does this project provide information, services, or other resources directly to the community?
3. Does this project address issues related to health equity?
4. Does this project involve education and/or training?
5. Does this project involve community based participatory research?

You will also be required to select a primary activity from the following:

- Transportation
- Improving
- Education
- Economic Transformation and Community Development
- Health
- Environment
- Other

Once you are finished answering all of the questions within the Export Control section, click

Save

SUBCONTRACTORS

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This section serves as the place to indicate where your research will occur. You will assign a percentage to each location. Percentages should reflect the portion of the total budget that would be expended in each location.

If activities occur on campus, there is no need to add the campus county as an In-State Location. Likewise, it is unnecessary to add the campus state and country to **Out-of-State** and **Out-of-Country Locations**.

**The sum of percentages in all locations must equal 100%.** The current total will be indicated at the top of the page.

For each location, enter or select the location and the percentage and click **Add**. If you need to remove a location already entered, click **Remove**.

**On-Campus Locations:**

If any sponsored activities occur on campus, please enter below each on-campus location and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: % **Add**

Location	Percent Work	
Bio Labs	100.00%	<b>Remove</b>

## Locations

- **On-Campus Locations:** Enter specific campus location(s) where research will be conducted. Be as precise as possible.
- **Out-of-State Locations:** From the drop-down menu, select the state(s) in which sponsored activities will occur. Select one state at a time to add several states. You can also select the special entry "All States" if work will occur in all states.
- **In-State County Locations:** From the drop-down menu, select the county or counties in which sponsored activities will occur. Select one county at a time to add several counties.
- **Out-of-Country Locations:** From the drop-down menu, select the country or countries in which sponsored activities will occur. Select one country at a time to add several countries.

PROPOSAL  
ABSTRACT

PROPOSAL  
ATTACHMENTS

APPROVING  
UNITS

With the Lead Principal Investigator's permission, this abstract will be used to help match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests. The abstract should be plainly written and in sufficient detail to summarize:

- a) The purpose(s) or problem(s)
- b) The hypothesis(es) or objectives(s)
- c) The method(s) of the project(s)

All abstracts will be made available to the public. If this abstract contains **ANY** institutional or sponsor proprietary information, such as description of a potentially patentable invention (e.g., a new and useful process, machine, article of manufacturing, composition of manufacture, or related improvements), you **MUST** check No below and if you have not already done so, should contact the Technology Commercialization Office

1. I give my permission to make this abstract publicly accessible: Yes or No
2. If yes, provide abstract.
3. Please select an NSF Science Code that describe the type of research contained in this proposal

The NSF Science Code table in the Proposal Abstract section of SP is a list of science codes used to classify research in Proposal, Award, and Project documents that can be ultimately used for NSF's annual Higher Education Research & Development Survey. The NSF Science Code dropdown field contains the main areas of research conducted at Wayne State University. If the specific term for your research does not exist, you can select 'Other Sciences, code not yet assigned'.

Once you are finished answering all of the questions within the Export Control section, click

Save



As many attachments as necessary can be added to a proposal. Attachments may include amendments, budgets, JIT, letters of intent, and other documents.

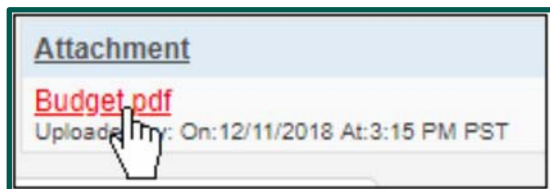
**If adding subcontractors**, you should upload the following:

- Statement of Work
- Budget
- Budget Justification
- Outgoing Subcontract Commitment Letter (signed)
- The negotiated Indirect Cost Rate Agreement
- Representations and Certifications

In the unusual case that no attachments are needed, click  to complete this section.

1. To add an attachment,  click to open a file selection dialog and locate the file you want to upload. There is no restriction on file size but, larger documents will take more time to upload. Any file type (with the exception of .exe) is acceptable.
2. After selecting the document, assign the appropriate document type. Click . You can also click  reset to clear the file.

When the file has completely finished uploading, it will appear in the Attachment table. Documents listed within the table can be downloaded by users.





## Ordering and Adding Approving Units

This section of the proposal represents the list of Units, Colleges/Schools, or Centers that must approve the proposal before it can be routed to Sponsored Program Administration.

### List of Approving Units

The list of approving units is automatically created from the units added during the proposal creation process. The Admin Unit is always listed first and cannot be changed or removed. Other units are added if a member of the Research Team (within the Personnel Roster) is from a different unit.

Role(s)
Admin Unit, Lead Principal Investigator
Co-Investigator
Co-Investigator
Rollup From - H0670
Research Other
Rollup From - H1202

**NOTE:** Sponsored Program Administration is NEVER manually added to the approving unit queue. It will appear in the list once the proposal is submitted for routing.

## Setting the Routing Order

The routing order for the listed units can be re-ordered by changing the number in the drop-down menu beneath Routing Order. It can be made sequential or concurrent; that is, you could have the order **1, 2, 3, 4** if the units must approve in a strict order, or **1, 2, 2, 4** if the middle two could approve at the same time. If a unit is currently 4 and you want it to be **2**, simply select **2** and click out of the selection box. The unit list will re-order automatically.

List of Approving Units: (to edit the information, remove first, then add back)

Routing Order	Unit Code	Unit
1	H0609C	SOM Internal Med Pulmonary Cri
2 ▼	H06090	Internal Medicine (H06090)
2 ▼	H0609	Internal Medicine (H0609)
2 ▼	H06	School of Medicine
2 ▼	H0656	Center Molecular Medicine/Gene

**By default, Home Unit is always '1' and following units are '2', allowing for concurrent review and approval, if preferred**

## Modifying the Unit List

You can add additional units by clicking the field beneath **Add Approving Unit** and choosing a unit from the alphabetical list. You can also search for the Unit Code or Unit Name. Upon clicking **Add Unit**, the unit will be added with the role **Other Approving**.

If a unit has a **Remove** link next to the role, you can remove it by clicking the link. (To edit a listing, remove and re-add it.) This is generally only possible if it has been added as Other Approving. Other units are mandatory approvers.

If one of the units is incorrect, note the **Role(s)** listed for the unit. You will need to edit or remove and re-add the Research Team member or unit with that role in order to modify the routing list.

You may need to refresh your browser screen if you have made changes to your routing chain.

**Add Approving Unit**

Unit:

List of Approving Units: (to edit the information, remove first,

**Certain circumstances require the addition of approving units to the routing queue.**

- If there is associated cost share, the funding unit will populate within the queue
- If proposal sponsor is OVPR (internal funding), VP Research (H09050) **MUST** be selected as an approving unit
- If proposal sponsor is Karmanos Cancer Institute (KCI), Oncology (H0632) **MUST** be selected as an approving unit
- If proposal is a fellowship application, Graduate School (H1102) **MUST** be selected as an approving unit
- If answered 'Yes' to Question 1 on the Intellectual Property page, Technology Commercialization (H09055) **MUST** be selected as an approving unit
- If answered 'Yes' to any question on the Export Control page, Export Control (H09055X) **MUST** be selected as an approving unit

**NEVER add Sponsored Program Administration to the approval queue as it automatically populates within the queue once the proposal reaches 'Admin Office in Process' status.**

Once all pertinent units are reflected in the approval, click

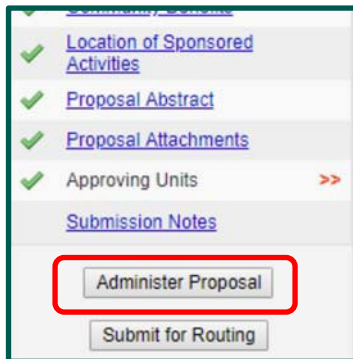
Authorize Unit Listing

Do not authorize the list until you are certain it is correct. If you have any questions, contact Sponsored Program Administration (313) 577-3726

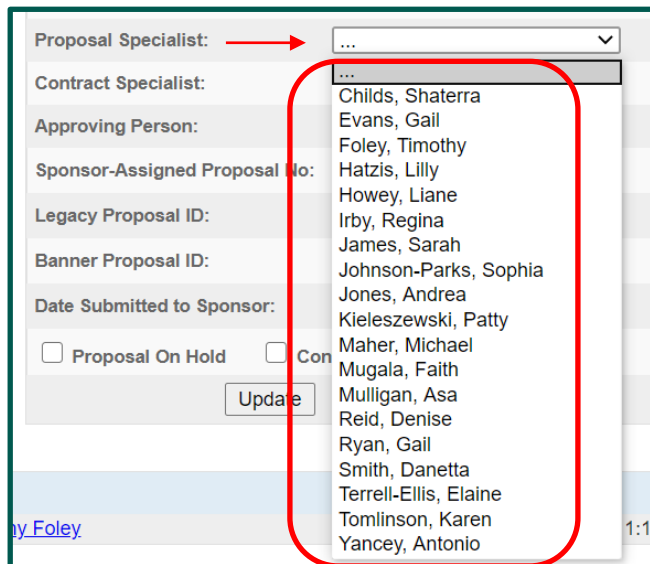
## Assign Proposal Specialist (SPA GCO)

Cayuse proposals do not automatically route to specific SPA Grant & Contract Officers assigned to units. Users need to designate corresponding GCOs in order for SPA to easily search for and find proposals under their purview.

1. From a proposal record, select **Administer Proposal**



2. Select the GCO name from the Proposal Specialist drop-down. [SPA GCO Assignments by Unit](#)



3. Select the **Update** button to save.

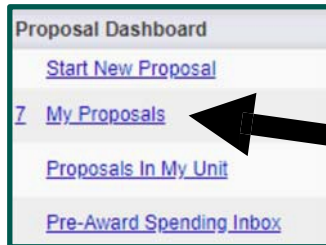


**SUBMIT FOR  
ROUTING**

The proposal creator or any member of the Research Team can submit a proposal record for routing in Cayuse SP. A proposal record can only be routed when all sections in the Item List have green check marks. This does not apply to the Submission Notes section.

## How to Submit a Proposal for Routing

1. Click **My Proposals** on the Proposal Dashboard.



2. On the Unsubmitted Proposals tab, click the proposal number that is ready to be routed.



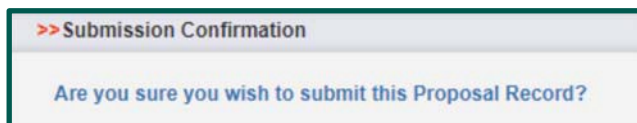
A screenshot of the Unsubmitted Proposals tab showing a list of proposals. The table has two columns: Date and Proposal Number. A black arrow points to the proposal number 18-1759.

03/13/2019	<a href="#">19-0003</a>
03/06/2019	<a href="#">19-0002</a>
02/28/2019	<a href="#">19-0001</a>
08/17/2018	<a href="#">18-1759</a>

3. Click **Submit for Routing** beneath the Item List on the left side of the screen. If you get an error when you click this button, the proposal cannot be routed yet. Check the Item List and complete the necessary sections.



4. Read the Submission Confirmation statement to understand what will happen when the proposal record is submitted for routing. Click **YES** to acknowledge the submission certification.



END