Internal Cayuse User Manual

For submission of internally funded proposal opportunities of the Office of the Vice President for Research
Introduction

Like standard Cayuse for external funding opportunities, Cayuse can be used for internal funding proposal development and submission. Capable of adeptly handling common proposal submission needs, Internal Cayuse also captures information specific to internally funded programs allowing for expedience and accuracy in proposal processing. Users can build and submit internally funded proposals for review and approval in a fashion similar to external submissions.

NOTE: Internal submissions are established with a particular set of codes and routing queues which identify funding via the Office for the Vice President for Research. The Approving Units section of Cayuse must include "VP Research H09050" to correctly route through the system.

An internal submission requires less data input than its counterpart, making review and approval of proposals much simpler than the standard paper submissions of the past.

The following pages outline the necessary steps for proposal development of internal eProp submissions.
Log-In

Cayuse is accessible via the Research Resources tab in Academica. A WSU Access ID and Academica password is required.
1. Select the Cayuse SP hyperlink

2. Select Start New Proposal
3. All fields with asterisks (*) are required - fields with the magnifying glass icon are searchable; you must select field, enter search criteria in pop-up window (not case sensitive) and select pertinent record from search results.

   A. Sponsor — search “OVPR”, select program

   B. Administrative Unit, search for and select your home unit.

   C. Administrative Contact, search for and select your unit’s Administrative Assistant

   D. Enter Short Title

4. Select “Research” for Activity Code
5. Proposal Type - select New
6. Instrument Type - select Internal
7. Sponsor Deadline - select due date for proposal submission
8. Enter title

IGNORE THE ‘PAIR PROPOSAL’ SELECTIONS
Once General Information section is completed, you must complete every section of the SP record (even if unrelated), before submission. A green check-mark is generated for completed sections.
Personnel Roster

1. Search for and select PI name
2. Enter 0 (zero) for Person Months
3. Enter 0 (zero) for Sponsored Effort
4. Enter 100 for Allocation of Credit
5. Save

Proposal Budget

1. Ensure “Summary” is selected
2. Enter Start and End dates
3. Check “No” for Cost-sharing
4. F&A Rates - Do Nothing

5. Sponsor Direct Costs - Enter total budget amount

6. Save

Complete each section of the Item List. Most require Yes/No answer. Please complete questions as they apply to your project.

When all sections are completed, the proposal is ready for submission.
1. Select “No” - we will not be tracking abstracts for internal submission material

2. Select NSF Science Code - select the most pertinent area of study related to your proposal
Approving Units - CRUCIAL STEP

1. You MUST search for and select “VP Research (H09050)” as an Approving Unit. Once selected, it will be added to the List of Approving Units. If not added, the proposal will not properly route.

2. Select Add Unit

Setting the Routing Order

The routing order for the listed units MUST be re-ordered by changing the number in the drop-down menu beneath Routing Order.

It is concurrent by default and needs to be changed to sequential that is, the units must approve in a strict order, or 1, 2, 3, 4. VP Research H09050 MUST be listed after the home unit and its college or school.

Example:

Chemistry is the Home Unit (PI unit) -- 1. by default
CLAS is Chemistry's College -- 2. by default
VP Research H0905 -- 3. list this unit before H09050
VP Research H09050 -- 4. should always be last

If there are additional units within the queue, MAKE SURE VP RESEARCH UNITS ARE THE LAST TWO IN THE LIST AS SHOWN (disregard the listing of Sponsored Program Administration)