

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.

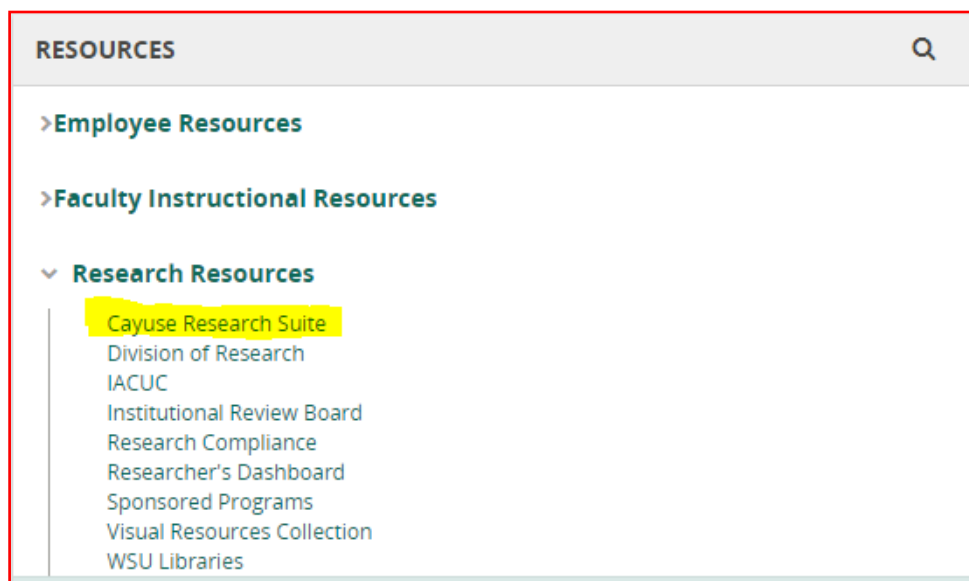


An internal submission requires less data input than its counterpart, making review and approval of proposals much simpler than the standard paper submissions of the past.

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.





Cayuse Research Suite

3.8.0

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)

1. Select the Cayuse SP hyperlink

A screenshot of the Cayuse SP (Sponsored Projects) dashboard. The top navigation bar includes the Wayne State logo, the text "SPONSORED PROJECTS", and a contact number. Below this is a secondary navigation bar with links: HOME, MY DASHBOARD, REPORTING, ADMIN, and LOG OUT. The main content area is divided into two columns. The left column contains a "Proposal Dashboard" with a red box around the "Start New Proposal" link, and an "Award Dashboard" with links for "My Awards" and "Awards In My Unit". Below these are "Certifications/Approvals" links for "PI Certification Inbox" and "Unit Approval Inbox". The right column has a header ">> Welcome to Cayuse SP" and three sections: "Use the Cayuse SP Proposal Dashboard to:" with three bullet points, "Use the Cayuse SP Award Dashboard to:" with two bullet points, and "Use the Cayuse SP Certifications/Approvals Dashboard to:" with two bullet points. At the bottom of the right column are sections for "Administrative Support" and "Technical Support", each with a paragraph of text and a contact link. A footer section on the left provides contact information for the Sponsored Program Administration.

2. Select Start New Proposal

>> Start New Proposal

Please provide Sponsor and General Proposal Information. Fields with * Indicates Required Fields

Sponsor Information

* Sponsor:


Funding Opportunity/Sponsor application No:


Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:


General Proposal Information


* Admin Unit 

* Primary Administrative Contact: 

Project No:

* Short Project Name:

* Project Start Date:  [Clear](#)

* Project End Date:  [Clear](#)

* Activity Code: [Click Here to Choose Activity Code](#)

Organization Search (choose the organization by clicking the name)

- [Award for Graduate Students Who Obtain External Support - OVPR](#)
- [Bridge Funding Program - OVPR](#)
- [Faculty Competition for Post-Doctoral Fellows - OVPR](#)
- [Faculty Recruitment - OVPR](#)
- [Funder Consultation Program - OVPR](#)
- [Grants Boost - OVPR](#)
- [Grants Plus - OVPR](#)
- [Inphase - OVPR](#)
- [Interinstitutional Collaborative Research Program - OVPR](#)
- [Ovpr Matches - OVPR](#)
- [Ovpr Special Funding Request - OVPR](#)
- [President's Research Enhancement Program in the Arts and Humanities - OVPR](#)
- [President's Research Enhancement Program Part 1: Integrative Biosciences - OVPR](#)
- [President's Research Enhancement Program Part 2: Seed Grants - OVPR](#)
- [Pre-Submission Review Program - OVPR](#)
- [Research Equipment - OVPR](#)
- [Research Mentors Program for New Faculty - OVPR](#)
- [Research Stimulation - OVPR](#)
- [Seed Grants for Project Development - OVPR](#)
- [Team Science Travel - OVPR](#)
- [Techtown - OVPR](#)

Activity Codes - Google Chrome

<https://wayne-t.cayus>

Activity Code (choose an Activity Code)

- [Clinical Trial](#)
- [Fellowship](#)
- [Instruction](#)
- [Other Sponsored Activities](#)
- [Research](#)

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

Proposal Type:

* Instrument Type:

How will this proposal be submitted?
Select Submission Method:

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

* Sponsor Deadline:  Clear Time: Eastern
Postmark: ☒ Receipt: ☐

* Title of Project:

Create a Paired Proposal ☐ Pair with a 424 Proposal ☐ Un-Pair with 424 Proposal ☐

Save

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

Item List16-0042

View or Edit completed sections by clicking the name next to the check.

✓

General Information

>>

✓

[Personnel Roster](#)

✓

[Proposal Budget](#)

✓

[Conflict of Interest](#)

✓

[Regulatory Compliance](#)

✓

[Subcontractors](#)

✓

[Export Control](#)

✓

[Intellectual Property](#)

✓

[Community Benefits](#)

✓

[Location of Sponsored Activities](#)

✓

[Proposal Abstract](#)

✓

[Proposal Attachments](#)

✓

[Approving Units](#)

[Submission Notes](#)

Administer Proposal

Submit for Routing

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

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"/>	* Unit:	<input type="text"/>
* First Name:	<input type="text"/>	* Role:	Lead Principal Investigator ▼
Phone:	<input type="text"/>	* Sponsored Effort %:	<input type="text"/>
Email:	<input type="text"/>	Cost Shared Effort %:	<input type="text"/>
* Person Months :	<input type="text"/>	Allocation of Credit %:	<input type="text"/>

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

For one-year projects and Progress Reports, both columns should match.

* Indicates Required Fields

Overview

Lead PI: Timothy Foley Sponsor: Grants Boost - OVPR

* 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"/> <input type="button" value="Clear"/>	01/09/17
* End	<input type="text"/> <input type="button" value="Clear"/>	01/10/17

Comments: (512 chars max)

Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?

☐ Yes ☐ No

1. Ensure "Summary" is selected
2. Enter Start and End dates
3. Check "No" for Cost-sharing

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

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

Budget Categories		
	Current Period	Entire Project
SPONSOR DIRECT COSTS:	\$ 0	\$ 0

4. F&A Rates - Do Nothing

5. Sponsor Direct Costs - Enter total budget amount

6. Save

Item List
16-0042

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>>
- ✓ [Personnel Roster](#)
- ✓ [Proposal Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subcontractors](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Community Benefits](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- ✓ [Approving Units](#)

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

Proposal Abstract

* Indicates Required Fields

With your permission, this abstract will be used to help match faculty researchers with potential collaborators. Please provide sufficient detail to summarize:

- a. the purpose(s) or problem(s)
- b. the hypothesis(es) or objective(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, manufacturing, composition of manufacture, or related improvements), you MUST check No below and if you check Yes, you must provide sufficient detail to summarize:

* 1. I give permission to make this abstract publicly accessible:

☐ Yes ☐ No

2. Abstract:

* 3. Please select an NSF Science Code that describes the type of research contained in this proposal:

Select one... ▼

- 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

>> Approving Units

The units listed below will be notified to authorize this proposal record.

Make sure every affiliated unit is listed on this screen before submitting the proposal record for routing. Approval is required before submission to the sponsor agency.

PLEASE NOTE:

- 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 must be selected as an approving unit.
- If proposal is a fellowship application, Graduate School must be selected as an approving unit.

Sponsored Program Administration will authorize this proposal on behalf of Wayne State University.

Do not add SPA as an approving unit.

Add Approving Unit

Unit: 

Add Unit

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

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) --

CLAS is Chemistry's College --

VP Research H0905 --

VP Research H09050 --

1. by default

2. by default

3. list this unit before 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)