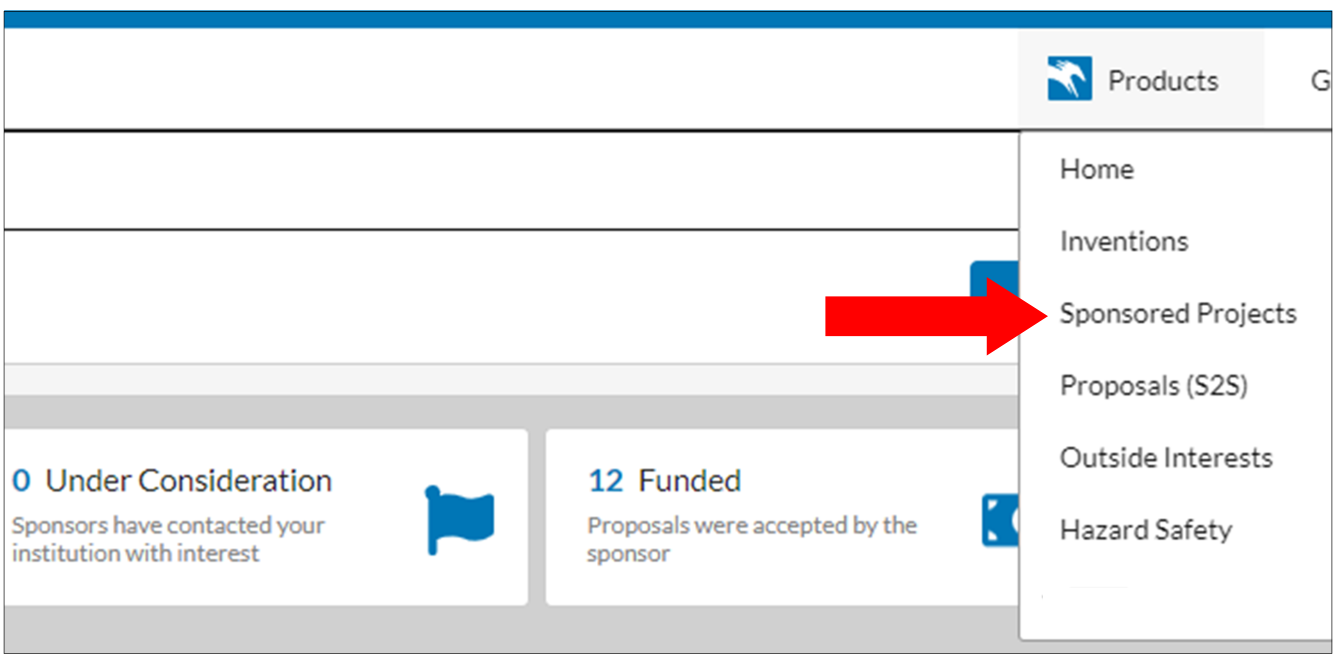
Updated 9/11/2023

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.

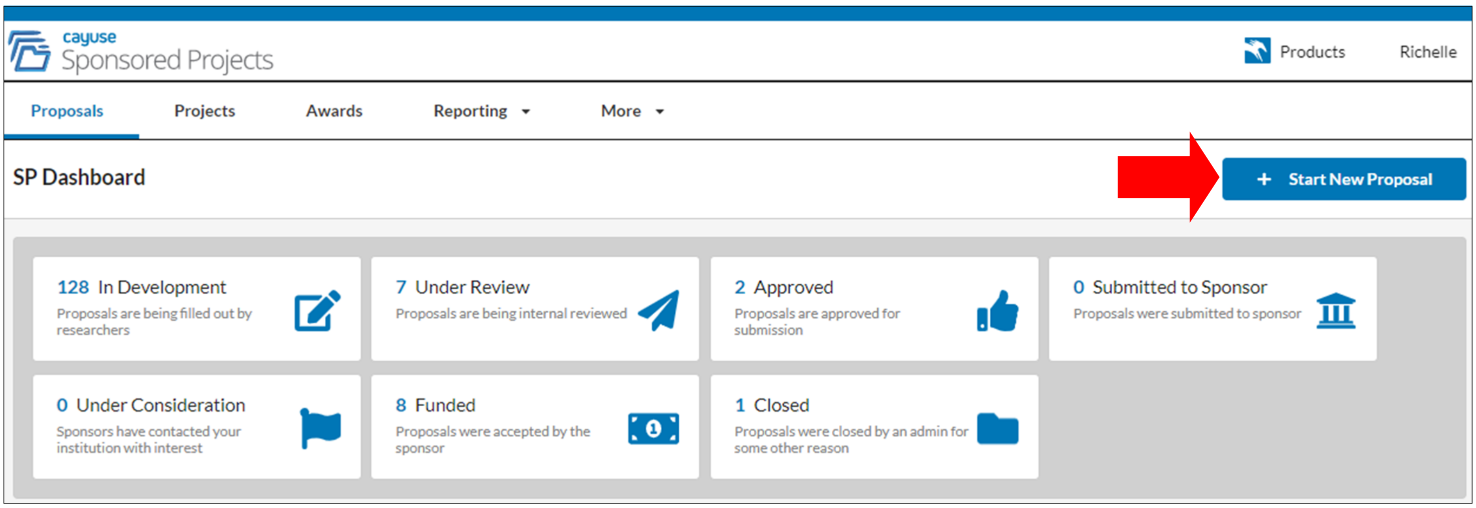
Note: all active faculty and staff are automatically given access to the Cayuse system, as basic users.

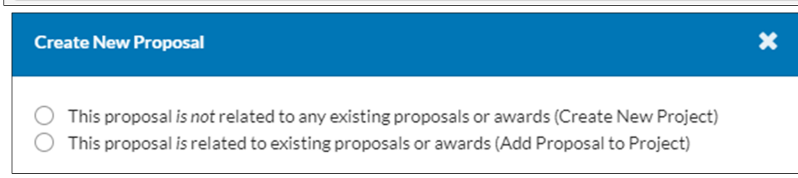


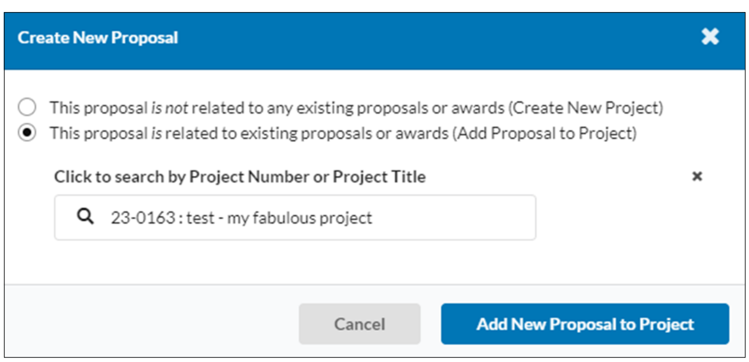
Once logged in, click on the "Sponsored Projects" menu item form the Product drop down menu found on the upper right corner of the screen.

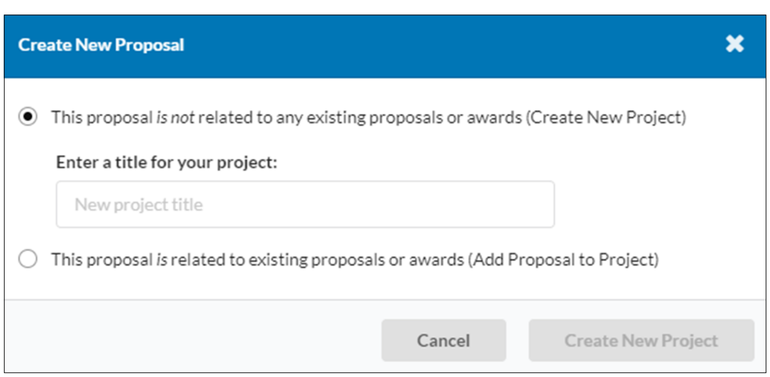
This is the main screen for the Sponsored Programs Module from here the user can:

- Start a new proposal
- Review a proposal that is In Development, Under Review, approved, Submitted to Sponsor, Under Consideration, Funded or Closed
- Create basic reports for proposals and awards (access is restricted based on user role).







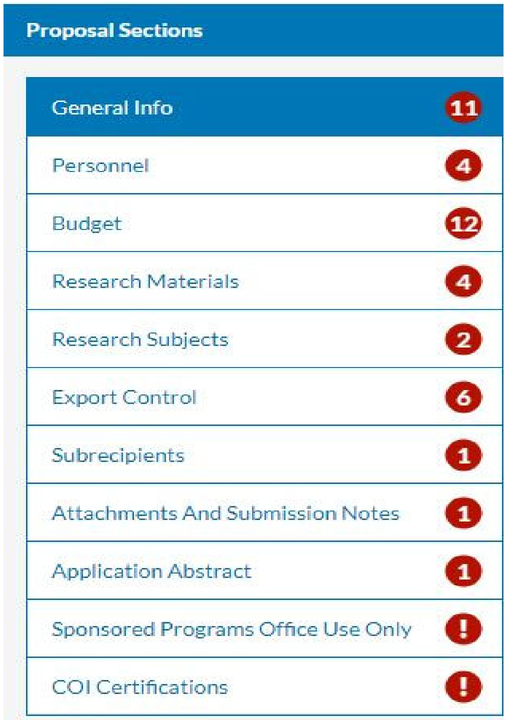


To start a new proposal:

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**.

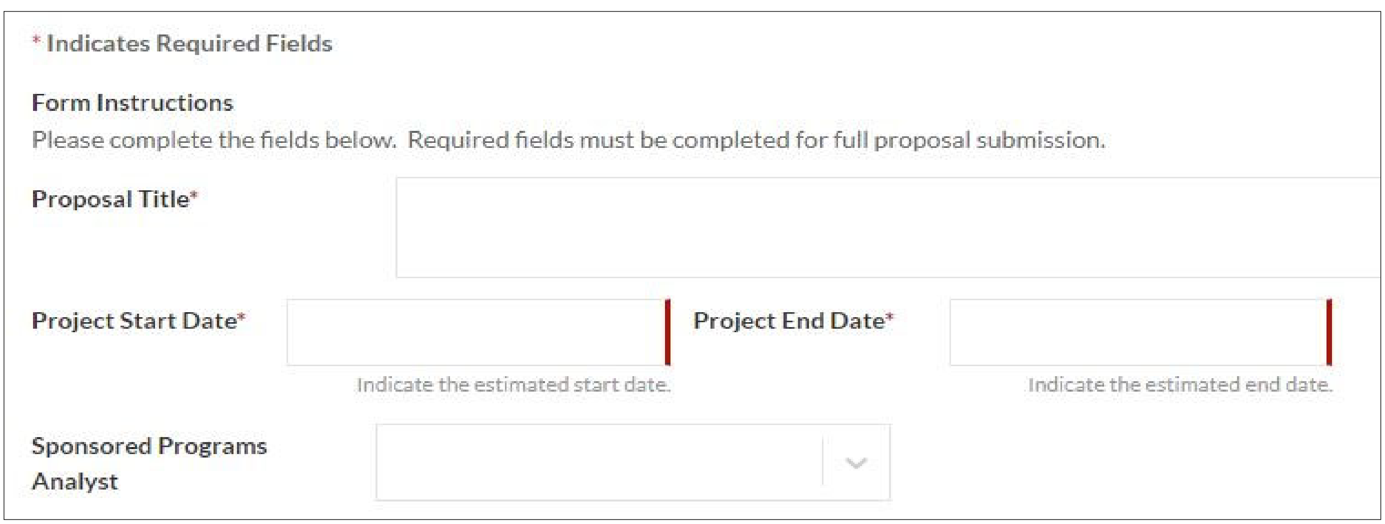
4. If the new proposal in NOT related to any existing project, enter a title for the new project. This title will represent the project as a whole



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



* Indicates Required Fields

Form Instructions

Please complete the fields below. Required fields must be completed for full proposal submission.

Proposal Title*

Project Start Date*

Indicate the estimated start date.

Project End Date*

Indicate the estimated end date.

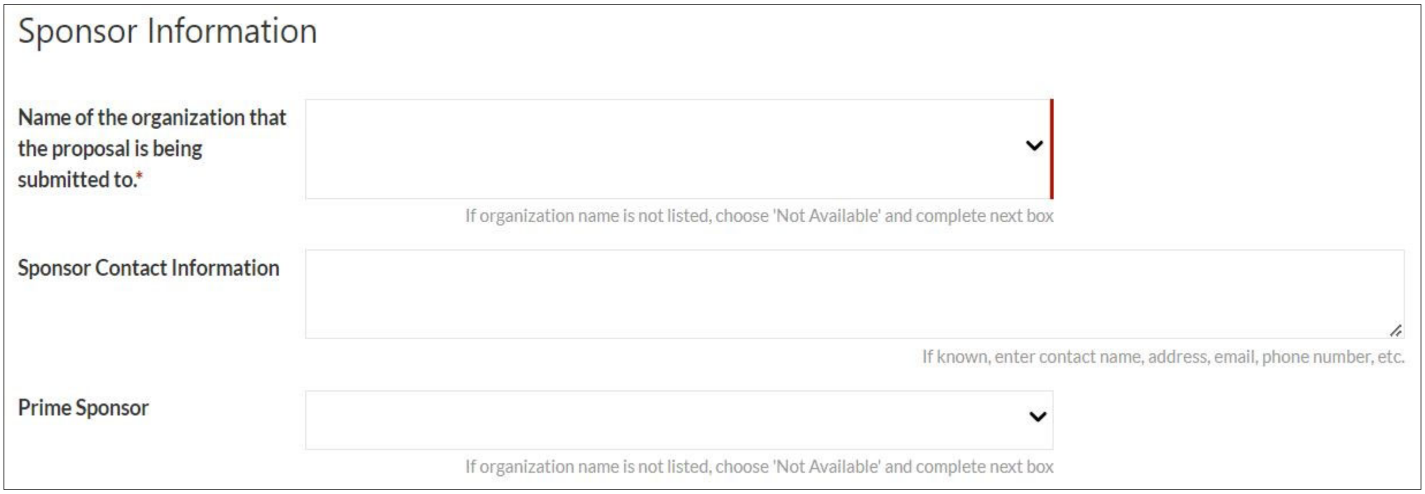
Sponsored Programs Analyst

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. Click in the field to activate the calendar function.

Project End Date *(Required)* - Select an end date for the project. Click in the field to activate the calendar function.

Sponsored Programs Analyst *(Optional)* - Choose the analyst assigned to this proposal (if you know who it is). Click in the field to activate the dropdown list.


Sponsor Information

Name of the organization that the proposal is being submitted to.*

If organization name is not listed, choose 'Not Available' and complete next box

Sponsor Contact Information

If known, enter contact name, address, email, phone number, etc.

Prime Sponsor

If organization name is not listed, choose 'Not Available' and complete next box

Sponsor Information

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

(Required)

- Begin searching by typing the organizations name. See Searching Tips below.
- 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: The “Not Available” will create a task for central administration to initiate the addition of the new sponsor and the up-dating of the sponsor field within the proposal form.

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.

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.

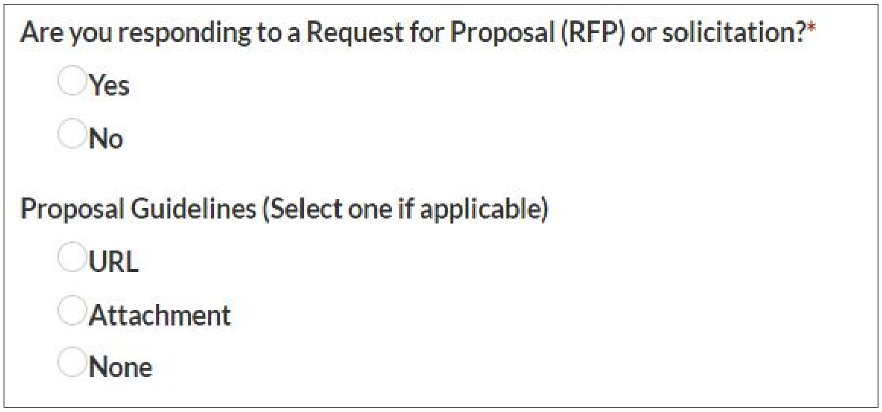
- Begin searching by typing the organizations name. See Searching Tips below.
- If the organization name is not found, choose “Not Available” and enter the new organization name in the field labeled “If Not Listed, Indicate the Organization name”; it will display below the initial question.

Note: Leave this field blank if unknown.

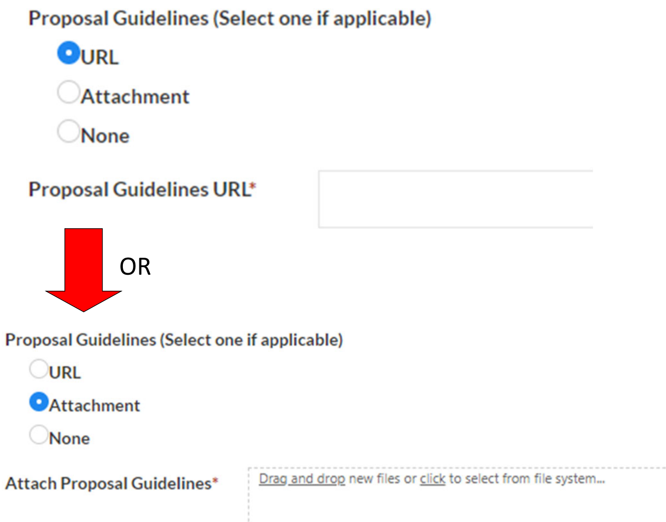
Searching Tips:

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 Minnes”.



Are you responding to a Request for Proposal (RPF) or solicitation? (Required): If answered as "Yes", share the proposal guidelines if possible.

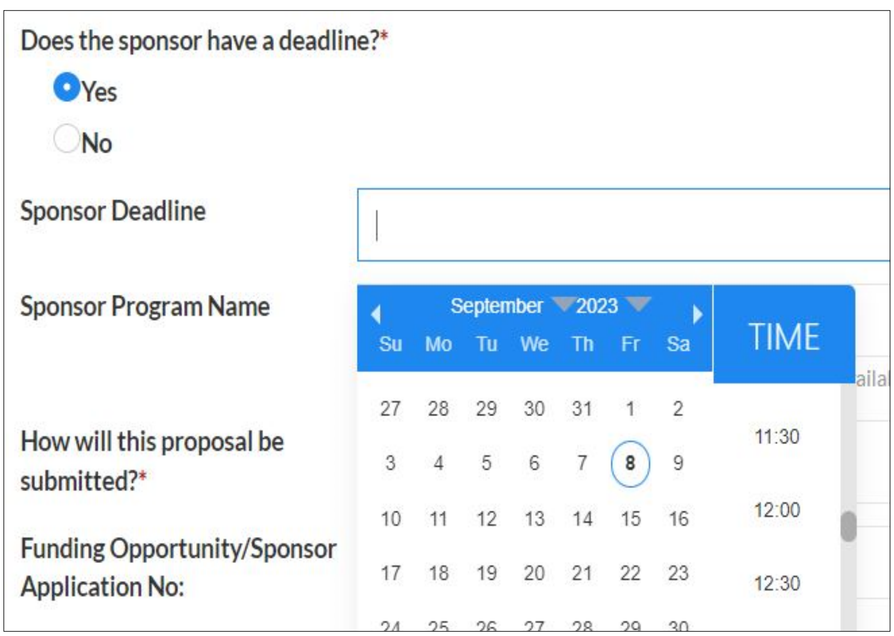


Proposal Guidelines *(Optional)***:**

If "URL" is selected, a URL must be entered in the box that is displayed.

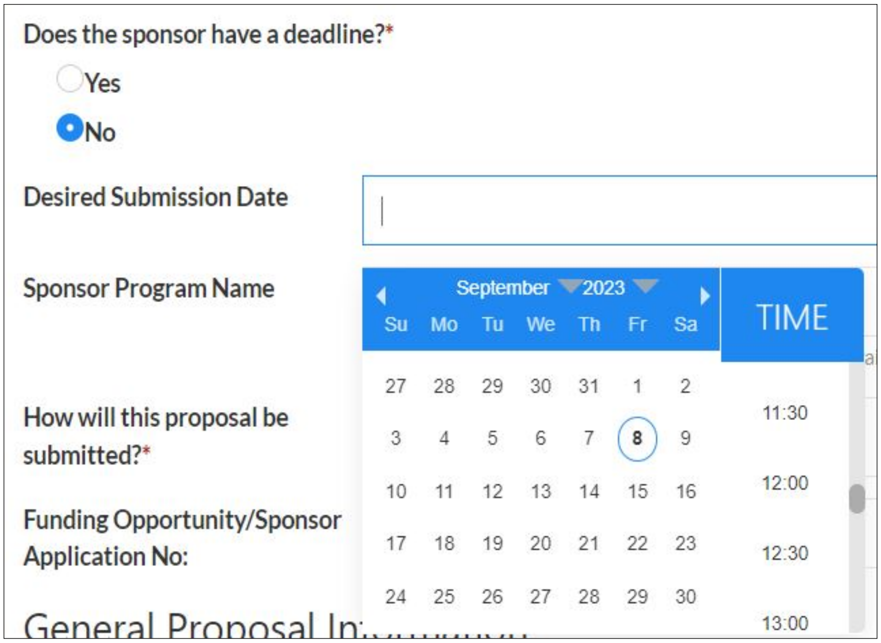
If "Attachment" is selected, a file must be uploaded

If "None" is selected, no action is necessary.

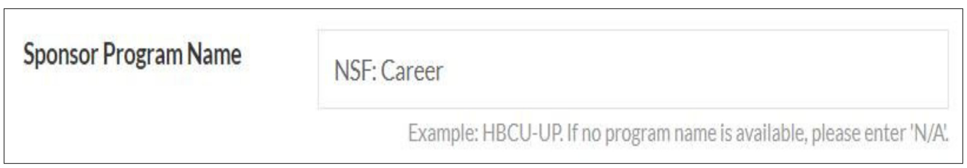


Does the sponsor have a deadline? (Required): If answered as "Yes", select the sponsor's deadline date and time from the calendar.

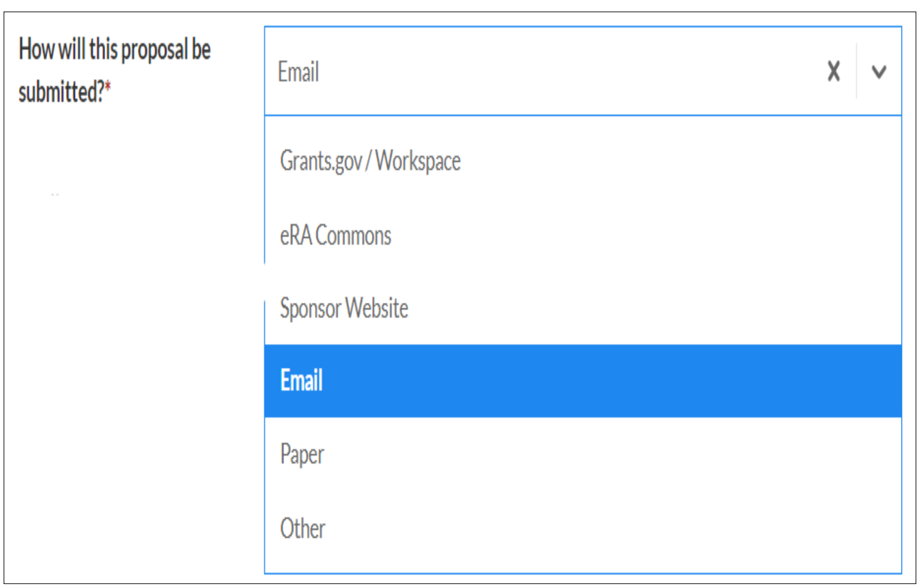
Note: Click in the Sponsor Deadline field to activate the calendar function.



Or, if answered as "No", select the desired submission date and time from the calendar.

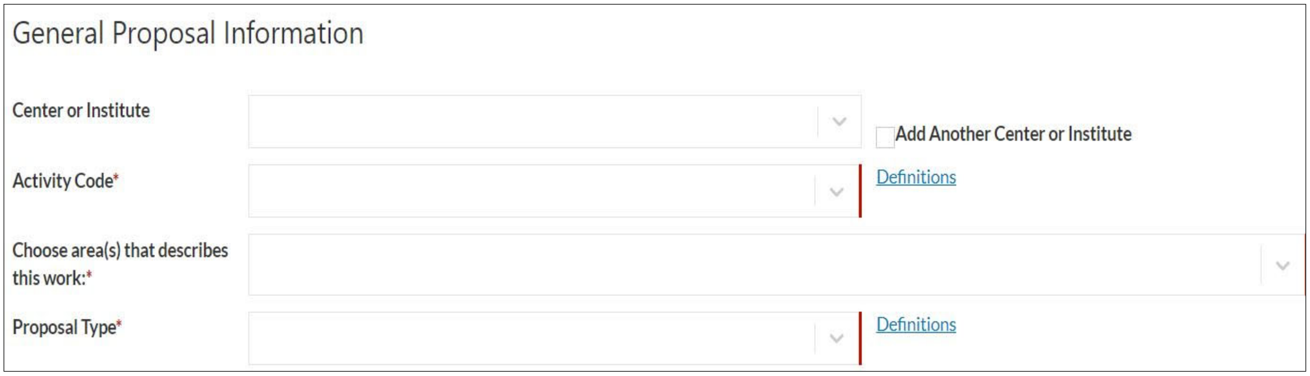


Sponsor Program Name (*Optional*) - Enter the program name applicable to the project (example: NSF: CAREER).



How will this proposal be submitted?* (*Required*) - Choose how the proposal is to be submitted. Click in the field to activate the dropdown list.

General Proposal Information



Center/Institute (*Optional*) - Choose any applicable center or institute associated with the project by clicking in the field to activate the dropdown list. Up to three centers/institutes may be added by checking the "Add Another Center or Institute" box to add them.

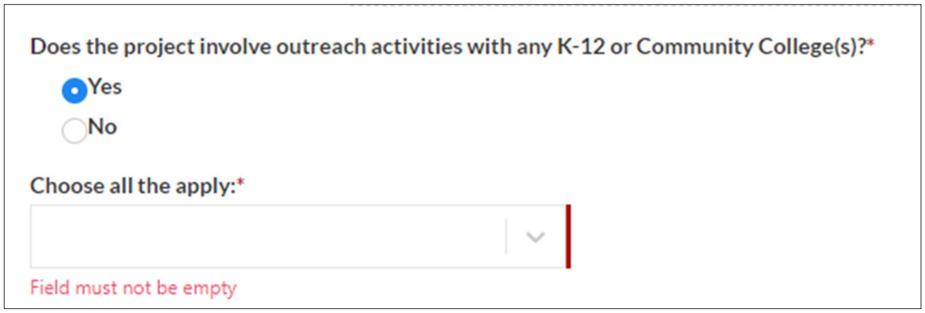
Activity Code ***(Required)*****:** Choose the applicable activity code. Click in the field to activate the dropdown list.

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. Click in the field to activate the dropdown list.

Proposal Type *(Required)*: Choose the applicable proposal type. Click in the field to activate the dropdown list.

Definitions can be found at: Proposal Types



Does the project involve outreach activities with any K-12 or Community College(s)?*

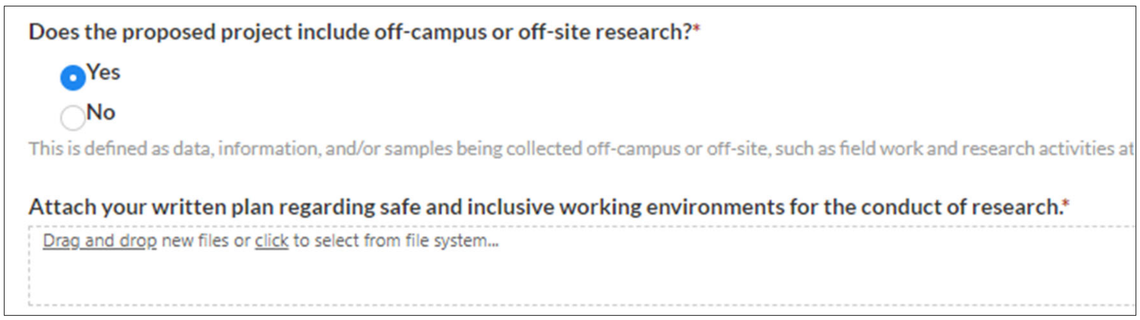
- Yes
- No

Choose all the apply:*

Field must not be empty

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 by clicking in the box to activate the dropdown list.



Does the proposed project include off-campus or off-site research?*

- Yes
- No

This is defined as data, information, and/or samples being collected off-campus or off-site, such as field work and research activities at

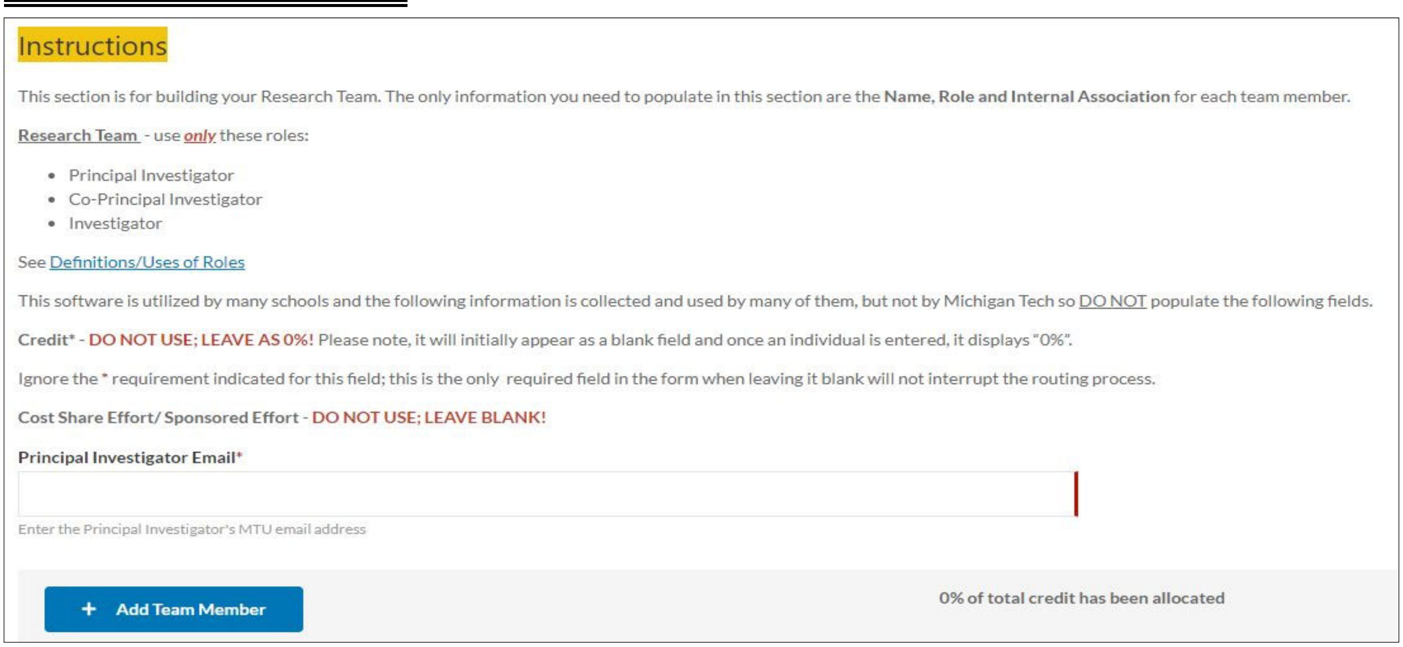
Attach your written plan regarding safe and inclusive working environments for the conduct of research.*

Drag and drop new files or click to select from file system...

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



Instructions

This section is for building your Research Team. The only information you need to populate in this section are the **Name, Role and Internal Association** for each team member.

Research Team - use *only* these roles:

- Principal Investigator
- Co-Principal Investigator
- Investigator

See Definitions/Uses of Roles

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.

Cost Share Effort/ Sponsored Effort - DO NOT USE; LEAVE BLANK!

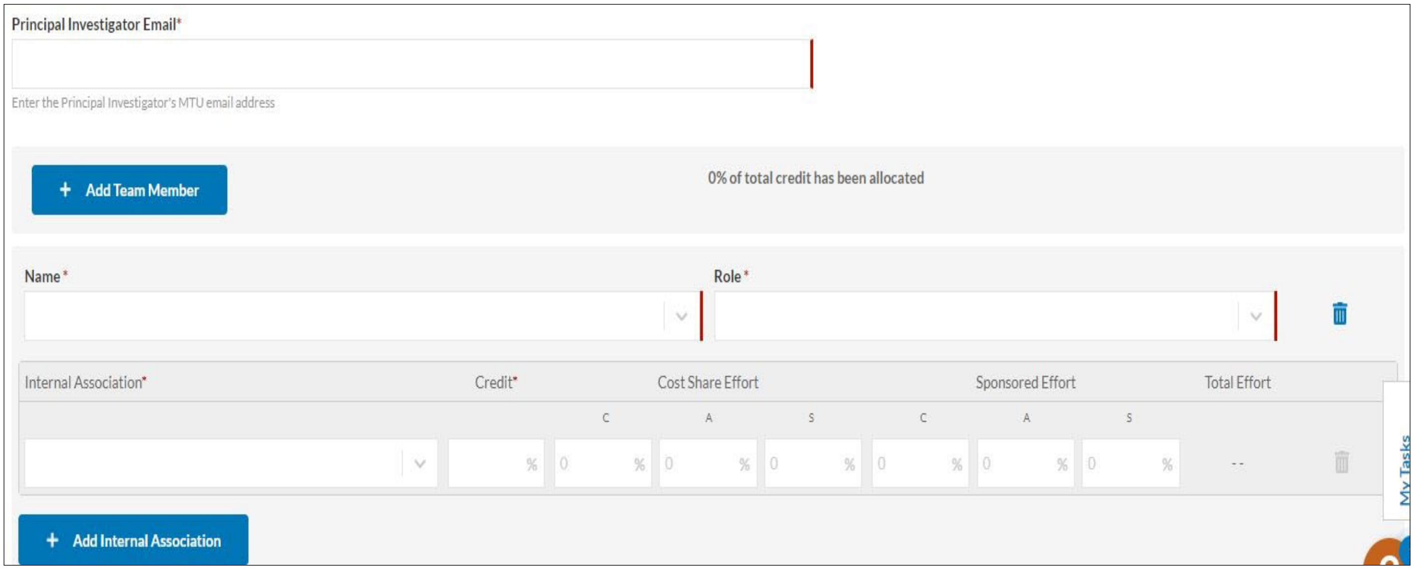
Principal Investigator Email*

Enter the Principal Investigator's MTU email address

+ Add Team Member

0% of total credit has been allocated

Principal Investigator Email (Required): Enter the Principal Investigator's MTU email address.



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. This screen defaults to the entry of one member. Begin by clicking the Name field and start typing the person's name. Their name will appear in a list from which you can select.

Role: Click in the field to activate the pulldown. Choose only the following roles:

⇒ Principal Investigator

⇒ Co-Principal Investigator

⇒ Investigator

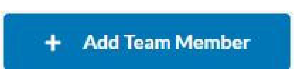
See Definitions/Use of Roles

Internal Association: Click in the field to activate the person's available internal associations. Choose the appropriate department associated with the person being added.; choose only one per individual 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:

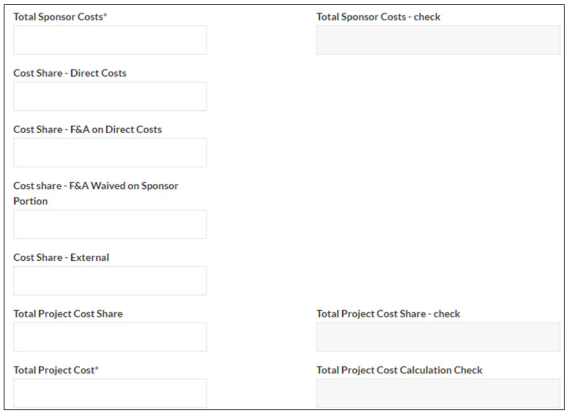
Credit* - **DO NOT USE; LEAVE AS 0%!** Please note, it will initially appear as a blank field and once an individual is entered, it displays "0%". Ignore the * requirement indicated for this field; this is the only required field in the form when leaving it blank will not interrupt the routing process.

Cos Share Effort/ Sponsored Effort - **DO NOT USE; LEAVE BLANK!**

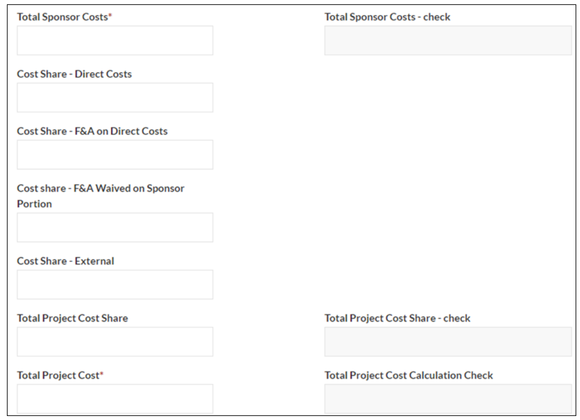


The can be used to add more research team members. Click it and begin entering their name to start the process of entering the team member's information.

Budget


Total Sponsor Costs*
Total Sponsor Costs - check
Cost Share - Direct Costs
Cost Share - F&A on Direct Costs
Cost share - F&A Waived on Sponsor Portion
Cost Share - External
Total Project Cost Share
Total Project Cost Share - check
Total Project Cost*
Total Project Cost Calculation Check

Continues


Total Sponsor Costs*
Total Sponsor Costs - check
Cost Share - Direct Costs
Cost Share - F&A on Direct Costs
Cost share - F&A Waived on Sponsor Portion
Cost Share - External
Total Project Cost Share
Total Project Cost Share - check
Total Project Cost*
Total Project Cost Calculation Check

Total Budget Start Date *(Required)*: Enter the start date for the budget period. Click in the field to activate the calendar function.

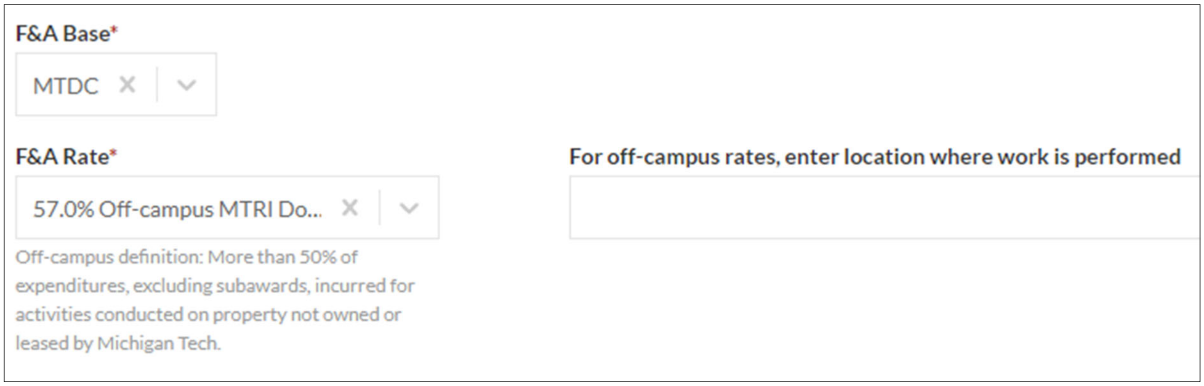
Total Budget End Date *(Required)*: Enter the end date for the budget period. Click in the field to activate the calendar function.

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

Budget Summary	
Funds Requested from sponsor	
Direct Costs	6,308
F&A Costs	3,564
Total funds requested from the sponsor	**9,872**
Cost Share	
Direct Costs:	
Internal contributions	1,426
External contributions	-
F&A Costs:	
Associated with Internal Direct Cost	806
Waiver on sponsor request	-
Total cost share	**2,232**
Total Project Value	**12,104**



F&A Base *(Required)* - Choose the basis to be used for the Facilities & Administration (F&A) calculation.

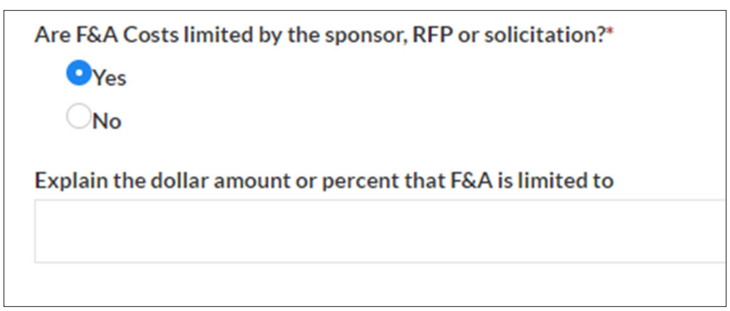
⇒ MTDC - Modified Total Direct Costs (most often used)

⇒ 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.

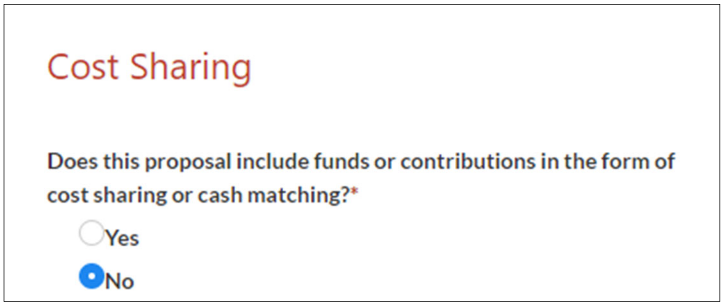


Are F&A Costs limited by the sponsor, RFP or solicitation? *(Required)*

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.

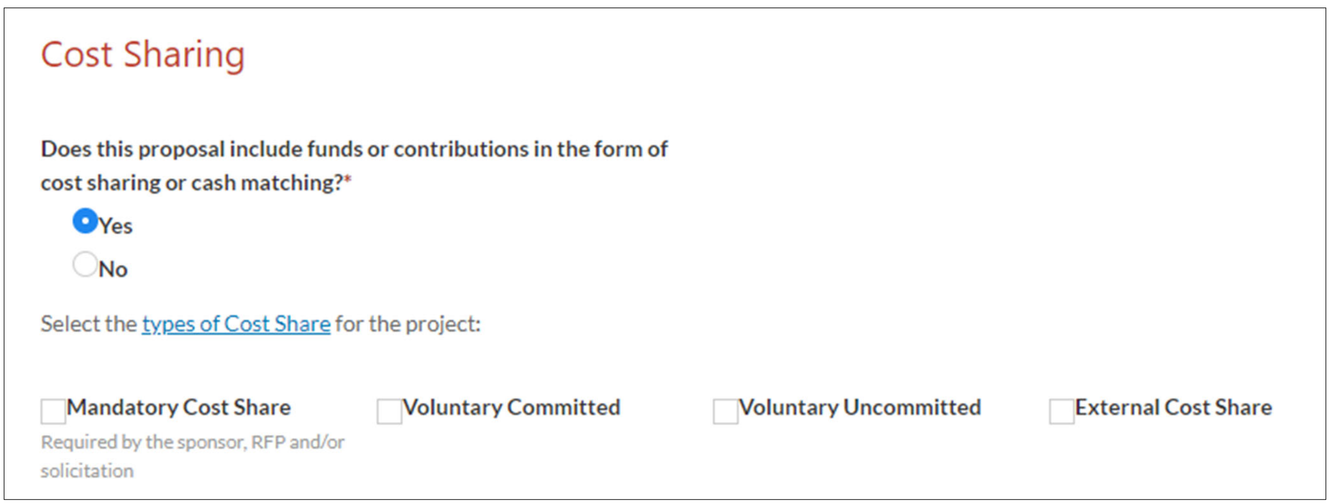
Cost Sharing

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 an attachment of a Memo of Understanding or acknowledgment email from the financial manager of the cost share sources.

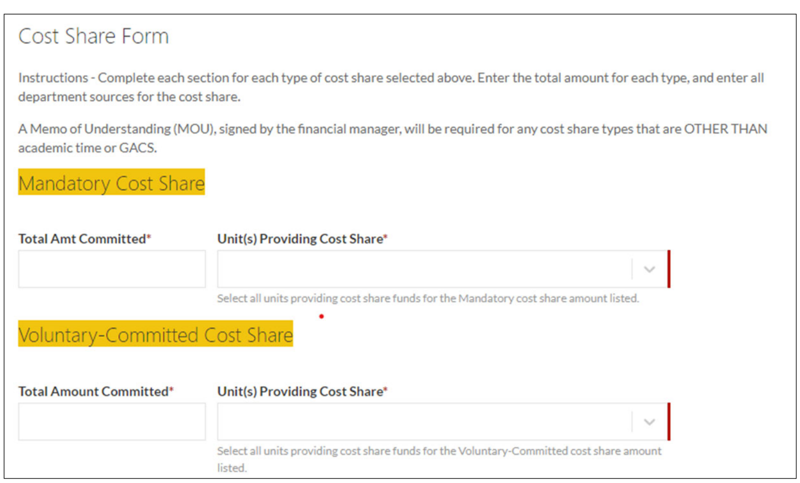


Does this proposal include funds or contributions in the form of cost sharing or cash matching? *(Required)* - If answered "No", no further information is required.

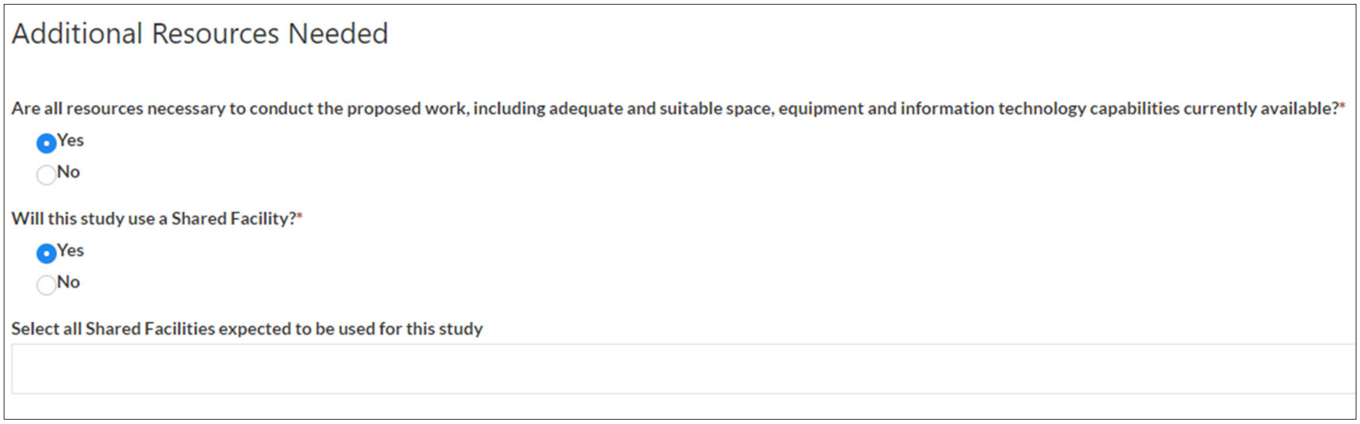
If answered "Yes", choose the types of cost share to be included (Mandatory, Voluntary, Voluntary Uncommitted and/or External)



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?*

Yes

No

Will this study use a Shared Facility?*

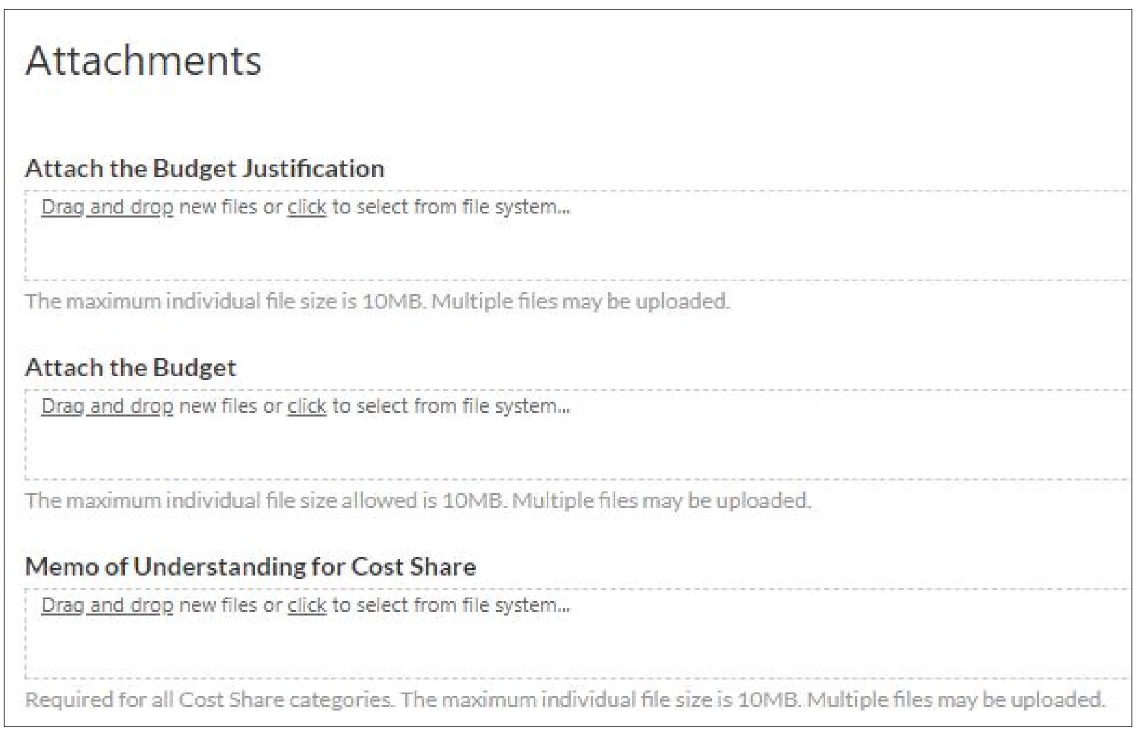
Yes

No

Select all Shared Facilities expected to be used for this study

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

Drag and drop new files or click to select from file system...

The maximum individual file size is 10MB. Multiple files may be uploaded.

Attach the Budget

Drag and drop new files or click to select from file system...

The maximum individual file size allowed is 10MB. Multiple files may be uploaded.

Memo of Understanding for Cost Share

Drag and drop new files or click to select from file system...

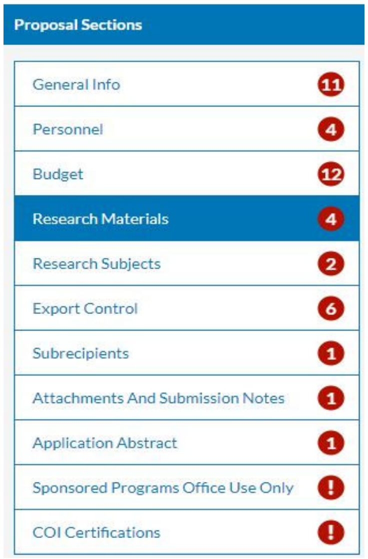
Required for all Cost Share categories. The maximum individual file size is 10MB. Multiple files may be uploaded.

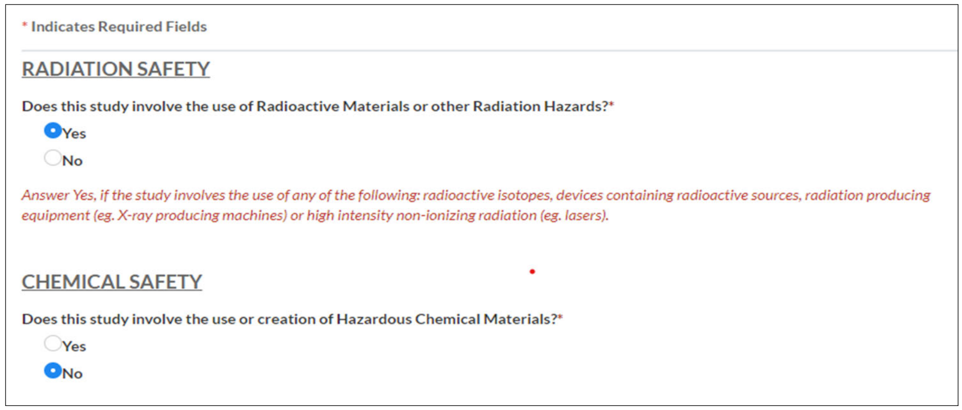
Attach the Budget Justification (*Optional*) - Attach a file for the budget justification.

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

Memo of Understanding for Cost Share— Attach all documentation from financial managers providing cost share.funds.

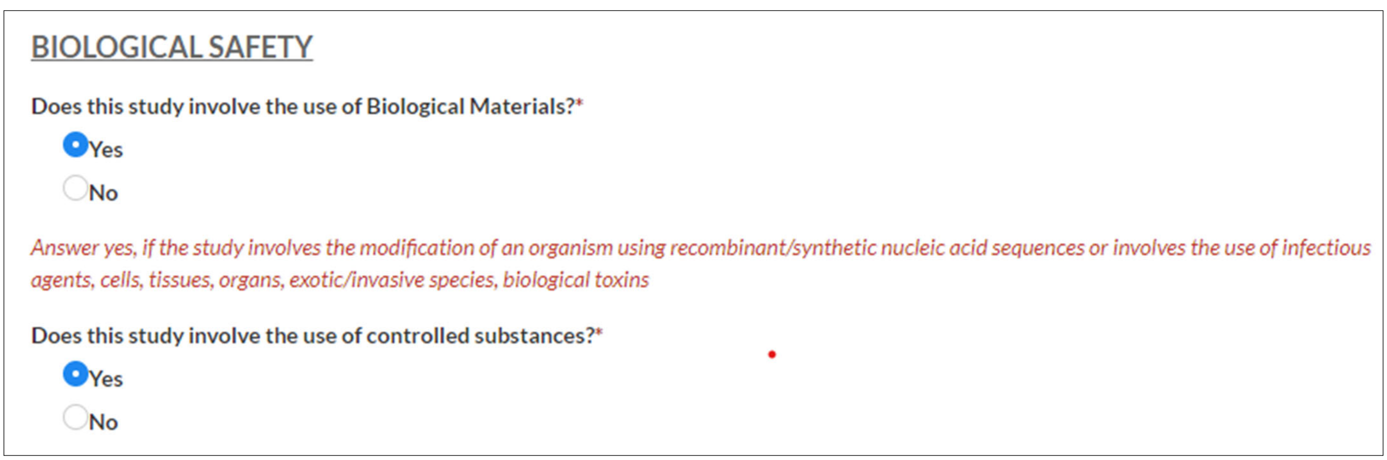
Research Materials





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).

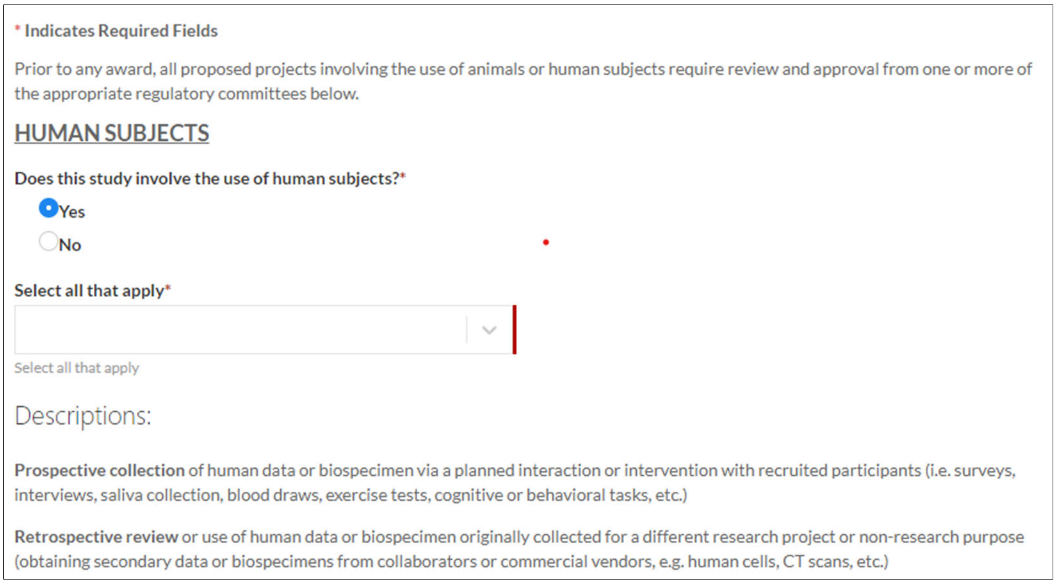
Does this study involve the use of creation of Hazardous Chemical Materials? *(Required)* - If this question is answered as “Yes”, additional questions will be displayed, and be required to be answered.



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.]()

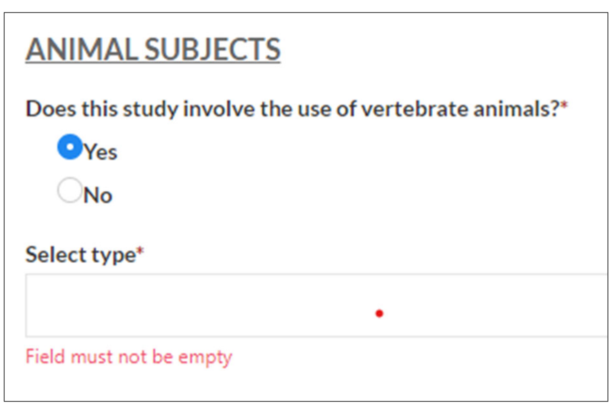
Research Subjects



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

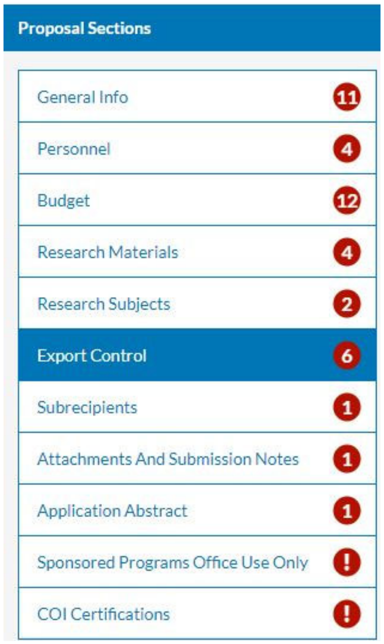
⇒ **Prospective collection** of human data or biospecimen via a planned interaction or intervention with recruited participants (i.e. surveys, interviews, saliva collection, blood draws, exercise tests, cognitive or behavioral tasks, etc.)

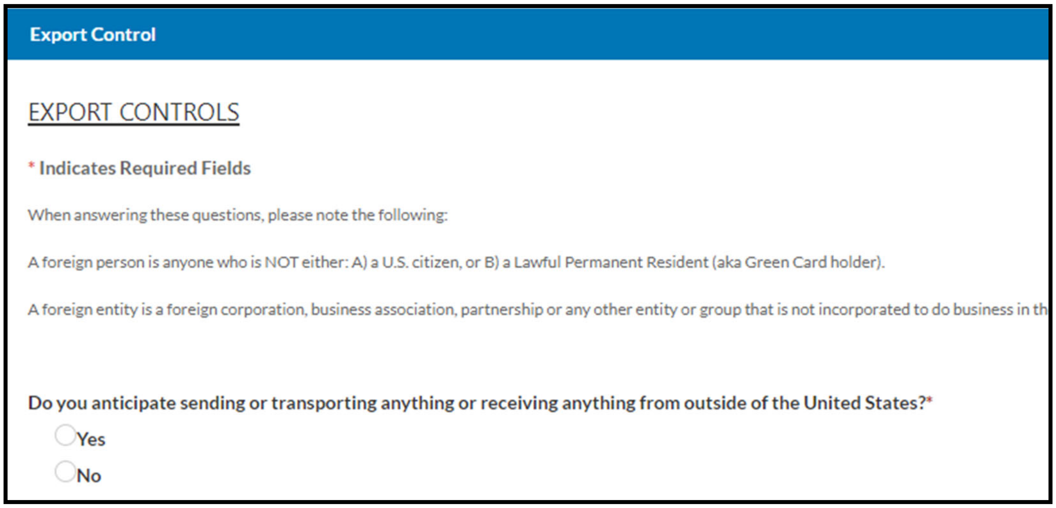
⇒ **Retrospective review** or use of human data or biospecimen originally collected for a different research project or non-research purpose (obtaining secondary data or biospecimens from collaborators or commercial vendors, e.g. human cells, CT scans, etc.)



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.

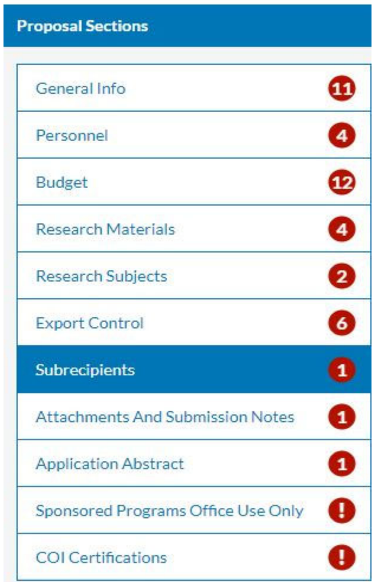
Export Control

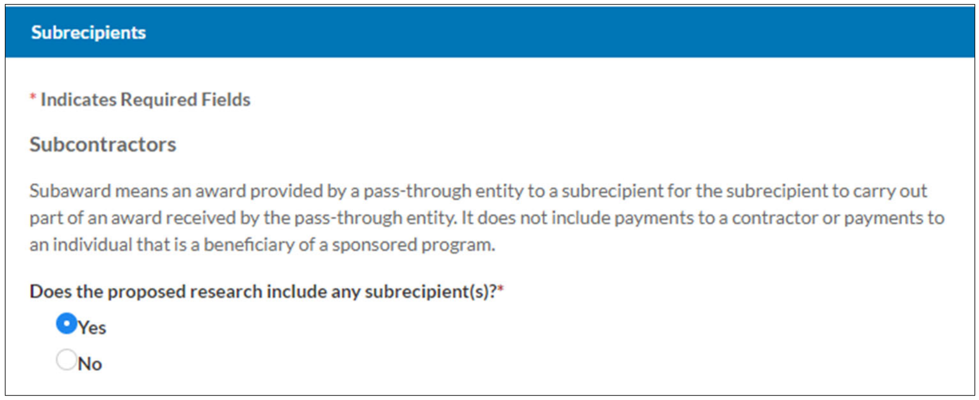




The Export Control section has six (6) required questions. Answer questions as they pertain to the project or study. Some questions, if answered as “Yes” will require additional information to be entered.

Subrecipients

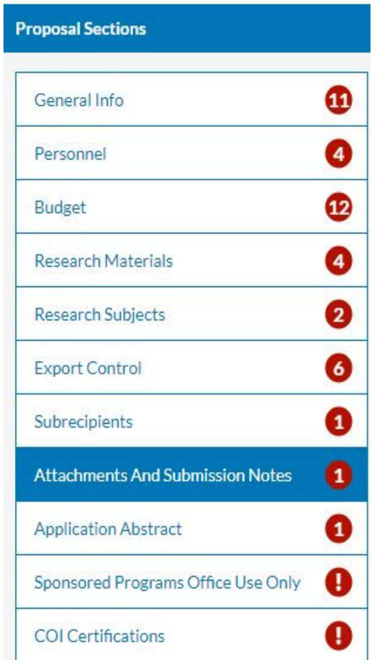


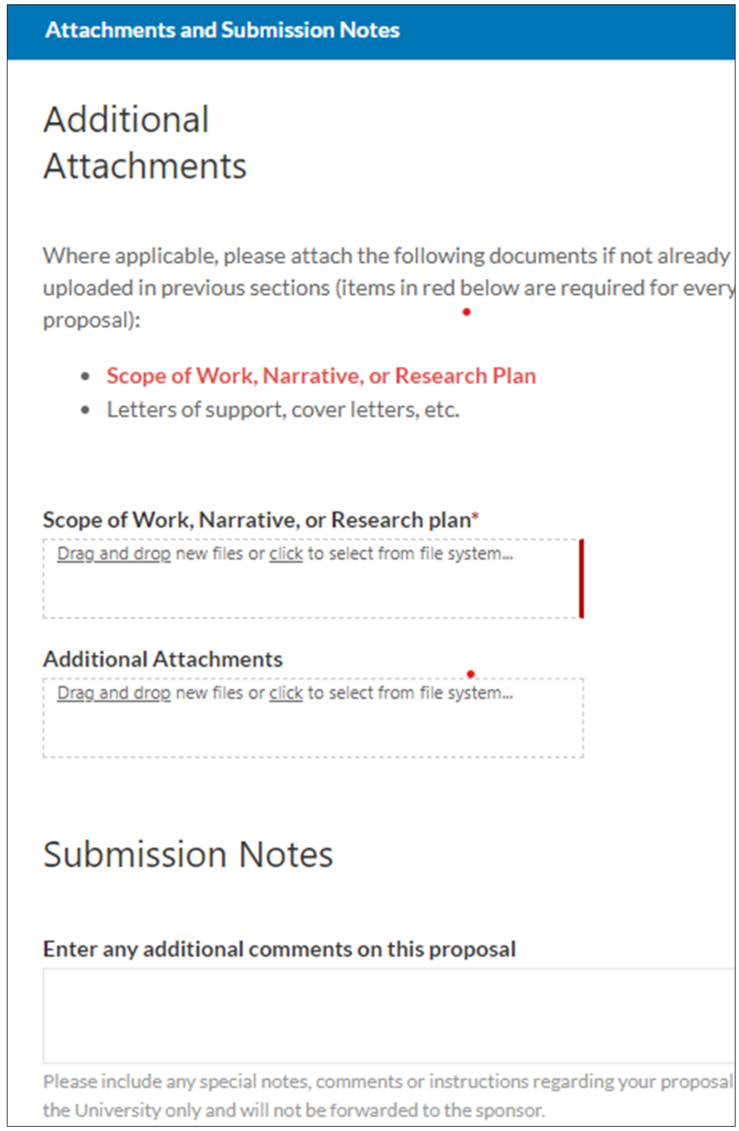


Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of an award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a sponsored program.

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.

Attachments and Submission Notes



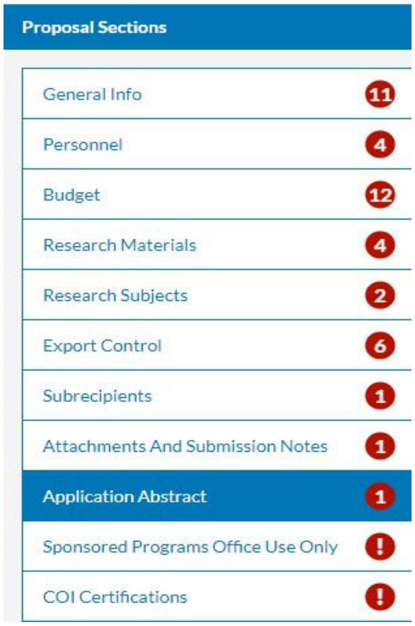


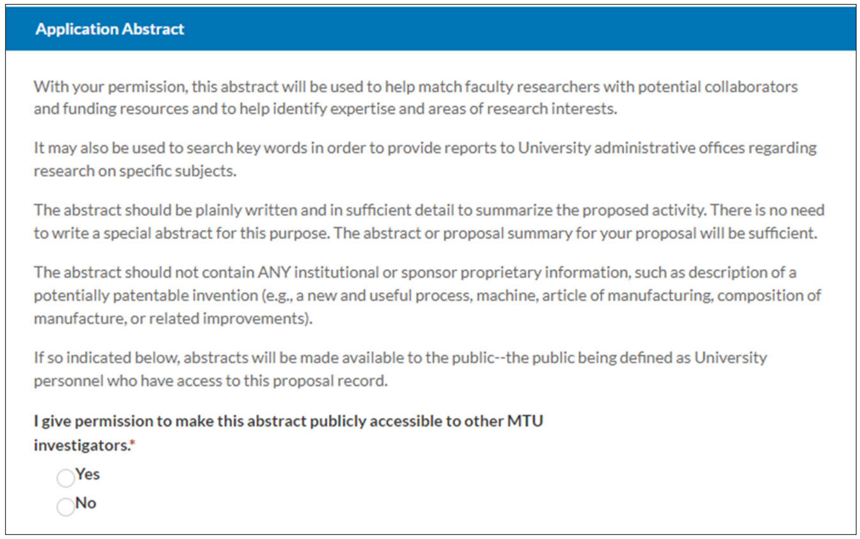
Scope of Work, Narrative, or Research Plan *(Required)* - Upload documents pertaining to the scope of work or plan for this project.

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

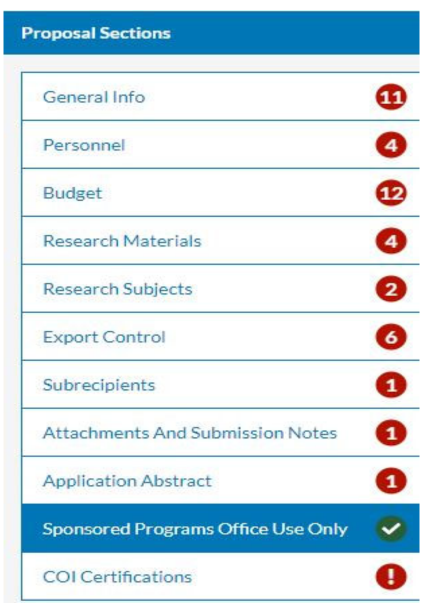
Submission Notes (*Optional*) - This is a text field where any special notes or instructions can be included.

Application Abstract

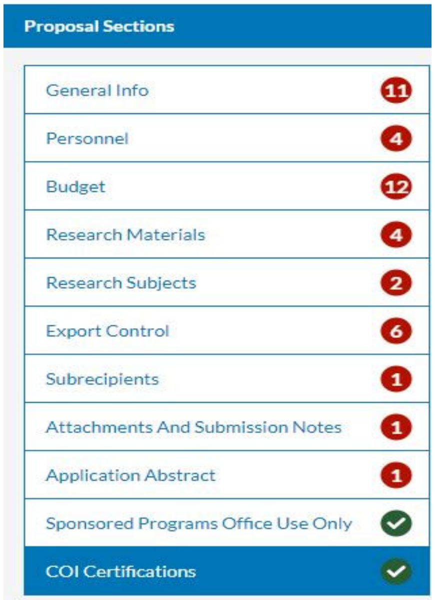


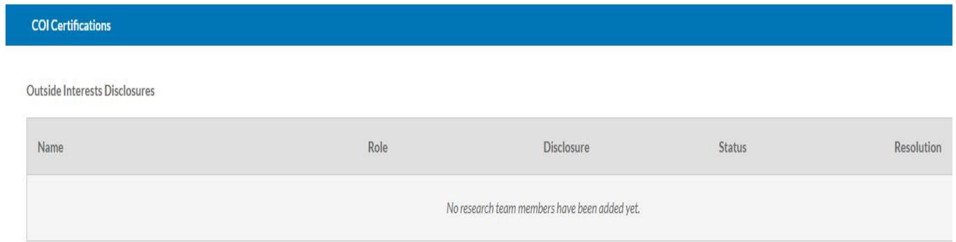


Application Abstract *(Required)* —**I give permission to make this abstract publicly accessibly to other MTU investigators** - If answered "Yes" a succinct and accurate description of the proposal (no more than 1,000 words) must included in the text box that appears.



Sponsored Programs Office Use Only—This section will be completed the Sponsored Programs analyst upon proposal submission. This section should NOT be completed by the form initiator (i.e. - Principal Investigator, department coordinator, etc.)

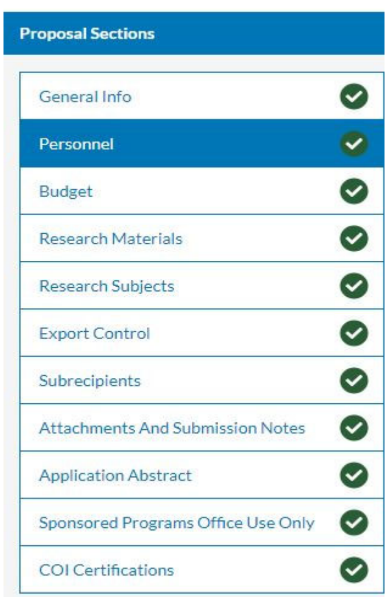




This section is non-editable. The Outside Interests module is integrated to auto-create a project-related Conflict of Interest Disclosure certification form for each research team member to complete as part of the proposal routing and submission process. The information related to each certification will display here.

Note, it may take some time for the details to appear in the section.

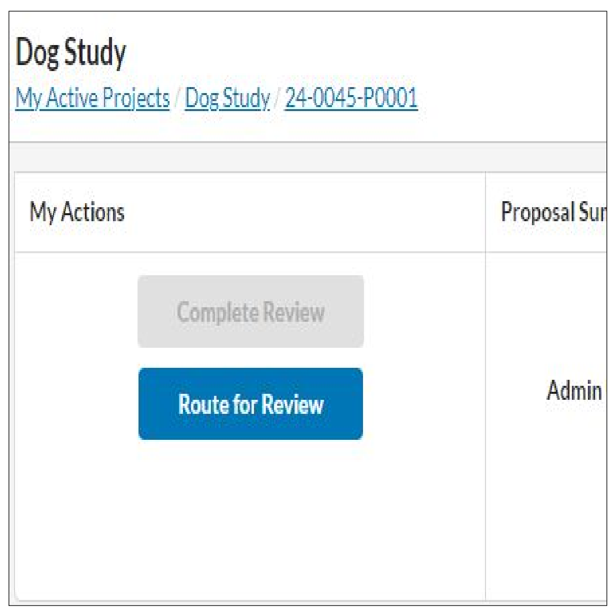
Route For Review



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.

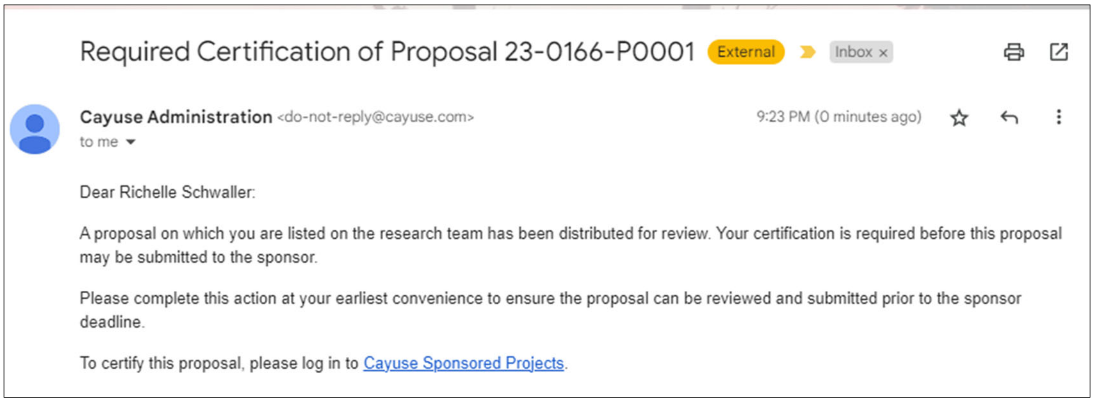
All certifications and approvals must be completed before the proposal is submitted to the sponsor.



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.

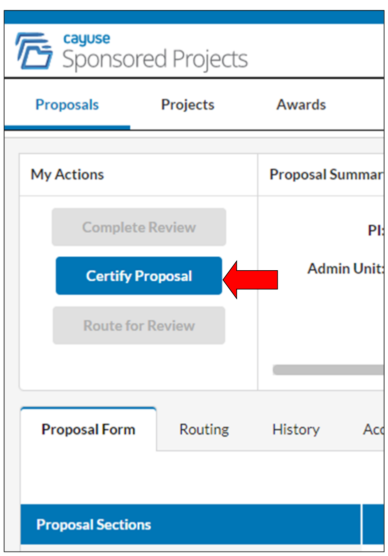
Sample email:

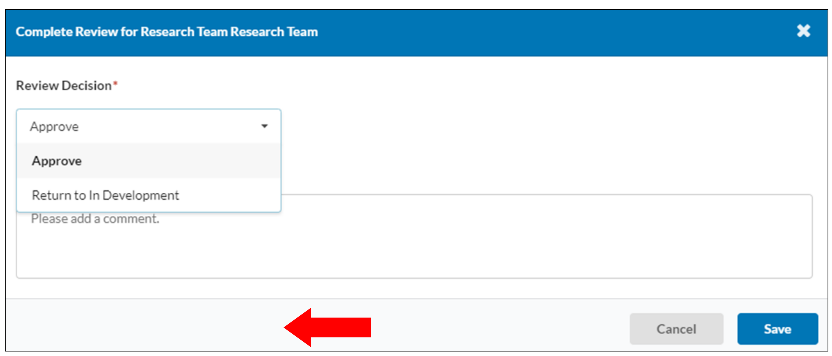


⇒ Clicking the link in the email will bring the user directly into the proposal to be reviewed and certified.

⇒ 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.

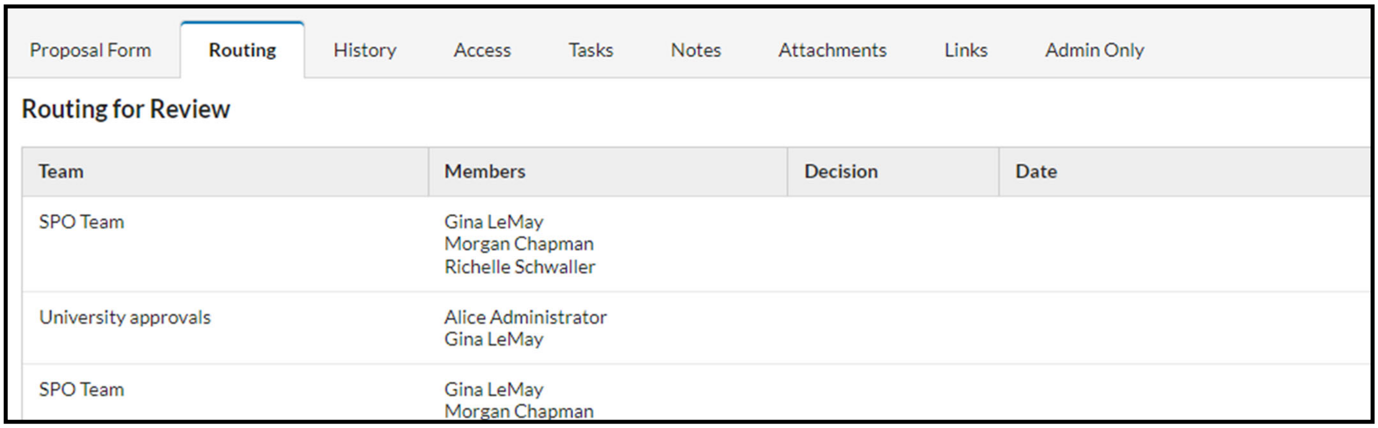
⇒ Click on "Save".

⇒ 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 analyst to alert them of your selection.

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.


Proposal Form | Routing | History | Access | Tasks | Notes | Attachments | Links | Admin Only

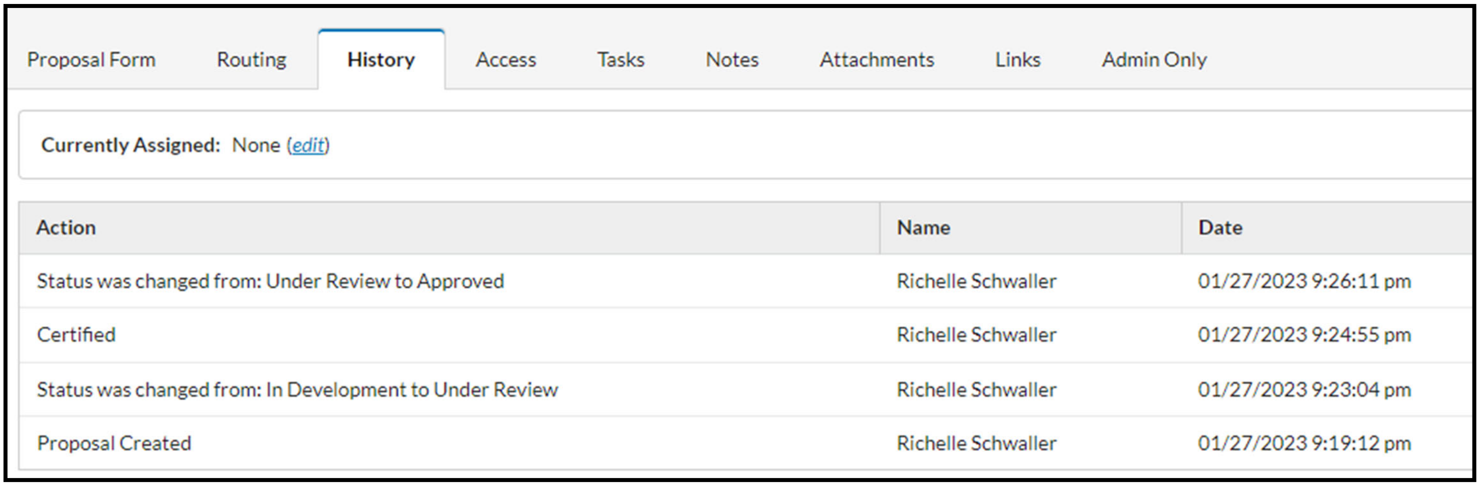
Routing for Review

Team	Members	Decision	Date
SPO Team	Gina LeMay Morgan Chapman Richelle Schwaller		
University approvals	Alice Administrator Gina LeMay		
SPO Team	Gina LeMay Morgan Chapman		

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.



Action	Name	Date
Status was changed from: Under Review to Approved	Richelle Schwaller	01/27/2023 9:26:11 pm
Certified	Richelle Schwaller	01/27/2023 9:24:55 pm
Status was changed from: In Development to Under Review	Richelle Schwaller	01/27/2023 9:23:04 pm
Proposal Created	Richelle Schwaller	01/27/2023 9:19:12 pm

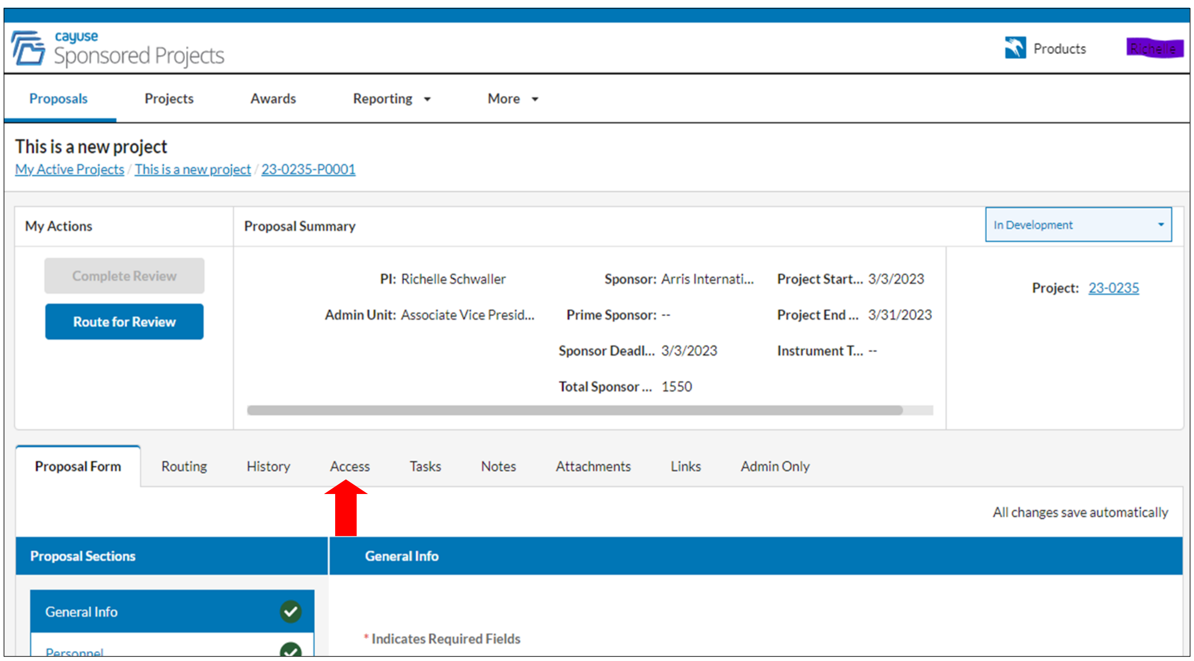
Providing View and Edit Access to a Proposal

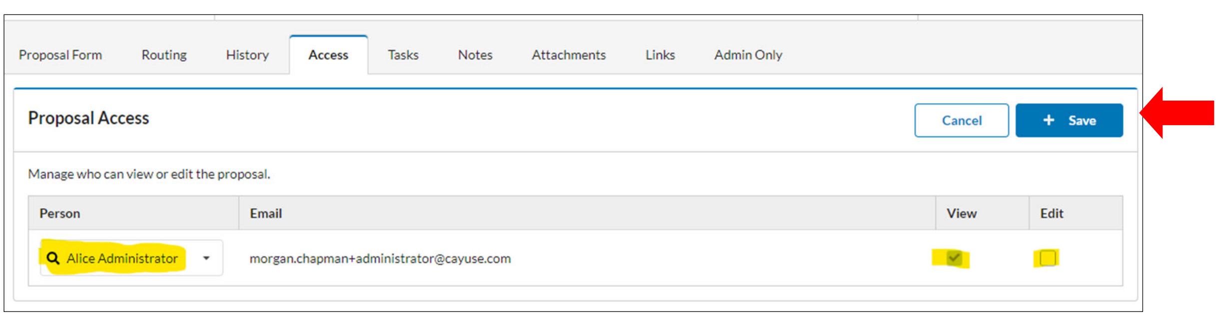
A person that is assigned to any proposal or award in Cayuse will automatically have view access to those proposals and awards.

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 person:

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.

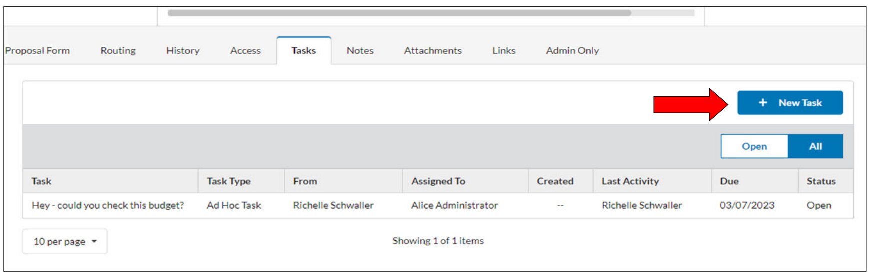


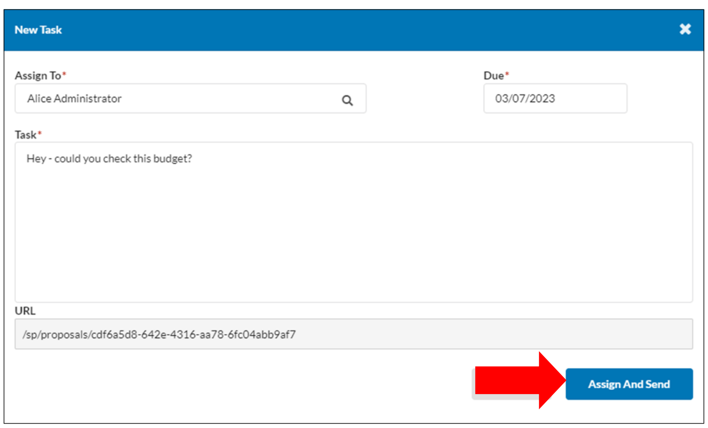


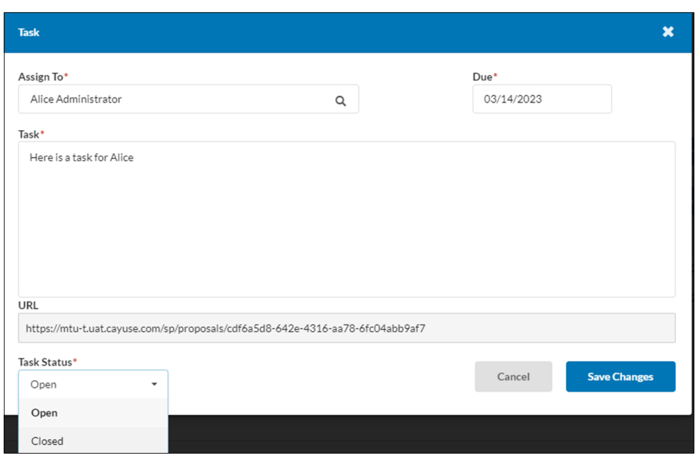
Assigning Tasks in a Proposal

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 the 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.

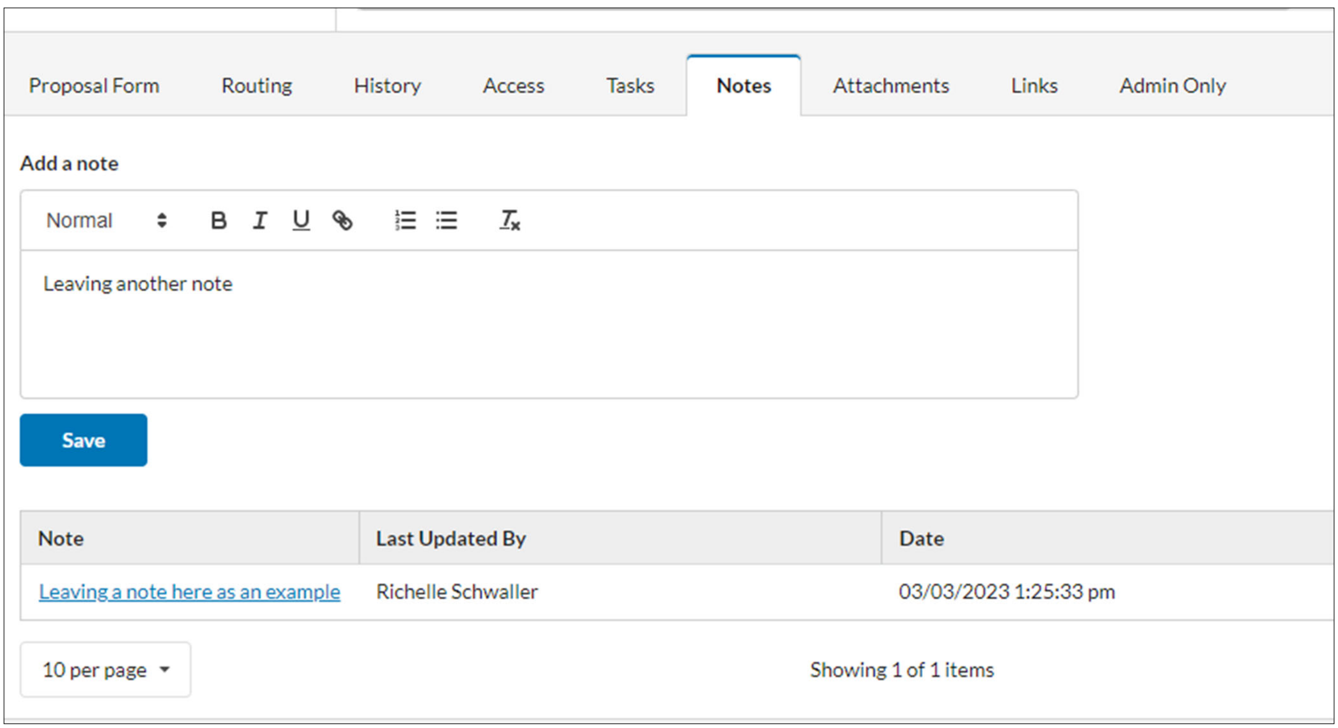
⇒ Change the task status to “Closed”.

⇒ 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 all 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.