

Cayuse Instructions:

You may initiate the internal proposal review and approval process by following these steps:
OR you may contact Frances Solano, SBS Grants Officer, to assist in this.

NOTE: This must be completed at least 10 days prior to deadline. Any documents requiring wet signatures must be submitted to the chair and routed to the dean's office at least 10 days prior to deadline.

1. Go to → <https://csun.cayuse424.com>
2. Log on using your CSUN username and password
3. Click on **Cayuse SP** (Sponsored Projects)

4. Click on **Start New Proposal** (Left side)
 - a. Enter the following (required):
 - i. Sponsor
 - ii. Admin Unit (your department)
 - iii. Primary Administrative Contact: "Stefanie Friesen"
 - iv. Short Project Name
 - v. Project Start Date
 - vi. Project End Date
 - vii. Activity Code
 - viii. Proposal Type
 - ix. Instrument Type
 - x. Sponsor Deadline
 - xi. Title of Project
 - b. **SAVE**

5. **Cayuse 424 Proposal** – for federal grant submissions. Specific funding opportunities are downloaded and paired with the proposal record in SP. Work with your ORSP liaison to complete this form and upload the appropriate documents.

6. **Investigators/Research Team**
 - a. Enter Lead PI first.
 - b. Then enter all other Key Personnel. Assign the role of "Principal Investigator" for all those who will require departmental authorization during routing. Use "Investigator" or "Faculty" for those who will not require departmental authorization.
 - c. Enter "**Frances Solano**" as Proposal Editor, 0% Effort"

7. Budget

- a. Budget Form: Summary
- b. # of Budget Periods (enter number of periods or years)
- c. Start: Enter start date of current period
- d. End: Enter end date of current period
- e. Cost Sharing: Check Yes or No
- f. F&A Rate: Enter indirect cost rates
- g. Budget Categories:
 - i. Enter Sponsor Direct Costs
 - ii. Enter Base for indirect cost calculation
- h. Additional Resources: Check Yes or No

NOTE: Detailed budget will be uploaded under Proposal Attachments.

8. Conflict of Interest: Check Yes or No for each question. Click Save.

9. Regulatory Compliance:

- a. Human Subjects: Check Yes or No
- b. Animal Subjects: Check Yes or No
- c. Research Materials: Check all that apply.
- d. Save

10. Subcontractors:

- a. If any subawards are expected to be issued, please enter name. Give contact information to ORSP Grants Coordinator (Stefanie.friesen@csun.edu).
 - i. Click on "Add Subcontractor"
- b. If no subcontractors,
 - i. Click on "No Subcontractors"

11. Export Control: Check Yes or No. Save.

12. Intellectual Property: Check Yes or No. Save.

13. Community Benefits: Complete all questions. Save.

14. Location of Sponsored Activities:

- a. **On-Campus Locations:** Indicate building and percent of work to be performed there. Click “Add.” More than one campus location can be added.
- b. **In-State County Locations:** Indicate California county and percent of work to be performed there. Click “Add.” More than one county can be added.
- c. **Out-of-State Locations:** Indicate state and percent of work to be performed there. Click “Add.” More than one state can be added.
- d. **Out-of-Country Locations:** Indicate each country and percent of work to be performed there. Click “Add.” More than one country can be added.

15. Proposal Abstract

- a. Indicate Yes or No, whether you grant permission to make the abstract publicly accessible.
- b. Abstract: Copy and paste the abstract into this text box.
- c. Discipline: Select the most appropriate choice from list.

16. Proposal Attachments:

- a. Upload all files to be submitted to sponsor.
- b. Internal budget (excel) will be uploaded by SBS Grants Officer or ORSP Grants Coordinator.

17. Approving Units

- a. Required approvers will be indicated (MAR, Dean, VP for Admin & Finance) in the order in which they should approve. ORSP liaisons will “authorize” the unit listing prior to routing. ORSP Coordinator will initiate the routing process.

18. Submission Notes: SBS Grants Officer will indicate review notes. If any disapprovals, comments are shown here.

19. Log out of both Cayuse SP and Evisions.