

## **Cayuse Instructions for Principal Investigators**

Create and develop your proposal record following the steps below. You may initiate the internal approval process by following these steps or you may [contact](#) your ORSP Grant Coordinator to assist. Your college's Dean's Office may have a Grant Officer available to assist, as well.

### **PROPOSAL CREATION**

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: Enter the name of your ORSP Grant Coordinator (listed at the top of the page)
    - 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 Grant Coordinator to complete these forms and upload the appropriate documents.

### **PROPOSAL DEVELOPMENT**

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. For administrative purposes, your ORSP Grant Coordinator will add herself as a Proposal Editor, 0% Effort.
- d. Your college Grant Officer may be available for you to enter as a 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. 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 the names of the entities to receive subawards. Give contact information to ORSP Grant Coordinator.
  - 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:** Please enter the primary location for project activities. Indicate building code and room number (e.g., UN275) 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. Please note that federally funded proposals become public information via the Freedom of Information Act.
- 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. An internal budget (excel) will be uploaded by your ORSP Grant Coordinator or College Grant Officer.

### **PROPOSAL APPROVAL**

#### **17. Approving Units**

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

**18. Submission Notes:** Your College Grant Officer or others involved in the routing and review process may add notes. If the proposal is disapproved, comments are shown here.

**19. Log out** of both Cayuse SP and Evisions.

**20. Celebrate!** You just completed a proposal using Cayuse!