

University of Tennessee at Chattanooga

Administrator Guide to Cayuse

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1 Introduction

Cayuse (formerly known as Evisions) is a web-based information system that supports research and sponsored program administration. This application, implemented on all UT campuses, allows for greater integration and collaboration among sponsored program offices across the UT-University system.

Cayuse creates a permanent record of grant applications and award documents, and is used not only for proposal review, but also for the approval process of a grant award and related grant contracts, such as confidentiality agreements and data use agreements for research projects.

Overall, Cayuse allows for greater autonomy for faculty and staff in the internal approval process, easy access to all of your sponsored program information via a web portal, and increased automation for processes such as internal routing, document retrieval, and account set-up!

2 Getting Started

1. Open up either Firefox or Internet Explorer, because they are fully-supported browsers. Chrome and Safari are “provisionally”-supported browsers.
 - a. Enable popups, cookies, and java script for this site.
2. Access Cayuse through the Office of Research and Sponsored Programs (ORSP) [website](#) or type tennessee.cayuse424.com into your web browser.
3. It will bring up a login page.
 - a. Under “NetID” enter your UTC ID (ex. Abc123).
 - b. Under “Password” enter your UTC password. This is the same password you use to login to the university computers.

THE UNIVERSITY OF TENNESSEE
KNOXVILLE

What is a UT NetID?

Forgot Your Password?

Need help signing in?

Current service alerts and outage

CENTRAL AUTHENTICATION SERVICE

To continue, please enter your NetID and password:

NetID:

Password:

LOGIN

By logging in to this site, you agree to the terms of the [UT Acceptable Use Policy](#).

4. If you are having trouble logging in, there could be a variety of issues:
 - a. You may need to clear your cookies, close your browser, and re-open it.
 - b. You may need to try using a different browser. Try Firefox or Internet Explorer.
 - c. You may not have access yet. If you cannot login or cannot find a person you wish to add to a record, you must contact ORSP to request access. You can call (423) 425 – 4431 or email orsp@utc.edu for assistance.

3 Navigating the Home Page

1. Once you are logged in, it will bring you to the Cayuse home page.
2. From the home page, you can access 2 modules: 1. Cayuse Sponsored Projects (SP) module or 2. Cayuse 424, the portal for proposal submission to the Federal grants government system.



Cayuse Research Suite

3.8.0

Research Administration Modules

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

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

Application Help

- [Research Suite Support Center](#)

3. Click “Cayuse SP (Sponsored Projects).” Cayuse 424 is used for certain federal grant proposals. If something needs to be entered into Cayuse 424, ORSP will work directly with the Lead Principal Investigator (PI) to submit the proposal to the sponsor.



Cayuse Research Suite

3.8.0

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
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System Administration Applications

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Application Help

- [Research Suite Support Center](#)

4. Below is the home page for Cayuse SP.

The screenshot shows the Cayuse SP home page. At the top left is the Cayuse SP logo. Below it, there are two tabs: "My Dashboard" and "More". The "My Dashboard" tab is active, showing a sidebar with the following links: "Proposal Dashboard", "Start New Proposal", "My Proposals", "Proposals in My Unit", "Advance Act Requests Info", "Award Dashboard", "My Awards", "Awards in My Unit", "Certifications/Approvals", "PI Certification Info: ()", "Unit Approval Info", and "The University of Tennessee" with a sub-link "EAS&ES, 2016, 2015, 2014, 2013".

The main content area is titled "Welcome to Cayuse SP". It contains the following text:

The purpose of this information system is to provide the Research and Sponsored Projects Community at UT with the tools needed to initiate and manage the submission of sponsored project proposals as well as interact with the administrative offices in the management and closure of your funded proposals.

The Proposal Dashboard offers you the ability to:

1. Start a new proposal
2. Edit unsubmitted and track your submitted proposals
3. View and track proposals on which you are listed as a member of the Research Team

The Award Dashboard offers you the ability to:

1. View awards on which you are listed as a member of the Research Team
2. View awards for administering departments where you have been granted award-data access
3. Add notes and/or attachments to awards to which you have access

Use the Certifications/Approvals Dashboard to:

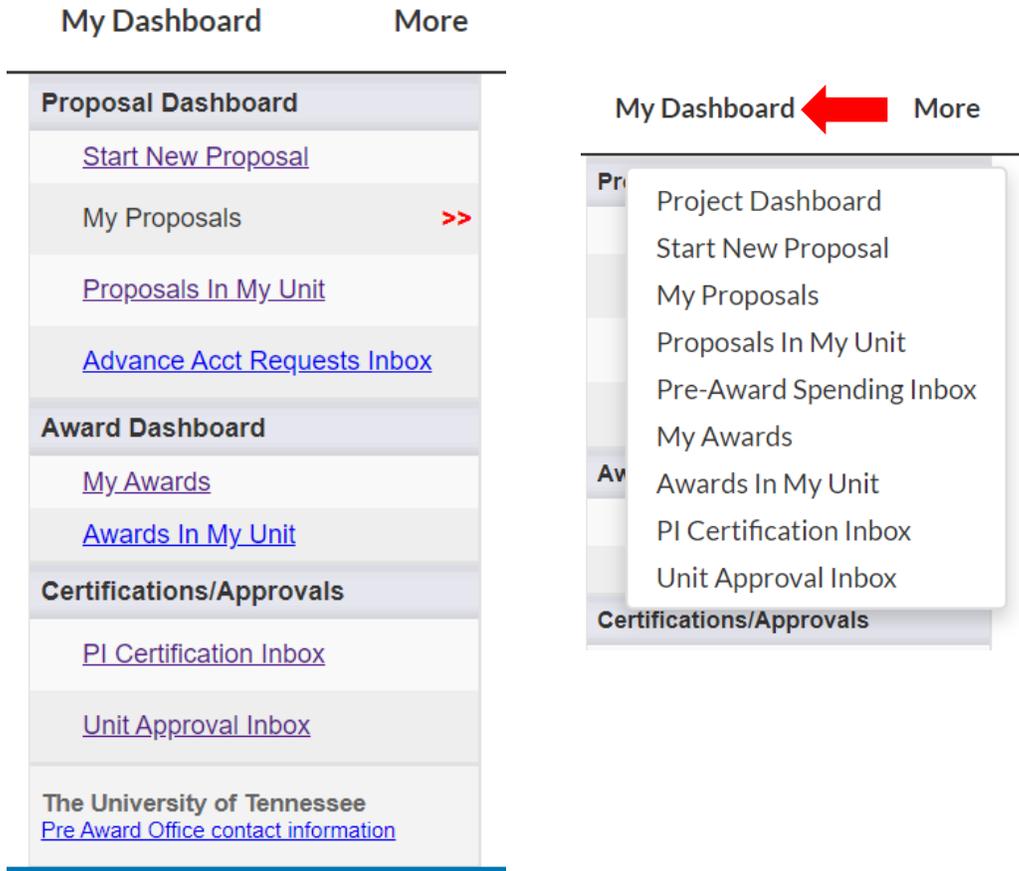
1. Certify proposals on which you are cited as the Lead PI or PI
2. Authorize proposals in your role as a departmental/college/center proposal approver

Administrative & Technical Support!

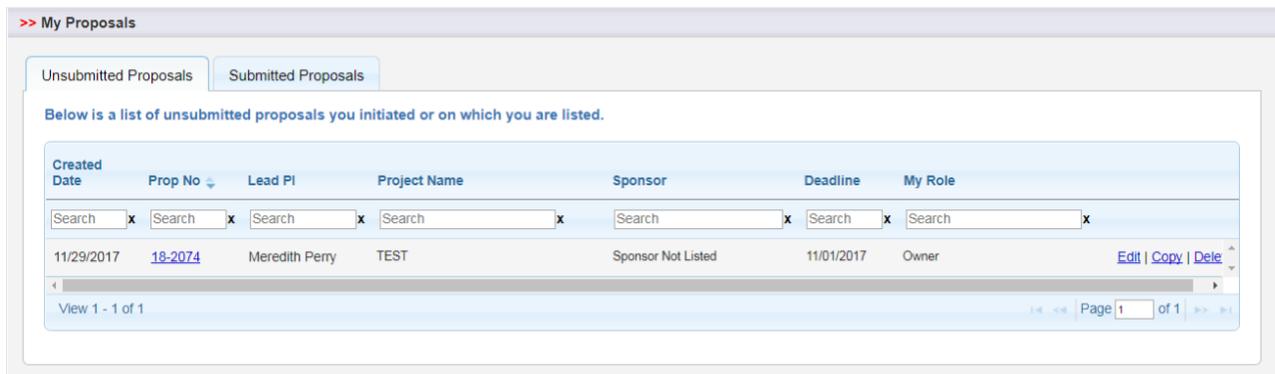
For questions, please contact your [Pre-Award Office](#)

At the bottom of the page, there is another Cayuse SP logo.

5. Use the navigation pane on the left-hand side to work on or get information on proposals and awards.
 - a. These can also be accessed by hovering your mouse over “MY DASHBOARD.”



6. If you are helping a faculty member fill out a proposal, click “Start a New Proposal” and go to [Section 5](#) for further instructions.
7. “My Proposals” list any proposals you are currently working on or have submitted. Please note proposals in the submitted tab have been submitted to ORSP, **NOT** to the funder.



8. "Proposals In My Unit" list any proposals in your department and the status of those proposals. This is useful because Cayuse reports ([Section 4](#)) only pull approved proposals.
 - a. Each page only shows 20 proposals at a time. Use the arrows at the bottom of the page to view more proposals in your department.
 - b. You can limit your search by using the search boxes at the top of the page.

>> Proposals In My Unit

Below is a list of proposals for units where you have been assigned Proposal Data Access.

See [Research Contacts](#) for a complete listing of roles in your unit.

Submitted Date	Prop No	Lead PI	Project Name	Sponsor	Unit	Status	
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
01/09/2018	18-2437	Robert Webster	CONTRACT: High-Order Heterogeneous Finite Elements for High-order Stabilized Finite-elements on Moving and Deforming Domains	Engility Corporation	Partnerships & Sponsored Progr	Dept Approval In Process	Copy
	18-2370	Sungwoo Yang	2018_orau_yang	Oak Ridge Associated Universities (ORAU)	Partnerships & Sponsored Progr	Unsubmitted	Copy
01/05/2018	18-2369	J Ellington	EAA 2018	Association for Asian Studies, Inc	School of Education	Dept Approval In Process	Copy
	18-2368		Defib Research	DOD - Department of Defense	Partnerships & Sponsored Progr	Unsubmitted	Copy
01/09/2018	18-2337	Andrew Carroll	CONTRACT: Green Spaces Mapping Support	Lyndhurst Foundation	Partnerships & Sponsored Progr	Admin Office In Process	Copy
01/04/2018	18-2329	Vahid Rasouli Disfani	Bidirectional Modular Multilevel Converters	DOE - EERE - The Office of Energy Efficiency and Renewable Energy	Engineering Electrical	Proposal Approved	Copy
12/22/2017	18-2320	Kristen Black	Miller Industries Employee Survey	Miller Industries	Psychology	Proposal Approved	Copy
01/04/2018	18-2317	Li Yang	Preliminary Proposal - Augmented Reality Fire	University of Vermont (UVT)	Partnerships & Sponsored Progr	Proposal Approved	Copy
01/03/2018	18-2306	Soubantika Palchoudhury	Pentamery chalcogenides	Oak Ridge Associated Universities	Partnerships & Sponsored Progr	Dept Approval In Process	Copy
	18-2300	Anthony Skjellum	NSF-SPX-with-BU	US - NSF - National Science Foundation	Partnerships & Sponsored Progr	Unsubmitted	Copy
12/20/2017	18-2298	Yancy Freeman	CONTRACT: UTC Summer Bridge Experience	Tennessee Higher Education Commission	Enrollment Services	Proposal Approved	Copy
12/19/2017	18-2273	Deborah McAllister	CONTRACT AMENDMENT 4 to NASA Space Grant	Vanderbilt University (Vandy)	School of Education	Proposal Approved	Copy
12/20/2017	18-2270	Anthony Skjellum	CCF-SHF-MPI-Medium	US - NSF - National Science Foundation	Engineering-SIM Center	Proposal Approved	Copy
	18-2263		A comparison of absorption tests for the diagnosis of intestinal malabsorption in horses	USA Equestrian, Inc	Large animal clinical sciences	Unsubmitted	Copy
12/13/2017	18-2223	Li Yang	CONTRACT: Developing Innovative Privacy Learning Modules to Engage Students in Cybersecurity Information	Prairie View A and M University (PVAMU)	Computer science	Executed	Copy
12/18/2017	18-2208	Anthony Skjellum	NSF-CCF-SHF-Small-MPI-FPGA	US - NSF - National Science Foundation	Engineering-SIM Center	Funded	Copy
12/12/2017	18-2207	Renee Murley	CONTRACT and PROPOSAL: Governor's School 2017-18	Tennessee Department of Education	School of Education	Proposal Approved	Copy
12/08/2017	18-2181	Takeo Suzuki	SUSI Women's Leadership	FHI 360	International education	Admin Office In Process	Copy
12/14/2017	18-2171	Jennifer Ellis	STEM-powering Tennessee Education Majors	US - NSF - National Science Foundation	Partnerships & Sponsored Progr	Proposal Approved	Copy
12/05/2017	18-2126	Daniel Pack	CONTRACT: CDA	Ginko LLC	Coll of engineering & comp sci	Executed	Copy

View 1 - 20 of 1,733

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[View All](#)

9. "My Awards" list any awards, active projects, or inactive projects you are working on.

>> My Awards

Awards Active Projects Inactive Projects

Below is a list of obligated awards on which you are listed as a member of the Research Team.

Award No.	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date	Award End Date	Admin Unit	Account Numbers	Status
<input type="text" value="Search"/>										
No records found.										

10. "Awards In My Unit" list any awards, active projects, or inactive projects in your department.

>> Awards In My Unit

Awards Active Projects Inactive Projects

Below is a list of obligated awards in units to which you have been granted Award Data Access.

Award No.	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date	Award End Date	Admin Unit	Account Numbers	Status
<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
A19-0008-001	CONTRACT and PROPOSAL: School Psychology Intern Program	Pamela Guess	Tennessee Department of Education	\$800,000.00	10/05/2017	07/01/2018	06/30/2023	School Psychology (U046215030)		Active
A18-0564-001	Travel Funds for Collaborative Research	Endong Wang	Oak Ridge Associated Universities	\$200.00	10/01/2017	10/01/2017	09/30/2018	Engineering Management Technol (U046413016)	R041316006	Active
A18-0563-001	East Lake Walk Sheds	Charles Mix	Enterprise Center	\$250.00	11/20/2017	11/20/2017	12/11/2017	Asst Provost for Research (U045520015)	R040162012	Active
A18-0506-001	Heterogeneous HPC for High-order Stabilized Finite-elements on Moving and Deforming Domains	Robert Webster	Engility Corporation	\$52,342.00	10/27/2017	09/01/2017	08/31/2019	Engineering-SIM Center (U046413002)	R041303089	Active
A18-0505-001	Mainspring Conservation Trust - Application Development	Andrew Carroll	Mainspring Conservation Trust	\$22,214.00	10/27/2017	10/05/2017	10/04/2018	Asst Provost for Research (U045520015)	R042215014	Active

11. Typically, you will not have anything in your "PI Certification Inbox," but faculty in your department may use this function. It lists any proposals that require your certification as the Lead PI. It also shows proposals that you have previously reviewed.

>> PI Certification Inbox

To be Certified Previously Reviewed

Below is a list of proposals that require your certification as Lead or Principal Investigator.

You currently have 0 Proposals that need certification

4 Running Reports

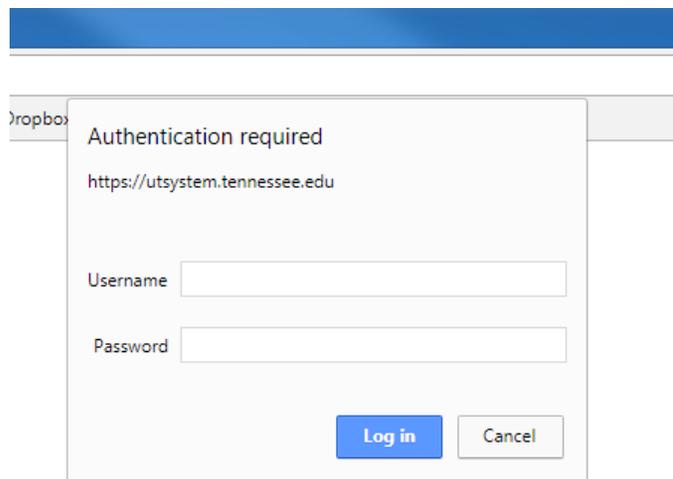
Cayuse reports allow you to easily retrieve information on multiple proposals and awards. These reports pull information on proposals that have been approved and awards that have been reported. This means proposals and awards may not show up in certain reports, because the time period chosen does not match the approval or report date.

You cannot access Cayuse through the Cayuse Research Suite where you submit proposals. Cayuse reports are accessed through the UT SharePoint site:

<https://liveutk.sharepoint.com/sites/researchreporting/reports/Pages/default.aspx>.

4.1 Logging In

1. Open either Firefox or Internet Explorer, because they are fully-supported browsers. Chrome and Safari are “provisionally”-supported browsers.
 - a. Enable popups, cookies, and java script for this site.
2. A popup window will appear and request your login information.
 - a. Under “Username” enter your UTC ID (ex. Abc123).
 - b. Under “Password” enter your UTC password. This is the same password you use to login to the university computers.



3. Once you are logged in, you should see the screen below. The home screen has all the available reports for proposals and awards.
 - a. If you cannot access this site, please contact ORSP@utc.edu.

SharePoint ? Bremmer, Celeste Marie

SHARE FOLLOW

Search this site

Cayuse Reports

Site Contents

Department Listing	Research Contacts	Subawards	Proposal Events	Cost Share
<ul style="list-style-type: none"> Department Hierarchy Departmental Research Team Metrics 	<ul style="list-style-type: none"> Research Contacts 	<ul style="list-style-type: none"> Subawards Expiration 	<ul style="list-style-type: none"> Event Lookup 	<ul style="list-style-type: none"> Cost Share by Proposal Approved Date Cost Share by Specific Proposal Direct Cost Share Proposal Status

Untitled

Research Team Metrics
<ul style="list-style-type: none"> Departmental Research Team Metrics

Proposals	Awards	Compliance	UT System IR Reports
<ul style="list-style-type: none"> Proposal Listing by Approval Date Proposal Listing by Approval Date with Parameters Proposal Listing by Create Date Proposal Listing by Keyword Proposal Listing by Misc Keyword Proposal Listing by Person with Roles Proposal Listing by Proposal ID Proposal Submitted by Personnel in my Department Proposals Approved in Previous Week 	<ul style="list-style-type: none"> Active Award Summary by College Details Award Breakdown Award Count by Campus Details - FY Award Entries in Previous Week Award Listing by Award ID Award Listing by Begin Date Award Listing by Begin Date Obligated Only Award Listing by Keyword Award Listing by Misc Keyword Award Listing by Person with Roles Award Listing by Reporting Date Award Listing by Reporting Date Media Value Award Listing by Reporting Date Multi-Parameter Award Listing by Reporting Date Obligated Only 	<ul style="list-style-type: none"> Contracts Subject to FFATA Reporting Proposal Community Benefits Proposal Conflict of Interest for any Post Approval Status Changes Proposal Conflict of Interest Submitted Proposal Export Controls for any Post Approval Status Changes Proposal Export Controls Submitted Proposal Regulatory Compliance for any Post Approval Status Changes Proposal Regulatory Compliance Submitted Proposal UTRF Contact Request 	<ul style="list-style-type: none"> Award Count by Campus Award Count by Campus Details Award Count by Campus Details Listing Award Summary by Campus Award Summary by Campus Details Award Summary by Campus Details Listing Award Summary by Campus/College/Sponsor Type Details Proposal Summary by Campus Proposal Summary by Campus Details Proposal Summary by Campus Details Listing

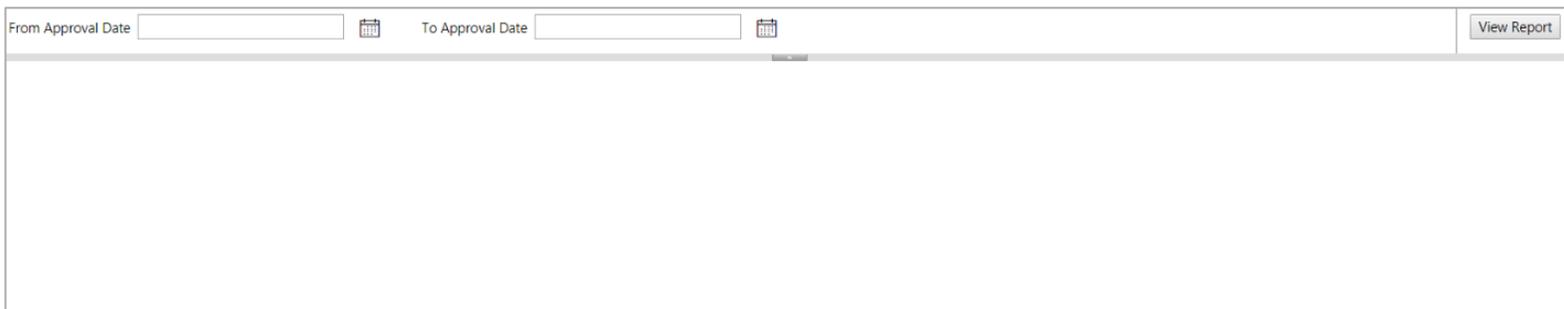
4.2 Frequently Used Reports

4.2.1 Proposals

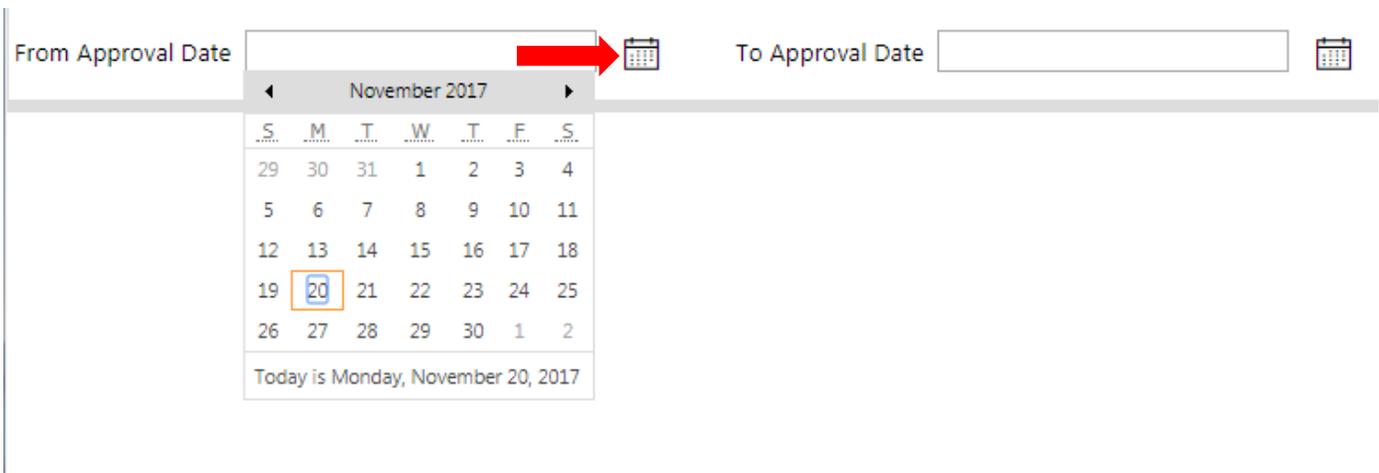
4.2.1.1 Proposal Listing by Approval Date

“Proposal Listing by Approval Date” allows you to look up all approved proposals from a specified time period. Please note UTC transitioned to Cayuse in 2015, proposals approved before 2012 may not appear in reports.

1. When you click on “Proposal Listing by Approval Date,” it may ask you for your authentication again.
2. Once you put in your username and password, it takes you to a new window.



3. Choose a specific time period by entering the MM/DD/YY or by clicking the calendar tool.



November 2017						
.S.	.M.	.T.	.W.	.T.	.F.	.S.
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Today is Monday, November 20, 2017

4. Once you select your desired dates, click “View Report.”

From Approval Date  To Approval Date  

5. The report appears below the dates. You then have the option to save or print the report. It is best to save it as an Excel file.

From Approval Date  To Approval Date 



 of 1
 





 Find | Next

Proposal Listing (11/1/2017 - 11/20/2017)

Fiscal Year	Campus Role	Date Created	Proposal Number	Proposal ID	Proposal Title	Campus	Approval Date	Award Admin Dept Code	Award Admin Dept	PI Last Name	PI First Name
2018		10/13/2017	18-1447	149356		tanooga	11/16/2017	U046413030	Computer science	Qin	Hong
2018		10/25/2017	18-1620	149532		tanooga	11/1/2017	U046413002	Engineering-SIM Center	Skjellum	Anth
2018		11/6/2017	18-1784	149698		tanooga	11/17/2017	U046413002	Engineering-SIM Center	Skjellum	Anth
2018		11/8/2017	18-1834	149749		tanooga	11/16/2017	U046413002	Engineering-SIM Center	Skjellum	Anth
2018		10/12/2017	18-1415	149324	Partnerships & Sponsored Progr	Chattanooga	11/3/2017	U045601062	Partnerships & Sponsored Progr	Hossain	A.K.M
2018		10/31/2017	18-1697	149609	Coll of engineering & comp sci	Chattanooga	11/17/2017	U046413016	Engineering Management Technol	Wang	Endo
2018		11/6/2017	18-1779	149691	No college	Chattanooga	11/17/2017	U046413002	Engineering-SIM Center	Skjellum	Anth

Word
Excel
 PowerPoint
 PDF
 TIFF file
 MHTML (web archive)
 CSV (comma delimited)
 XML file with report data
 Data Feed

6. The “Proposal Listing by Approval Date” report does not let you select a specific department. Saving it as an Excel file allows you to easily sort and filter to find your departments’ proposals.
 - a. To sort by department, go to “Sort & Filter.”
 - b. Click “Custom Sort.”
 - c. You can sort by “College” or “Award Admin Dept.” This will sort the rows in alphabetical order by “College” or “Award Admin Dept.” This should help you find proposals specific to your department.
 - d. You can also sort by “PI Last Name” or “PI First Name” if you are looking for proposals from a specific PI.

The screenshot shows an Excel spreadsheet titled "Proposal Listing (11/1/2017 - 11/20/2017)". The ribbon is set to "Home", and the "Sort & Filter" group is highlighted with a red box. The "Custom Sort..." option is visible in the dropdown menu. An inset window shows the "Sort" dialog box with "Award Admin Dept" selected in the "Sort by" list and "Values" selected in the "Sort On" dropdown. The "My data has headers" checkbox is checked.

Fiscal Year	Campus Role	Date Created	Proposal Number	Proposal ID	Proposal Number Legacy	College	Campus	Approval Date	Award Admin Dept Code	Award Admin Dept	PI Last Name	PI First Name	Research Team
2018		10/13/2017	18-1447	149356		Coll of engineering & comp sci	Chattanooga	11/16/2017	U046413030	Comp sci			
2018		10/25/2017	18-1620	149532		No college	Chattanooga	11/17/2017	U046413002	Engl SIM			
2018		11/6/2017	18-1784	149698		No college	Chattanooga	11/17/2017	U046413002	Engl SIM			
2018		11/8/2017	18-1834	149749		No college	Chattanooga	11/16/2017	U046413002	Engl SIM			
2018		10/12/2017	18-1415	149324		Partnerships & Sponsored Progr	Chattanooga	11/3/2017	U045601062	Part Spo Progr			
2018		10/31/2017	18-1697	149609		Coll of engineering & comp sci	Chattanooga	11/17/2017	U046413016	Engl Man Tech			
2018		11/6/2017	18-1779	149691		No college	Chattanooga	11/17/2017	U046413002	Engl SIM			
2018		11/6/2017	18-1781	149693		Partnerships & Sponsored Progr	Chattanooga	11/9/2017	U045601062	Part Spo Progr			
2018		11/6/2017	18-1795	149709		Coll of	Chattanooga	11/14/2017	U046413035	Engl			

4.2.1.2 Proposal Listing by Approval Date with Parameters

“Proposal Listing by Approval Date with Parameters” allows you to search for approved proposals with additional filters. For example, you can filter by department, Lead PI, and by sponsor.

From Approval Date	<input type="text" value="11/1/2017"/>		To Approval Date	<input type="text" value="11/20/2017"/>	
Campus	<input type="text" value="Chattanooga"/>	▼	Award Admin Dept	<input type="text" value="Academic computing,Academic"/>	▼
Sponsor Type	<input type="text" value="Federal,Federally Funded Acade"/>	▼	Sponsor Type Code	<input type="text" value=",DHS,DOC,DOD,DOE,DOI,DOJ,D"/>	▼
Sponsor	<input type="text" value="21st Century Medicine, Inc.,21st"/>	▼	Lead PI	<input type="text" value="Aaron, Douglas,Aarons, Dwight,"/>	▼
Proposal Type	<input type="text" value="Amendment,Funding Change,In"/>	▼	Instrument Type	<input type="text" value="Agreement - No Money,Amendi"/>	▼
Status	<input type="text" value=",Admin Office In Process,CS Rev"/>	▼	Activity Type	<input type="text" value=",Academic Services,Agency,App"/>	▼

1. For each category, the default will have all items selected. You can uncheck “Select All” and check the items you want.

From Approval Date	<input type="text" value="11/1/2017"/>		To Approval Date	<input type="text" value="11/20/2017"/>	
Campus	<input type="text" value="Chattanooga"/>	▼	Award Admin Dept	<input type="text" value="Academic computing,Academic"/>	▼
Sponsor Type	<input type="text" value="Federal,Federally Funded Acade"/>	▼	Sponsor Type Code	<input type="text" value=",DHS,DOC,DOD,DOE,DOI,DOJ,D"/>	▼
Sponsor	<input type="text" value="21st Century Medicine, Inc.,21st"/>	▼	Lead PI	<input type="text" value="Aaron, Douglas,Aarons, Dwight,"/>	▼
Proposal Type	<input type="text" value="Amendment,Funding Change,In"/>	▼	Instrument Type	<input type="text" value="Agreement - No Money,Amendi"/>	▼
Status	<input type="text" value=",Admin Office In Process,CS Rev"/>	▼	Activity Type	<input type="text" value=",Academic Services,Agency,App"/>	▼

- (Select All)
- Academic computing
- Academic services
- Administration
- Art
- Assoc provost-academic a
- Asst Provost for Research

2. The example below shows a report for proposals approved between 11/20/2016 and 11/20/2017 for Biology only.
 - a. First, deselect "Select All" and check "Biology."

To Approval Date 

Award Admin Dept 

Sponsor Type Code 

Lead PI 

Instrument Type 

Activity Type 

Select All

Administration

Art

Assoc provost-academic a

Asst Provost for Research

Biology

Campus law enforcement

CASB

- b. Then click "View Report" on the right hand side.



- c. Save the report as an Excel file.
 - d. Now you have a report of approved proposals for your department!

Proposal Listing (11/20/2016 - 11/20/2017)																			
Proposal Number	Proposal ID	Proposal Number Legacy	College	Campus	Approval Date	Fiscal Year	Award Admin Dept	Last Name	First Name	Sponsor Type	Federal Type	Sponsor	Activity Type	Proposal Type	Sponsor Type Code	Instrument Type	Instrument Subtype	Status	Total Sponso Propo Costs
17-1217	144390		College of liberal arts & sci	Chattanooga	11/21/2016	2017	Biology	Shaw	Joey	Private Non-Profit		Tennessee Native Plant Society	Basic Research	New		Contract		Funded	
17-2237	145432		College of liberal arts & sci	Chattanooga	12/22/2016	2017	Biology	Shaw	Joey	Private Non-Profit		Tennessee Native Plant Society	Basic Research	New		Contract - Awarded Proposal - No Money Grant		Executed	
17-2381	145578		College of liberal arts & sci	Chattanooga	1/30/2017	2017	Biology	Hayes	Loren	Federal	US	US - NSF - National Science Foundation	Basic Research	Letter of Intent/Preliminary Proposal	US			Not Funded	
17-3298	146511		College of liberal arts & sci	Chattanooga	4/6/2017	2017	Biology	Shaw	Joey	Private Non-Profit		Tennessee Native Plant Society	Public Service	New		Contract - Awarded Proposal - No Money Contract		Executed	
17-3303	146516		College of liberal arts & sci	Chattanooga	3/23/2017	2017	Biology	Spratt	Henry	Private Profit		Plastic Surgery Group	Applied Research	New		Contract		Funded	
17-3999	147222		College of liberal arts & sci	Chattanooga	5/25/2017	2017	Biology	Kovach	Margaret	Private Profit		490 Bio Tech, Inc.	Basic Research	New		Material Transfer Agreement Subaward - Money In	In	Executed	
18-0300	148193		College of liberal arts & sci	Chattanooga	8/3/2017	2018	Biology	Hossain	A.K.M.	State Institution of Higher Education		University of Mississippi (UM)	Basic Research	New				Proposal Approved	
18-0471	148372		College of liberal arts & sci	Chattanooga	8/28/2017	2018	Biology	Shaw	Joey	Federal	US	US - NSF - National Science Foundation	Academic Services	New	US	Grant		Proposal Approved	
18-1010	148918		College of liberal arts & sci	Chattanooga	9/21/2017	2018	Biology	Spratt	Henry	Private Non-Profit		Cumberland Trail Conference	Applied Research	Amendment		Contract		Funded	

4.2.1.3 Proposal Listing by Person with Roles

“Proposal Listing by Person with Roles” allows you to look up all persons associated with a specific proposal. For example, it will list the PI, Collaborating Investigators, and Key Personnel.

1. For this report, you can select specific roles (such as the ones listed above) in addition to the typical filters.

2. The example below shows a report for approved proposals in the Biology department between 11/20/2016 and 11/20/2017.
 - a. It lists the Last Name and First Name of an individual and then their role.
 - b. Because it's sorted by individual, it will duplicate projects and proposed costs. For example, Henry Spratt and David Levine worked on the same project, so the project and total sponsor proposed costs are duplicated. **As a result, you should not use this report to count the total number of proposals or total proposed dollars for your department.**

Last Name	First Name	Role	Sponsor Type	Total Sponsor Proposed Costs	Sponsor Direct Costs	Indirect Costs F&A	Internal Cost Sharing	Third Party Cost Sharing	Total Project Costs	Proposed Project Start Date	Proposed Project End Date	Title
Shaw	Joey	Lead Principal Investigator	Private Non-Profit	\$18,500	\$18,500	\$0	\$0	\$0	\$18,500	11/1/2016	11/30/2018	A Modern, Online Tennessee Plant
Shaw	Joey	Lead Principal Investigator	Private Non-Profit	\$0	\$0	\$0	\$0	\$0	\$0	12/1/2016	11/30/2019	CONTRACT: A Modern Online Ter Atlas
Hayes	Loren	Lead Principal Investigator	Federal	\$0	\$0	\$0	\$0	\$0	\$0	1/1/2017	12/31/2017	Preliminary proposal: Does comm offset costs of reproduction when
Clark	Amanda	Investigator	Federal	\$0	\$0	\$0	\$0	\$0	\$0	1/1/2017	12/31/2017	Preliminary proposal: Does comm offset costs of reproduction when
Shaw	Joey	Lead Principal Investigator	Private Non-Profit	\$0	\$0	\$0	\$0	\$0	\$0	12/1/2016	11/30/2019	CONTRACT: Amendment No. 1 to Online Tennessee Plant Atlas
Spratt	Henry	Lead Principal Investigator	Private Profit	\$1,385	\$1,385	\$0	\$0	\$0	\$1,385	2/1/2017	1/31/2018	CONTRACT & PROPOSAL: Triple Fact or Fetish? The Efficacy of At Solution Wash during Placement Prosthesis in Bacterial Load Redu
Levine	David	Investigator	Private Profit	\$1,385	\$1,385	\$0	\$0	\$0	\$1,385	2/1/2017	1/31/2018	CONTRACT & PROPOSAL: Triple Fact or Fetish? The Efficacy of At Solution Wash during Placement Prosthesis in Bacterial Load Redu

4.2.2 Awards

There are a variety of reports that let you pull specific information on awards. Below are some of the most frequently used. Any award report you run should have “obligated only” listed either in the report title or noted under “Reporting Designation.” The filing system in Cayuse reports an award at every stage (anticipated, obligated, executed, etc.); therefore, if you run a report that is not for “obligated only,” you will get duplicates of awards and award dollars.

4.2.2.1 Award Summary by College

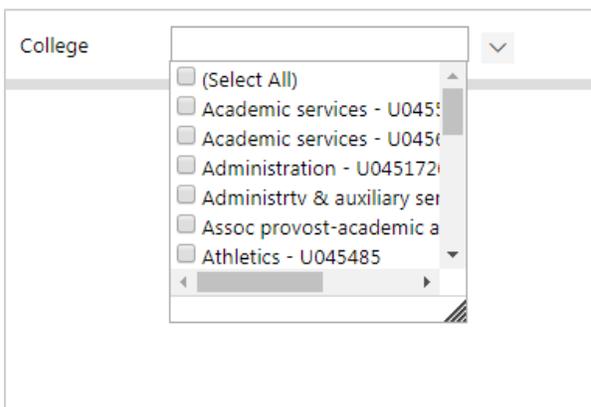
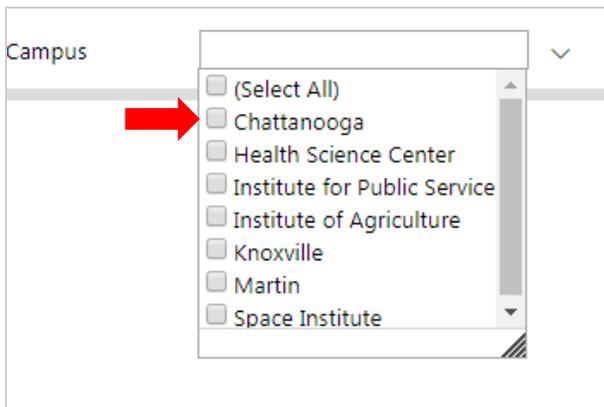
“Award Summary by College” lets you pull award information directly from your college for a specified period of time. It gives you information on the departments, Lead PI, award number, sponsor, and total.

1. Use the calendar to select your time range or type it in (DD/MM/YY).

From Report Date  To Report Date 

Campus  College 

2. Select “Chattanooga” for campus and your college using the drop down buttons.



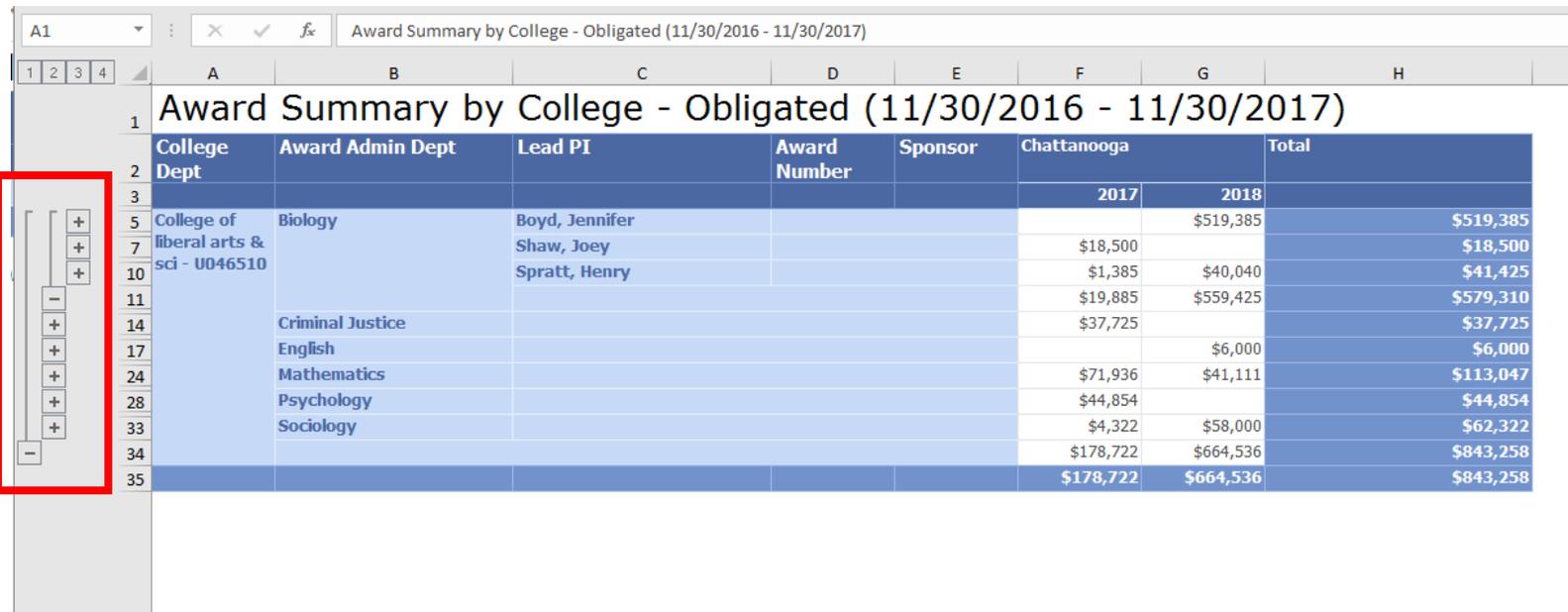
The image shows two side-by-side screenshots of dropdown menus. The left screenshot shows the 'Campus' dropdown menu with a red arrow pointing to the 'Chattanooga' option. The right screenshot shows the 'College' dropdown menu with a list of departments including 'Athletics - U045485'.

3. Click “View Report.”

- Save it as an Excel file to obtain a summary of fiscal years (July 1 – June 30) included in the date range.

Award Summary by College - Obligated (11/30/2016 - 11/30/2017)							
College Dept	Award Admin Dept	Lead PI	Award Number	Sponsor	Chattanooga		Total
					2017	2018	
College of					\$178,722	\$664,536	\$843,258
					\$178,722	\$664,536	\$843,258

- If you click on the “+” symbols to the left of the rows it will expand to give you information on the departments, Lead PIs, and award totals.



Award Summary by College - Obligated (11/30/2016 - 11/30/2017)							
College Dept	Award Admin Dept	Lead PI	Award Number	Sponsor	Chattanooga		Total
					2017	2018	
College of liberal arts & sci - U046510	Biology	Boyd, Jennifer				\$519,385	\$519,385
		Shaw, Joey			\$18,500		\$18,500
		Spratt, Henry			\$1,385	\$40,040	\$41,425
					\$19,885	\$559,425	\$579,310
	Criminal Justice				\$37,725		\$37,725
	English					\$6,000	\$6,000
	Mathematics				\$71,936	\$41,111	\$113,047
	Psychology				\$44,854		\$44,854
	Sociology				\$4,322	\$58,000	\$62,322
					\$178,722	\$664,536	\$843,258
					\$178,722	\$664,536	\$843,258

4.2.2.2 Award Listing by Person with Roles

Similar to “Proposal Listing by Person with Roles”, “Award Listing by Person with Roles” lets you look up all persons associated with a specific award. For example, it will list any PI, Collaborating Investigators, and Key Personnel.

1. Once you click on the report, you will have similar filters as the “Proposal Listing by Person with Roles” report. You can look up specific individuals, roles, or departments.
 - a. Choose Chattanooga for your “Campus.”
 - b. Choose obligated under “Reporting Designation.”

From Report Date	<input type="text"/>		To Report Date	<input type="text"/>	
Sponsor Type Code	<input type="text" value="DHS,DOC,DOD,DOE,DOI,DOJ,D"/>	▼	Status	<input type="text" value="Active,Closed (Unfunded),Closec"/>	▼
Sponsor Type	<input type="text" value="Federal,Federally Funded Acade"/>	▼	Sponsor	<input type="text" value="21st Century Medicine, Inc.,21st"/>	▼
Type	<input type="text" value="Amendment,Funding Change,It"/>	▼	Reporting Designation	<input type="text" value="Admin Change,Anticipated,Budc"/>	▼
Campus	<input type="text" value="Chattanooga,Health Science Cer"/>	▼	Award Admin Dept	<input type="text" value="Academic computing,Academic"/>	▼
Activity Type	<input type="text" value="Academic Services,Agency,App"/>	▼	Role	<input type="text" value="Administrative Assistant,Adminis"/>	▼
Name	<input type="text" value="Aarons, Dwight - Law,Abdel-Fat"/>	▼			

2. Similar to the “Proposal Listing by Person with Roles,” the Excel spreadsheet lists all persons involved in a project in separate rows. This means projects and award amounts may be duplicated. (Use another report if you’re counting total number of projects or number of dollars for your department).

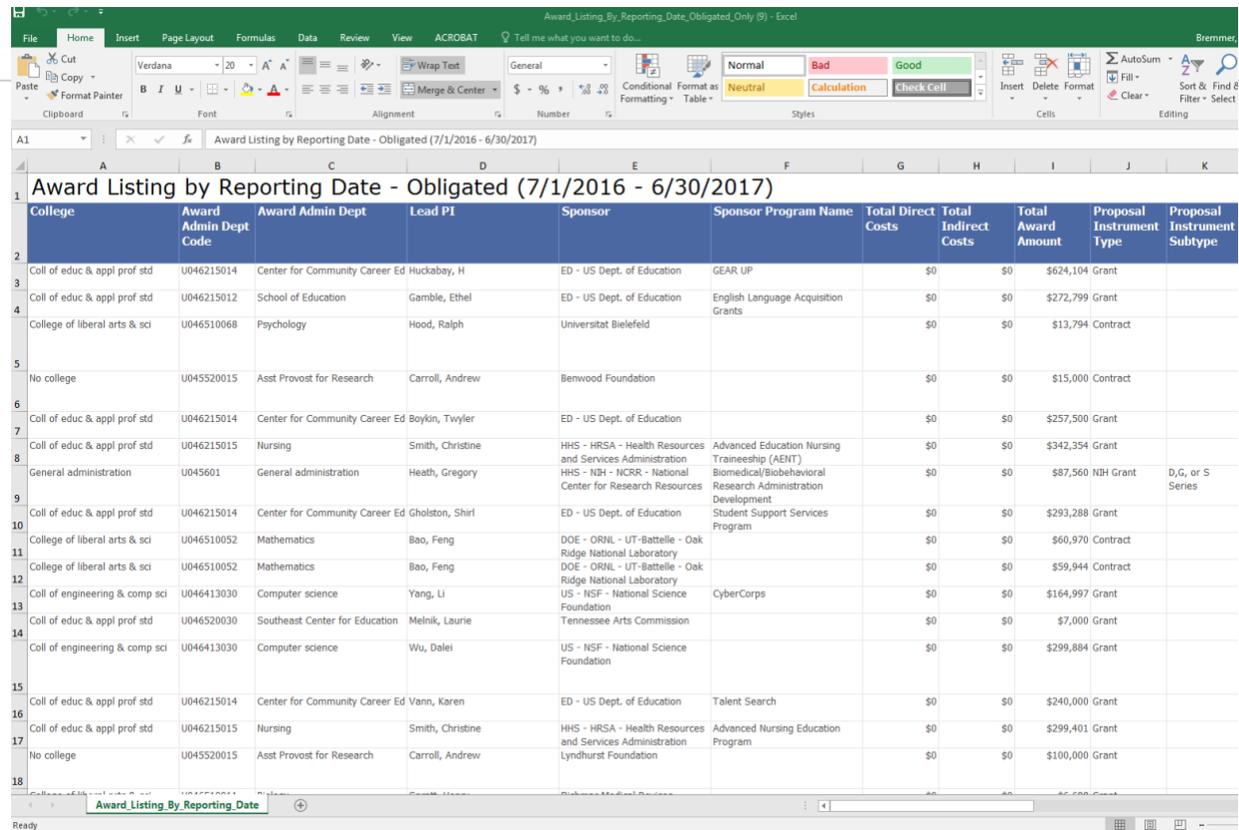
h Roles									
Lead PI	Person	Role	Sponsor	Total Direct Costs	Total Indirect Costs	Total Award Amount	Proposal Instrument Type	Proposal Instrument Subtype	Project Title
Shaw, Joey	Shaw, Joey	Lead Principal Investigator	Tennessee Native Plant Society	\$0	\$0	\$18,500	Contract		A Modern, Online Tennessee Plant
Boyd, Jennifer	Boyd, Jennifer	Lead Principal Investigator	DOI - FWS - US Fish and Wildlife Service	\$0	\$0	\$22,354	Contract		Assessing and enhancing the success of integrilabia conservation
Spratt, Henry	Spratt, Henry	Lead Principal Investigator	Richmar Medical Devices	\$0	\$0	\$6,698	Grant		Development of a Protocol to Disin
Spratt, Henry	Levine, David	Investigator	Richmar Medical Devices	\$0	\$0	\$6,698	Grant		Development of a Protocol to Disin
Spratt, Henry	Spratt, Henry	Lead Principal Investigator	Plastic Surgery Group	\$0	\$0	\$1,385	Contract		CONTRACT & PROPOSAL: Triple Antibacterial Solution Wash during Reduction
Spratt, Henry	Levine, David	Investigator	Plastic Surgery Group	\$0	\$0	\$1,385	Contract		CONTRACT & PROPOSAL: Triple Antibacterial Solution Wash during Reduction

4.2.2.3 Award Listing by Reporting Date Obligated Only

This report gives you a summary of awards for all UTC colleges and departments, which you can sort and filter in Excel. Be sure not to choose the “Award Listing by Reporting Date” or it will give you duplicates of projects and award amounts.

1. Put in the desired time period using the calendar icon or typing in the date.
 - a. Click “View Report.”
 - b. Save as an Excel file.

From Report Date  To Report Date  View Report



College	Award Admin Dept Code	Award Admin Dept	Lead PI	Sponsor	Sponsor Program Name	Total Direct Costs	Total Indirect Costs	Total Award Amount	Proposal Instrument Type	Proposal Instrument Subtype
Coll of educ & appl prof std	U046215014	Center for Community Career Ed	Huckabay, H	ED - US Dept. of Education	GEAR UP	\$0	\$0	\$624,104	Grant	
Coll of educ & appl prof std	U046215012	School of Education	Gamble, Ethel	ED - US Dept. of Education	English Language Acquisition Grants	\$0	\$0	\$272,799	Grant	
College of liberal arts & sci	U046510068	Psychology	Hood, Ralph	Universitat Bielefeld		\$0	\$0	\$13,794	Contract	
No college	U045520015	Asst Provost for Research	Carroll, Andrew	Benwood Foundation		\$0	\$0	\$15,000	Contract	
Coll of educ & appl prof std	U046215014	Center for Community Career Ed	Boykin, Twyler	ED - US Dept. of Education		\$0	\$0	\$257,500	Grant	
Coll of educ & appl prof std	U046215015	Nursing	Smith, Christine	HHS - HRSA - Health Resources and Services Administration	Advanced Education Nursing Traineeship (AENT)	\$0	\$0	\$342,354	Grant	
General administration	U045601	General administration	Heath, Gregory	HHS - NIH - NCRR - National Center for Research Resources	Biomedical/Biobehavioral Research Administration Development	\$0	\$0	\$87,560	NH Grant	D,G, or S Series
Coll of educ & appl prof std	U046215014	Center for Community Career Ed	Gholston, Shirl	ED - US Dept. of Education	Student Support Services Program	\$0	\$0	\$293,288	Grant	
College of liberal arts & sci	U046510052	Mathematics	Bao, Feng	DOE - ORNL - UT-Battelle - Oak Ridge National Laboratory		\$0	\$0	\$60,970	Contract	
College of liberal arts & sci	U046510052	Mathematics	Bao, Feng	DOE - ORNL - UT-Battelle - Oak Ridge National Laboratory		\$0	\$0	\$59,944	Contract	
Coll of engineering & comp sci	U046413030	Computer science	Yang, Li	US - NSF - National Science Foundation	CyberCorps	\$0	\$0	\$164,997	Grant	
Coll of educ & appl prof std	U046520030	Southeast Center for Education	Melnik, Laurie	Tennessee Arts Commission		\$0	\$0	\$7,000	Grant	
Coll of engineering & comp sci	U046413030	Computer science	Wu, Dalei	US - NSF - National Science Foundation		\$0	\$0	\$299,884	Grant	
Coll of educ & appl prof std	U046215014	Center for Community Career Ed	Vann, Karen	ED - US Dept. of Education	Talent Search	\$0	\$0	\$240,000	Grant	
Coll of educ & appl prof std	U046215015	Nursing	Smith, Christine	HHS - HRSA - Health Resources and Services Administration	Advanced Nursing Education Program	\$0	\$0	\$299,401	Grant	
No college	U045520015	Asst Provost for Research	Carroll, Andrew	Lyndhurst Foundation		\$0	\$0	\$100,000	Grant	

5 Filling Out a Proposal Record

You may need to assist a faculty member in your department fill out a proposal entry. The information below offers you a step-by-step guide.

5.1 General Information

1. Log in to Cayuse. Refer to [Section 2](#) for login instructions.
2. Go to the “Proposal Dashboard” on the left and click “Start new Proposal.”

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Advance Acct Requests Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

- [PI Certification Inbox](#)
- [Unit Approval Inbox](#)

University of Tennessee
[Pre Award Office contact information](#)
Phone: (Evisions) 503.297.2108
Fax: (Evisions) 714.730.2524
Email:
ResearchSuiteSupport@evisions.com

>> Welcome to Cayuse SP

The purpose of this information system is to sponsored project proposals as well as inter

The Proposal Dashboard offers you the ability

1. Start a new proposal
2. Edit unsubmitted and track your submitted
3. View and track proposals on which you a

The Award Dashboard offers you the ability t

1. View awards on which you are listed as a
2. View awards for administering departme
3. Add notes and/or attachments to awards

Use the Certifications/Approvals Dashboard

1. Certify proposals on which you are cited
2. Authorize proposals in your role as a dep

Administrative Support

For questions, please contact your [pre-award of](#)

Technical Support

For technical issues in Cayuse SP, contact the E

3. Under “Sponsor Information”, click the magnifying glass.

* Indicates Required Fields

Sponsor Information

* Sponsor:  

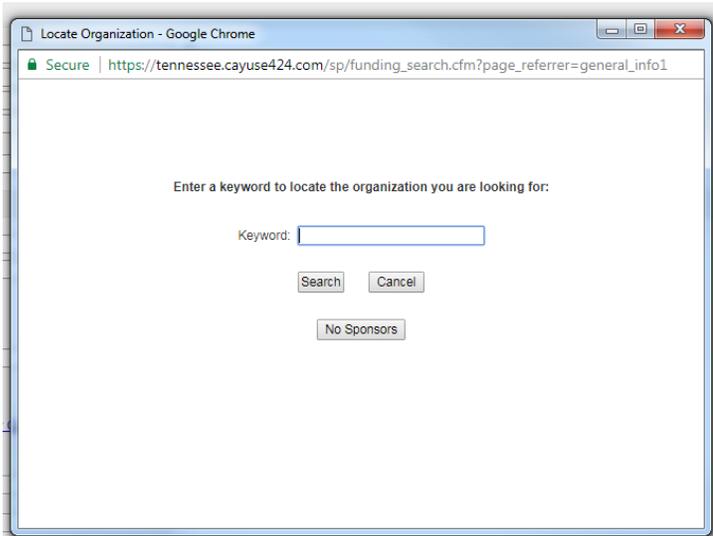
Funding Opportunity/Sponsor application No:

Sponsor Program Name:

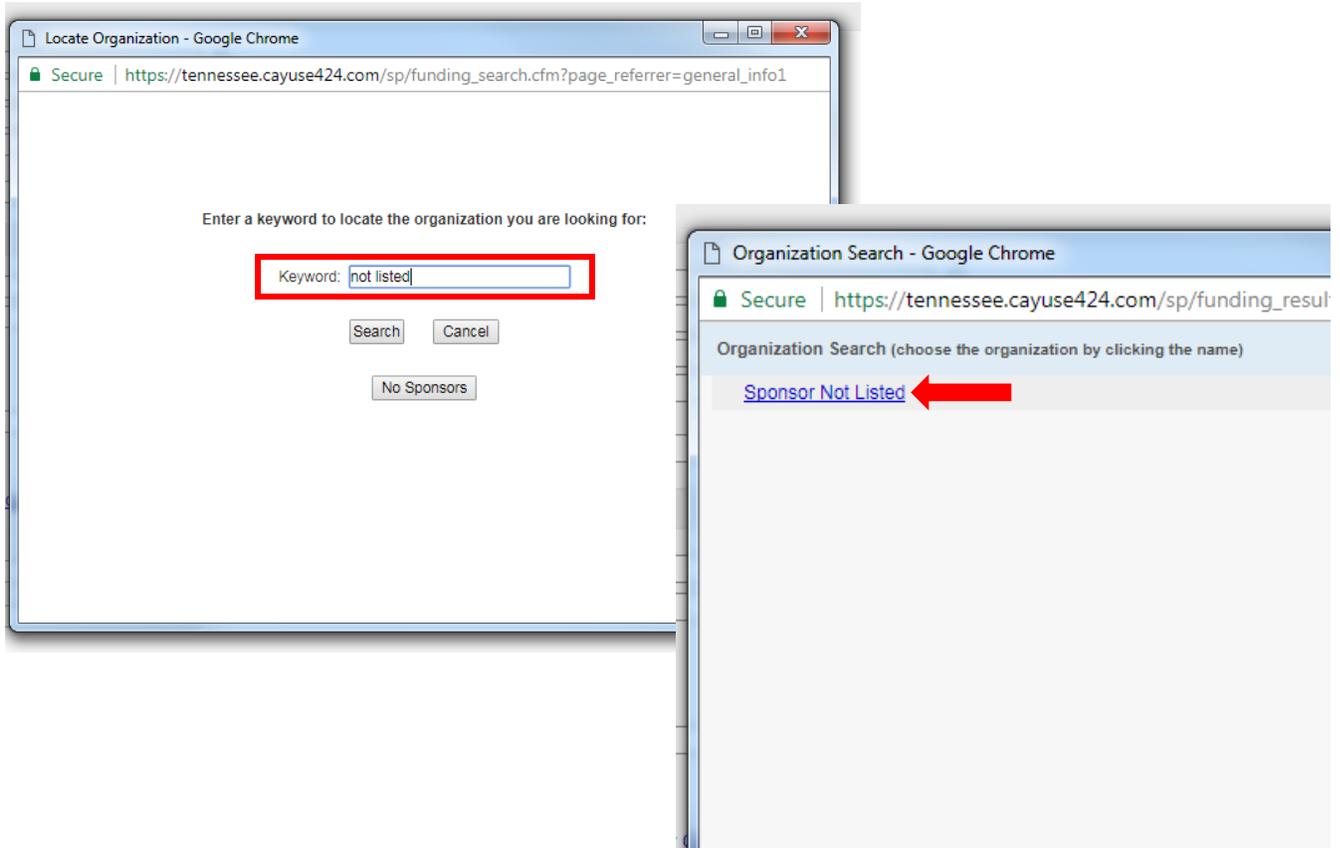
Proposal Guideline URL:

Prime Funding Agency: 

4. This will bring up a pop up window where you can search keywords to find your desired sponsor.



- a. If you cannot find the name of the sponsor, type "not listed" in the search box. Click on the Search button. Select "Sponsor Not Listed."



5. Under “Admin Unit,” **ALWAYS** select **Research & Sponsored Programs**. This will enable ORSP to review and make corrections before the proposal is routed to other administrators. As part of its review, ORSP will change the admin unit to the appropriate department at the end of the routing chain.

General Proposal Information

* Admin Unit  

* Primary Administrative Contact: 

Campus:

Project N

Unit Code	Unit Name	Campus
<input type="text" value="Search"/> x	<input type="text" value="sponsored programs"/> x	<input type="text" value="Search"/> x
U045601062	Research & Sponsored Programs	Chattanooga

* Short P

* Project

* Project

* Activity

6. Under “Primary Administrative Contact,” click the magnifying glass. You will search for the faculty member who will be the Lead PI for the proposal.

General Proposal Information

* Admin Unit 

* Primary Administrative Contact:  

Campus:

Project No:

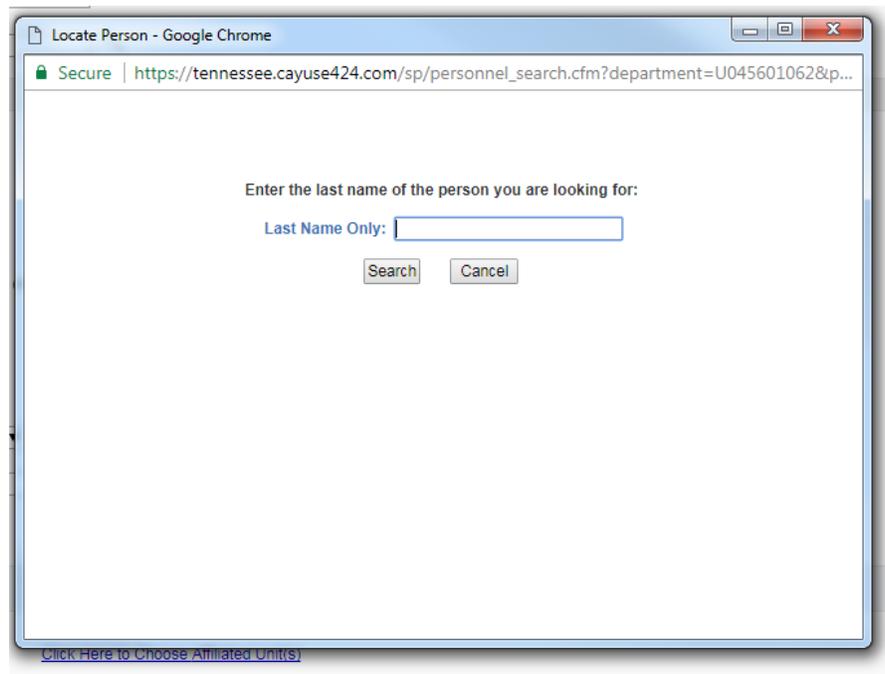
* Short Project Name: (internal reference name)

* Project Start Date:  [Clear](#)

* Project End Date:  [Clear](#)

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

- a. Search using the last name of the faculty member and select their name.



Locate Person - Google Chrome

Secure | https://tennessee.cayuse424.com/sp/personnel_search.cfm?department=U045601062&p...

Enter the last name of the person you are looking for:

Last Name Only:

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

- b. If you cannot find the person you wish to add, **contact ORSP for assistance.**

7. Fill out the “Short Project Name,” “Project Start Date,” and “Project End Date.”

General Proposal Information

* Admin Unit

* Primary Administrative Contact:

Campus:

Project No:

* Short Project Name: (internal reference name)

* Project Start Date: [Clear](#)

* Project End Date: [Clear](#)

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

8. Choose the appropriate “Activity Code.”
 - a. If you are not sure what the appropriate activity code is for the proposal, you can find definitions for the above codes on the ORSP [website](#).

General Proposal Information

* Admin Unit

* Primary Administrative Contact:

Campus:

Project No:

* Short Project Name:

* Project Start Date: [Clear](#)

* Project End Date: [Clear](#)

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

* Proposal Type:

* Instrument Type:

How will this proposal be submitted?

Select Submission Method:

Affiliated Unit(s) (if applicable):

* Sponsor Deadline:

* Title of Project:

Activity Codes - Google Chrome

Secure | https://tennessee.cayuse424.com/sp/chess_codes.cfm?page_referrer=general_info&pres...

Activity Code (choose an Activity code by clicking the name)

- [Academic Services](#)
- [Agency](#)
- [Applied Research](#)
- [Basic Research](#)
- [Clinical Research](#)
- [Clinical Trial](#)
- [Conference/Seminar](#)
- [Fellowship](#)
- [Institutional Support](#)
- [Instruction](#)
- [Public Service](#)
- [Scholarships](#)
- [Student Services](#)
- [Training](#)

[Close Window](#)

9. Select the "Proposal Type" by clicking the drop down button.

A screenshot of a web form. The 'Proposal Type' dropdown menu is open, showing a list of options: 'Select One', 'Amendment', 'Funding Change', 'Indefinite Delivery/Indefinite Quantity Contract', 'Letter of Intent/Preliminary Proposal', 'Master', 'Missing Data Point', 'New', 'New - Limited Submission', 'Non-Competing Cont/Progress Report', 'Renewal/Competing Continuation', 'Resubmission', 'Revision (competitive)', 'Supplement', 'Supplement to Master Agreement/Task Order', and 'Select One'. A red arrow points to the dropdown arrow. Other form fields include 'Instrument Type', 'How will this proposal be submitted', 'Select Submission Method', 'Affiliated Unit(s) (if applicable)', and 'Sponsor Deadline'.

10. Select the "Instrument Type" by clicking the drop down button.

A screenshot of a web form. The 'Instrument Type' dropdown menu is open, showing a list of options: 'Select One', 'Select One', 'Agreement - No Money', 'Amendment - No Funding Change', 'Award to Individual', 'Confidentiality/Nondisclosure Agreement', 'Confidentiality/Nondisclosure Agreement - Non-routing', 'Consortium Membership', 'Consortium Membership - No Money', 'Contract', 'Contract - Awarded Proposal - No Money', 'Cooperative Agreement', 'Cooperative Agreement - No Money', 'County Budget', 'Data Agreement', 'Grant', 'JFU', 'Material Transfer Agreement', 'Material Transfer Agreement - Money In', 'Material Transfer Agreement - Non-routing', and 'Memorandum of Understanding'. A red arrow points to the dropdown arrow. Other form fields include 'How will this proposal be submitted', 'Select Submission Method', 'Affiliated Unit(s) (if applicable)', 'Sponsor Deadline', and 'Title of Project'.

11. Select the appropriate submission method from the drop down menu. If you are unsure, just select "other." ORSP will make corrections if needed.

- a. If you select other, it will request an email or URL. If you do not know or there is not one, leave it blank.

A screenshot of a web form. The 'Select Submission Method' dropdown menu is open, showing a list of options: '...', 'Cayuse 424', 'Grants.gov forms', 'Paper', and 'Other'. A red arrow points to the dropdown arrow. Below the dropdown, the 'Select Submission Method' is set to 'Other' and the 'Email or URL' field is empty. Other form fields include 'How will this proposal be submitted?', 'Affiliated Unit(s) (if applicable)', and 'Sponsor Deadline'.

12. "Affiliated Unit" is for situations when a department needs to review or approve a proposal but none of the project personnel are in that unit. You can typically skip this step.

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

13. Fill out the "Sponsor Deadline" and "Title of the Project."

* Sponsor Deadline:  Clear Time: Eastern

Postmark: Receipt:

* Title of Project:

14. Ignore the three radio buttons at the bottom of the page. ORSP will handle these for you.

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

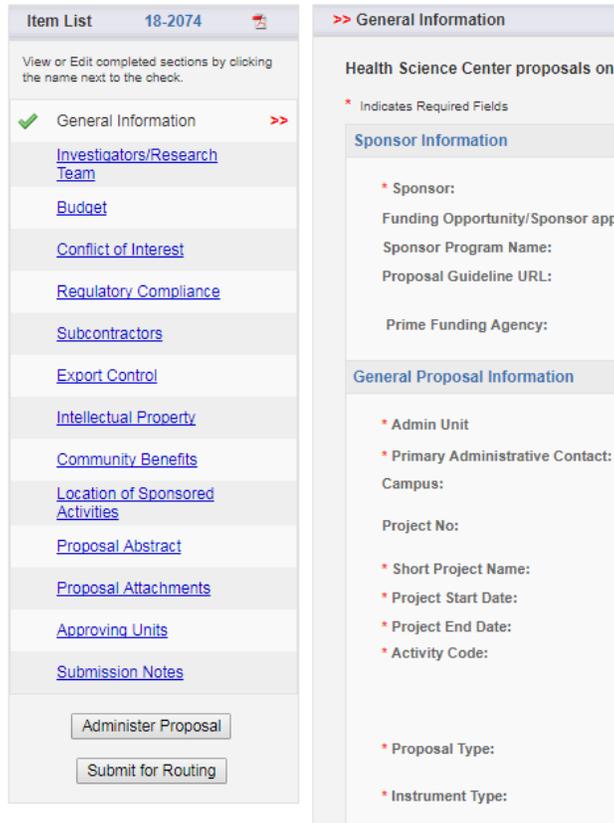
Postmark: Receipt:

* Title of Project:

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

15. Click "Save" at the bottom of the page.

16. Once you save the general information page, an “Item List” appears with a routing number. The remaining sections are listed, along with the option to “Administer Proposal” or “Submit for Routing.” As each section is completed a green check mark appears.



5.2 Investigators/Research Team

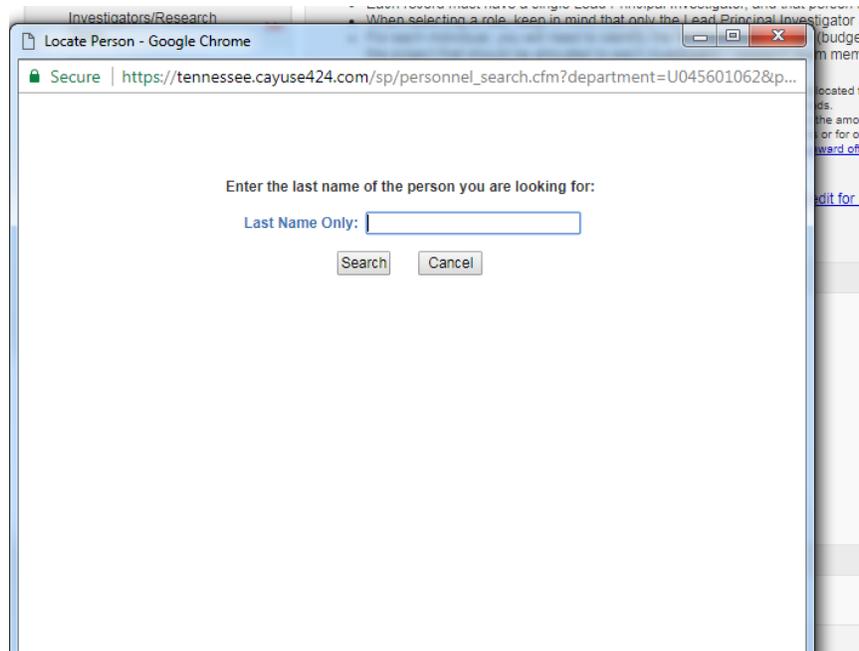
In this section, input information regarding all members of the research team (Lead PI, PI, Key Participant, etc.).

1. The starred boxes indicate a required field. Start by inputting information about the Lead PI.

Add Personnel Information

* Last Name: <input type="text"/>	* Unit: <input type="text"/>
* First Name: <input type="text"/>	* Role: <input type="text" value="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"/>

2. Similar to the “General Information” section, search for the Lead PI’s last name.
 - a. If you cannot find the Lead PI’s name, contact ORSP.



3. When a Lead PI’s name is selected, it should prepopulate information for “First Name,” “Phone,” and “Email.”
4. “Person Months” is how many months per year a person (in this case the Lead PI) will work on the project. Some sponsors require this information, but many do not. Enter 0 here. This information will be included in the proposal and/or budget attachments.

Add Personnel Information

* Last Name: 🔍

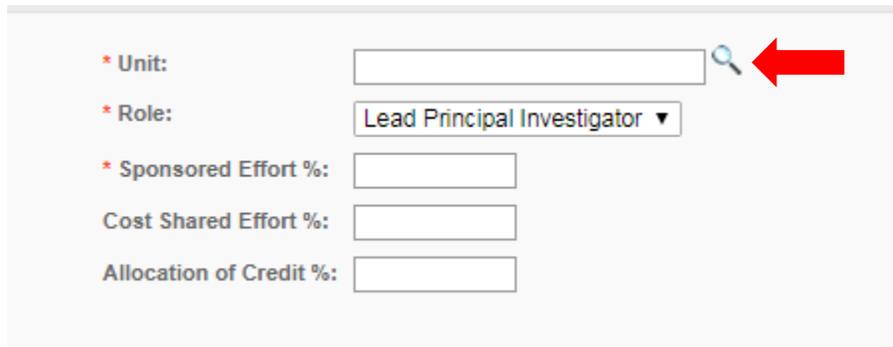
* First Name:

Phone:

Email:

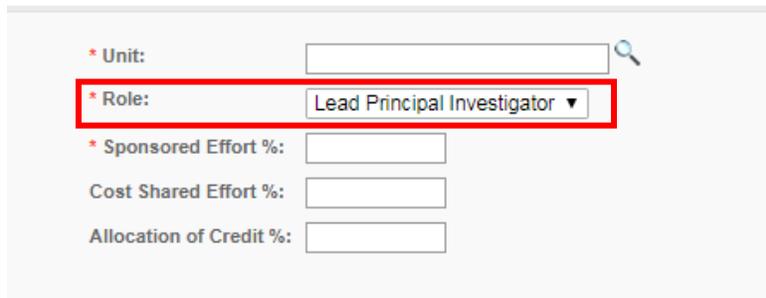
➔ * Person Months:

- Next, choose the appropriate department for the Lead PI by clicking the search icon. **You will not choose “Research & Sponsored Programs” as you did in the “General Information” section.**



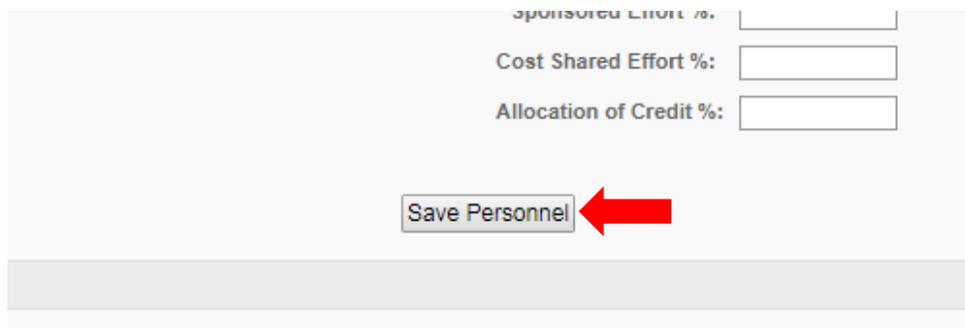
A screenshot of a form with the following fields: * Unit: [text input] with a search icon to its right; * Role: [dropdown menu showing 'Lead Principal Investigator']; * Sponsored Effort %: [text input]; Cost Shared Effort %: [text input]; Allocation of Credit %: [text input]. A red arrow points to the search icon next to the Unit field.

- The “Role” will initially default to “Lead Principal Investigator.” Leave this as is.



A screenshot of a form with the following fields: * Unit: [text input] with a search icon to its right; * Role: [dropdown menu showing 'Lead Principal Investigator']; * Sponsored Effort %: [text input]; Cost Shared Effort %: [text input]; Allocation of Credit %: [text input]. A red box highlights the Role dropdown menu.

- For “Sponsored Effort %” and “Cost Shared Effort %,” enter 0. This information will be included in the budget attachment.
- “Allocation of Credit %” is optional, but it is highly recommended that you fill this in. Identify what percent of credit/recognition the PI and collaborators should have for the project.
- Once the required fields are filled out, click “Save Personnel.”



A screenshot of a form with the following fields: * Sponsored Effort %: [text input]; Cost Shared Effort %: [text input]; Allocation of Credit %: [text input]. Below these fields is a button labeled “Save Personnel”. A red arrow points to the “Save Personnel” button.

10. After the Lead PI's information is saved, it will refresh the page. The Lead PI's information will be at the bottom under "List of Personnel." You can edit and delete this information if necessary.

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months		
Meredith Perry	Partnerships & Sponsored Progr (U045601062)	Lead Principal Investigator	10.0000%	0.0000%	10.0000%	0.0000%	2.0000	Edit	Delete

11. You can then input information for the remaining team members (if any) by repeating steps 1-9.
- For step 5, choose the team member's department. This may be different than the Lead PI's department.
 - For step 6, choose the role specific to the team member.

* Unit:

* Role:

* Sponsored Effort %:

Cost Shared Effort %:

Allocation of Credit %:

Personnel

Other Participant (no routing) 0000% 0

5.3 Budget

1. The “Budget Form” defaults as “Summary” and the “# of Budget Periods” defaults at 1. You can leave these as is.

Overview

Lead PI: Meredith Perry Sponsor: Sponsor Not Listed

* Budget Form: **Summary** ▼

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: **1** ▼

Project Dates: **Current Period** **Entire Project**

* Start: [Clear](#) **11/01/17**

* End: [Clear](#) **11/29/17**

Comments: (512 chars max)

2. Enter the same dates for the “Current Period” as are entered for “Entire Project.”

Project Dates: **Current Period** **Entire Project**

* Start: [Clear](#) **11/01/17**

* End: [Clear](#) **11/29/17**

3. If the proposal requires cost-sharing, click “Yes.”

Cost Sharing

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

Yes No

4. Clicking yes expands the section.
 - a. For UTC cost-sharing, fill in the appropriate details for each department/unit contributing cost-sharing. Enter the total amount for the entire project to be cost-shared by the department/unit (don't break the amount into separate years).

Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?
 Yes No

If yes, please fill in below:

Internal Cost Sharing

Check the appropriate cost sharing/cash matching type(s):

Agency Mandated Amount: \$ **Voluntary** (Mandatory if Awarded) Amount: \$

[Add Unit](#)

No cost share units have been added.

Third-Party Cost Sharing

[Add Organization](#)

Organization	Amount	Account	Commitment Type	Match Type	Comment
No records found.					

[View All](#)

- b. When you check "Agency Mandated" it expands the section further.

Internal Cost Sharing

Check the appropriate cost sharing/cash matching type(s):

Agency Mandated Amount: \$ **Voluntary**

Please check all that apply

F&A

In-Kind

Cash Matching

Salary Cap

Comment:
 (Limit 100 characters)

5. For non-UTC cost-sharing, fill in the appropriate details for each organization that is contributing cost-sharing. Enter the total amount for the entire project to be cost-shared by the organization. Use the “Comment” box to provide additional details on the cost-sharing.
 - a. If you cannot find the name of the organization providing cost sharing, type “not listed” in the search box and click on the search button. This will produce a popup containing “sponsor not listed” for you to select. (This is the same procedure you do on the General Information page, if the sponsor name is not listed in the database.)



6. For the F&A Rate section, only one rate is needed (Cayuse has room for three rates, to accommodate needs on the different UT campuses.) Click the box by “F&A Rate (1)” and under “Current Period.”

F&A Rates

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

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

7. **A popup chart appears**, listing the federally-negotiated F&A rates for all the UT campuses. You may have to expand the popup to see UTC's rates, which are toward the bottom. For most proposals, the appropriate rates are 36% on campus, 13% off campus. Contact ORSP if you have questions about what F&A rate should be used.

F&A Rate Chart for University of Tennessee System

Using the chart below, select the appropriate rate for your campus and activity.

If you are using a rate that is specific to a sponsor or otherwise does not appear on this chart, enter the F&A rate in the field in the bottom left and click "Change Rate".

	UTK	UTSI	MEM	GSMK	COMC	VetMed	AgRes	Ext	UTC	UTM	IPS
Research On Campus	51	55	52	40.0		47	44				
Research Off Campus	26	26	26	26.0		26	26				
Instruction On Campus	53	55	45	24.5							
Instruction Off Campus	26	26	26	24.5							
Other Sponsored Activity On Campus	38		40	38.1				18			
Other Sponsored Activity Off Campus	26		26	26				14			
On Campus					10				36	50	35
Off Campus					10				13	18.5	26
IPA Agreement	7.1	7				5.3	6	2.4			
Other			20	20	20						

F&A Rate: %

Use calculated values:

- a. If the sponsor for your proposal specifies another F&A rate be used, type that rate number in the fill-in box at the bottom of the page and click the "Change Rate" button.

F&A Rate Chart for University of Tennessee System

Using the chart below, select the appropriate rate for your campus and activity.

If you are using a rate that is specific to a sponsor or otherwise does not appear on this chart, enter the F&A rate in the field in the bottom left and click "Change Rate".

	UTK	UTSI	MEM	GSI
Research On Campus	51	55	52	40.0
Research Off Campus	26	26	26	26.0
Instruction On Campus	53	55	45	24.5
Instruction Off Campus	26	26	26	24.5
Other Sponsored Activity On Campus	38		40	38.1
Other Sponsored Activity Off Campus	26		26	26
On Campus				
Off Campus				
IPA Agreement	7.1	7		
Other			20	20

F&A Rate: %

8. Under the “Budget Categories” section, enter the “SPONSOR DIRECT COSTS” and the “BASE for F&A Rate (1).”
 - a. Under “current period” enter the total direct costs for all years of the project and the total F&A base for all years.
 - b. Cayuse calculates the remaining portions of the budget.

Budget Categories

	Current Period	Entire Project
SPONSOR DIRECT COSTS:	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
BASE for F&A Rate (1):	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
BASE for F&A Rate (2):	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
BASE for F&A Rate (3):	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
Use calculated values: <input checked="" type="checkbox"/>	INDIRECT COSTS (F&A):	\$0
	FEE:	\$ <input type="text" value="0"/>
Use calculated values: <input checked="" type="checkbox"/>	TOTAL SPONSOR PROPOSED COSTS:	\$0
	Internal Cost Sharing:	\$ <input type="text" value="0"/>
	Third-Party Cost Sharing:	\$ <input type="text" value="0"/>
	TOTAL PROJECT COSTS:	\$0

* If there is additional cost sharing in subsequent years, the total may be reflected in the Institutional Cost Sharing value for the Entire Project.

9. Under “Additional Resources,” indicate whether you used services provided by the Office of Research. Please note, the “Click here for a full list” link redirects you to UTHSC’s information, which is not applicable to UTC. If you have specific budget questions, please contact ORSP at orsp@utc.edu.
 - a. If you click yes, it will ask you to specify which resources you used.
 - b. Save changes.

Additional Resources

* Did you use services provided by the Office of Research for this proposal?
i.e. grant consultant, copy editor, etc. [Click here for a full list](#)

Yes No

Please specify the resources used

* Please check all that apply.

- Proposal Development
- Intramural Funding
- Institutional Research Cores

* Please list the resources used [Click here for a full list:](#)

5.4 Conflict of Interest

You must answer all of the questions pertaining to conflict of interest. It should be answered for anyone considered an investigator on the project. Investigator in this sense is “defined as anyone responsible for the design, conduct, or reporting of research and/or other sponsored projects externally funded, or proposed for such funding, which may include, for example, collaborators or consultants.”

>> Conflict of Interest

Please refer to your [campus conflict of interest policy](#) and be sure that you have completed an Outside Interest Disclosure form and financial conflict of interest training, if required. Your campus conflict of interest contact is listed [here](#). Click the appropriate disclosure form for your campus.

All Campuses EXCEPT UTHSC

- [Part 1 - Outside Interest Disclosure Form - Faculty and Staff \(PerfectForms\)](#)
- [Part2 - Financial Interest Disclosure Form for PHS Investigators \(PerfectForms\)](#)

UTHSC DISCLOSURES ONLY

- [UTHSC for all Investigators - Outside Interest Disclosure Form](#)

"Investigator" is defined as anyone responsible for the design, conduct, or reporting of research and/or other sponsored projects externally funded, or proposed for such funding, which may include, for example, collaborators or consultants.

* Indicates Required Fields

1. Currently or during the term of this project, does any investigator and/or his or her **family members** have or expect to have:

*Note: **Family members** are defined as an individual's spouse (whether or not they commingle assets), parents, and children (both dependent and nondependent and including stepchildren and foster children).*

* a. A personal financial interest in this project or personal financial relationship (including compensation or gifts of cash or in-kind) with any entity involved in the study, including sponsor, vendors, subrecipients, or other interested parties)?

Yes No

* b. A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with an entity that owns or has the right to commercialize a product, process, or technology studied in this project?

Yes No

* c. A board membership of any kind or an executive position (paid or unpaid) with the sponsor of this project or with an entity that owns or has the right to commercialize a product, process, or technology studied in this project or that is otherwise involved with the project?

Yes No

* 2. Have all Investigators completed Financial Conflict of Interest Training in accordance with their respective Institution's policy and procedures? (This is required by UTHSC at the time of submission for all sponsored activities.)

Yes No

* 3. Is the proposal being submitted to any agency that falls under the auspices of the Public Health Service (e.g. AHRQ, ATSDR, CDC, FDA, HRSA, IHS, NIH, OIG, SAMHSA, etc.) or that has adopted the [PHS policies](#)?

Yes No

Save Reset

5.5 Regulatory Compliance

Regulatory Compliance asks you questions about the research being done and whether it involves human or animal subjects, and/or any hazardous materials, nanomaterials, or materials provided by the sponsor.

>> Regulatory Compliance

If this proposal includes the use of hazardous research materials, please check the appropriate category under Research Materials and contact the **Environmental Health & Safety Office** for any required approvals.

* Indicates Required Fields

Human Subjects

* Does this research involve Human Subjects or have a Not Human Subjects Research (NHSR) determination? (including exempt studies, data collection through surveys, questionnaires, or use of purchased or archived information about individuals)

Yes No

Animal Subjects

* Does this research involve **ANIMAL SUBJECTS**?

Yes No

Research Materials

Does the proposal involve research with any of the following? (please check all that apply)

- 1. Recombinant DNA/transgenic animals or plants;
2. Agents infectious to humans, animals or plants;
- 3. Human or nonhuman primate materials (e.g. blood, tissue, body fluids, cell lines);
4. Biological toxins (LD50<100ng/kg/ in vertebrates); or
5. [Select Agents or Toxins?](#)
If yes, contact campus [Biosafety](#).
- Radioactive material or X-ray Producing Machines (including XRF/XRD); Class III B or IV laser systems?
If yes, contact campus [Radiation Safety](#).
- Other hazardous substances (poisons, explosives, reagents, flammables, carcinogens, etc.)?
If yes, contact campus [Environmental Health and Safety](#).
- Activities that involve significant physical hazards (e.g. Noise > 85 dBA, high pressure, altitude, electrical, or sub-radio frequencies)?
If yes, contact campus [Environmental Health and Safety](#).
- Nanomaterials?
If yes, contact campus [Environmental Health and Safety](#).
- Materials provided by the sponsor or any other party?
If yes, contact campus [Pre-award Office](#)

1. If you answer yes for “Human Subjects,” it asks if the Lead PI has submitted an IRB form.
 - a. If the Lead PI has not, you must indicate why.

* Indicates Required Fields

Human Subjects

* Does this research involve Human Subjects or have a Not Human Subjects Research (NHSR) determination?
 Yes No

* Has your research team submitted an application for IRB approval?
 Yes No

* Please indicate your reason for not submitting an IRB application:

Not required at proposal submission (JIT)
 Submission is pending

2. You then answer the same questions for “Animal Subjects.”
 - a. If you answer yes, it will ask you whether the Lead PI has submitted an application for IACUC approval.
 - b. If he or she has not submitted one, you will need to indicate why.

Animal Subjects

* Does this research involve **ANIMAL SUBJECTS**?
 Yes No

* Has your research team submitted an application for IACUC approval?
 Yes No

* Please indicate your reason for not submitting an IACUC application:

Not required at proposal submission (JIT)
 Submission is pending

3. Check any research materials that may be used during the project.

Research Materials

Does the proposal involve research with any of the following? (please check all that apply)

1. Recombinant DNA/transgenic animals or plants;
 2. Agents infectious to humans, animals or plants;
 3. Human or nonhuman primate materials (e.g. blood, tissue, body fluids, cell lines);
 4. Biological toxins (LD50<100ng/kg/ in vertebrates); or
 5. [Select Agents or Toxins?](#)
If yes, contact campus [Biosafety](#).
-
- Radioactive material or X-ray Producing Machines (including XRF/XRD); Class III B or IV laser systems?
If yes, contact campus [Radiation Safety](#).
-
- Other hazardous substances (poisons, explosives, reagents, flammables, carcinogens, etc.)?
If yes, contact campus [Environmental Health and Safety](#).
-
- Activities that involve significant physical hazards (e.g. Noise > 85 dBA, high pressure, altitude, electrical, or sub-radio frequencies)?
If yes, contact campus [Environmental Health and Safety](#).
-
- Nanomaterials?
If yes, contact campus [Environmental Health and Safety](#).
-
- Materials provided by the sponsor or any other party?
If yes, contact campus [Pre-award Office](#)

4. Save changes.

5.6 Subcontractors

If the project has subcontractors (subawardees), add them in this section. If the project does not have subawardees, you can click “No Subcontractors” at the bottom of the page. Please note subawardees are different from vendors or contractors. See [UT Fiscal Policy FI0230](#) for details on distinguishing among subawardees, contracts, and vendors.

>> Subcontractors

If this proposal involves subcontractors (for which funds are requested), please add them below by typing the subcontractor's name into the text field and clicking "Search". Provide the following information on the Attachments screen:

1. Subcontractor's Statement of Work
2. Subcontractor's Detailed (line item) Budget
3. Subcontractor's Budget Justification
4. Subrecipient Commitment Form signed by an authorized official of the subcontractor's institution. Contact your [campus pre-award office](#) or access a copy of your campus' subaward commitment form [here](#).
5. Letter of Commitment signed by an authorizing official of the Subcontractor's Institution (Needed only if the sponsor requires it)

Federal Funding Accountability & Transparency Act (FFATA)
If this project is a federal award that involves any first-tier subawards of \$25,000 or more, the project may be subject to FFATA which requires certain information to be reported on subawards that exceed the \$25,000 threshold.

Note: If no subcontracts are proposed, please click the No Subcontractors button to complete this section.

Add Subcontractor

Subcontractor: 

List of Subcontractors: (to edit the list, remove the entry and re-select)

There are no subcontractors added to the proposal

1. To add subawardees, click the search icon and type in the subcontractor under “Keyword.” When the name appears, select it.

Investigators/Research

Locate Organization - Google Chrome

Secure | https://tennessee.cayuse424.com/sp/funding_search.cfm?page_referrer=subcontractor

Enter a keyword to locate the organization you are looking for:

Keyword:

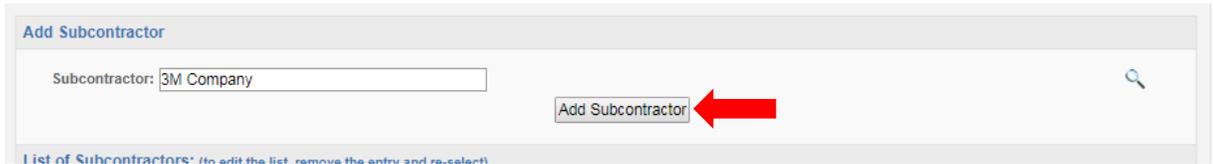
subcontractor's institution.
is' subaward commitment form [here](#)
actor's Institution (Needed only if the sponsor requir

00 or more, the project may be subject to FFATA
he \$25,000 threshold.

tion to complete this section.

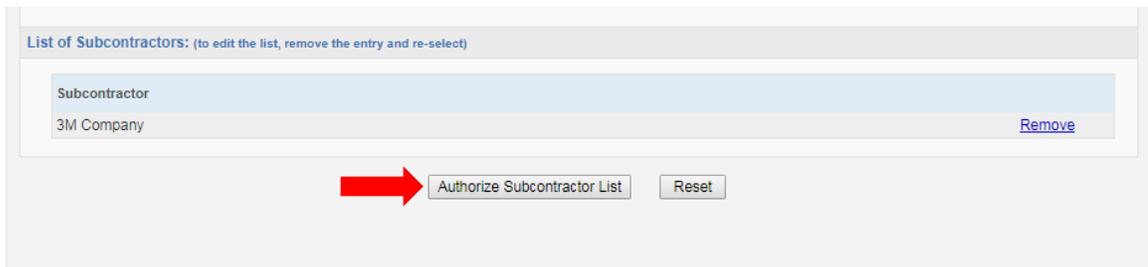
Subcontractor List

2. It will prepopulate into the subcontractor box. You can then click the “Add Subcontractor” button.
 - a. If you cannot find the name of the subcontractor, type “not listed” in the search box and click on the search button. This will produce a popup containing “sponsor not listed” for you to select.



The screenshot shows a form titled "Add Subcontractor". It features a text input field labeled "Subcontractor:" containing the text "3M Company". To the right of the input field is a search icon. Below the input field is a button labeled "Add Subcontractor", which is highlighted with a red arrow pointing to it from the right.

3. Once you add the subcontractor it appears under the “List of Subcontractors.” Once you have added all of the subcontractors working on this project, click “Authorize Subcontractor List.”
- 4.



The screenshot shows a section titled "List of Subcontractors: (to edit the list, remove the entry and re-select)". Below the title is a table with one row. The table has a header "Subcontractor" and a "Remove" link. The row contains the text "3M Company". Below the table are two buttons: "Authorize Subcontractor List" and "Reset". A red arrow points to the "Authorize Subcontractor List" button from the left.

5.7 Export Control

Identify “any items, technology, or activities on a proposal that may have export-control implications” by answering the below questions. If you have any questions, you should contact the Office of Research Integrity at (423) 425-5867.

>> Export Control

It is the responsibility of the PI to identify any items, technology, or activities on a proposal that may have export-control implications.

For any questions related to export control, please contact your [campus export control office](#).

Some types of research may have export control implications even if all work is conducted within the U.S.

* Indicates Required Fields

* 1. Does the proposed work involve any of the following, or do you have any other reason to believe it may involve export control or security concerns?

- Homeland Security concerns
- Restricted Department of Energy technology
- Spacecraft technology (U.S. Government) or
- DoD Form 2345 Militarily Critical Technical Data Agreement

Yes No

2. Do you anticipate that the project work may involve:

* a. 1) Traveling outside the US or
2) Sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (examples include: GPS, biologicals, diagnostic kits, reagents)?

Yes No

* b. A foreign national/person is any person who is NOT:

- a U.S. citizen;
- granted permanent residence as demonstrated by the issuance of a permanent resident visa (i.e. "Green Card"); or
- a "protected person" as defined by 8 USC 1234b(a)(3).

It also means:

- any foreign corporation;
- business association;
- partnership;
- trust;
- society; or
- any other entity or group that is not incorporated or organized to do business in the United States, as well as international organizations, foreign governments and any agency or subdivision of foreign governments (eg. diplomatic missions).

Examples include: graduate assistant from other country, visiting scholar, international collaborator on research team, etc.

Does this project involve work with foreign nationals, as defined above?

Yes No

* c. Transmitting funds (through payments, for example) or goods or technology to any of the following countries on the [OFAC list](#).

Yes No

3. Do you anticipate that the project work may involve:

* a. Non-commercial encryption or information security software or any classified materials, equipment, technology, or data?

Yes No

* b. Any equipment, technology, materials, software, or other defense articles listed on the United States Munitions List (USML) under the [International Traffic in Arms Regulations \(ITAR\)](#), or specifically designed, modified, or adapted (even slightly) for a military purpose, or that may involve national security?

Yes No

* c. Does the research involve technology or equipment with a strong potential dual-use (civilian and military) application listed on the Commerce Control List (CCL) under the [Export Control Regulations \(EAR\)](#)?

Yes No

1. If you answer “Yes” to 2a. you need to specify which items the Lead PI plans to ship and to where.

2. Do you anticipate that the project work may involve:

- * a. 1) Traveling outside the US or
- 2) Sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (examples include: GPS, biologicals, diagnostic kits, reagents)?

Yes No

i. What items do you plan to ship or transport out of the US? (Please be specific)

* ii. To which countries are you shipping or traveling?
(Choose all that apply by holding down the ctrl key)

- Afghanistan
- Albania
- Algeria
- American Samoa
- Andorra

Please be aware that taxes from the importing country are levied on your shipment. To check import tax tariffs go to www.export.gov

2. Click “Save” after you answer all of the questions.

5.8 Intellectual Property

1. For the Intellectual Property section, follow the prompts.

>> Intellectual Property

For Confidentiality Agreements/Nondisclosure Agreements (CDAs/NDAs) only, please mark "no" to any questions if you do not know the answer or do not yet know what product/technology may be involved.

* Indicates Required Fields

* 1. Have you disclosed any of this research to the [UT Research Foundation](#) as an invention/discovery/copyrightable material?
 Yes No

* 2. If you have made a disclosure for any of this research to the UT Research Foundation, are there any agreements or intellectual property in place?
 Yes No

* 3. Would you like UTRF to contact you regarding the commercial potential of this research?
 Yes No

* 4. Will this research require any information, data, or materials from a third party under a confidentiality agreement, non-disclosure agreement, material transfer agreement, etc.?
If yes, please add a Submission Note to this proposal, identifying the information, data, or material provider(s), and attach the agreement, if available.
 Yes No

* 5. Is this proposal related to an SBIR (Small Business Innovative Research) or STTR (Small Business Technology Transfer Research) Program?
If yes, please add a Submission Note to this proposal, identifying the prime applicant and other non-UT participants.
 Yes No

2. If you answer “Yes” to number 1, you need to enter the title for UTRF file number.

* Indicates Required Fields

* 1. Have you disclosed any of this research to the [UT Research Foundation](#) as an invention/discovery/copyrightable material?

Yes No

* If yes, please enter the title or UTRF file number

Maximum number of characters is 1000.

3. Save your changes at the bottom of the page.

5.9 Community Benefits

This section only pertains to research or projects that involves community outreach and engagement. If the Lead PI's project does not include this, then answer "No" or "Other/None" to all of the prompts.

1. If your project does include community outreach and engagement, follow the prompts and answer "Yes" when appropriate.

* Indicates Required Fields

* 1. Does this project meet the above description of "community outreach/engagement"?

Yes No

If Yes, what geographic area will be affected?

Local Area (city, county, adjacent cities, and counties)

Tennessee

National (one or more other states) or International (other foreign countries)

* 2. Does this project involve partnering with a government, non-profit, or not-for-profit entity?

Yes No

If Yes, check all that apply:

Government Agency (state, local, federal)

Education (PreK-12 or Higher Education)

Non-Government/Non-Profit/Community-based Organization

* 3. Does this project involve partnering with a for-profit entity?

Yes No

If Yes, check the entity types:

Business/Corporate/Industry – not small business or female/minority/veteran/people with disability-owned

Female-owned, minority-owned, veteran-owned, or people with disability-owned business

Small business (as defined by [U.S. Small Business Administration criteria](#).)

* 4. Select the primary impact area of this project: (choose one).

Select one... ▼

5. Please select any additional impact areas (select all that apply):

Improve animal or human health outcomes/quality of life

Enhance the effectiveness of youth programs/PreK-12 or higher education

Improve public safety

Enhance the development of cultural events/historical documents/archives

Improve economic development

Provide training and consulting and facilitate conferences for targeted populations

Other/None (If "Other," please include an explanation on the Submission Notes page.)

Save Reset

2. Save changes at the bottom of the page.

5.10 Location of Sponsored Activities

Indicate whether the Lead PI's project activities will occur on-campus, in-state, out-of-state, or out-of-country.

1. For "On-Campus Locations," if you type "C" in the drop-down it will pull up all UTC locations.

On-Campus Locations:

If any sponsored activities occur on campus, please enter below each on-campus location and the percentage of work that will be done there, and click Add.

Tip: The list is arranged alphabetically by campus/unit, beginning with Agriculture. To quickly get to the first location for a particular campus/unit, begin typing the first letter or two as follows: C for Chattanooga, K for Knoxville, MA for Martin, MC for Memorial Research Center in Knoxville, ME for Health Science Center, S for Space Institute, and U for UT Institute for Public Service.

Location:	CHAT-540 McCallie Ave-50832500	▼
Percent of Work:	CHAT-Fine Arts Center-50821400	▲
There are no on-c	CHAT-Fletcher Hall-50822400	
	CHAT-Founders Hall-50821600	
	CHAT-Frist Hall-50832100	
	CHAT-Grote Hall-50823900	
Out-of-State Loca	CHAT-Guerry Center-50821800	
	CHAT-Hoit Greenhouse-50829600	
	CHAT-Hoit Hall-50820400	
If any sponsored	CHAT-Hooper Hall-50822000	
will be done there	CHAT-Hunter Hall-50822200	
	CHAT-Lupton Library-50822300	
Location:	CHAT-MAPP Building-50832600	
Percent of Work:	CHAT-Metro Building-50829700	
There are no out-c	CHAT-Metropolitan Hospital Annex-50827400	
	CHAT-Patten Caretaker Dwelling-50830400	
	CHAT-Patten Carriage House-50830300	
	CHAT-Pfeiffer Hall-50824900	
	CHAT-Race Hall-50823500	
	CHAT-SimCenter Fuel Cell Lab-50850010	
	CHAT-SimCenter-50850000	

Reset

- For each section, indicate the percent of time spent at each location. You can add locations within each section if the Lead PI will be breaking up his/her time between different areas.

On-Campus Locations:

If any sponsored activities occur on campus, please enter below each on-campus location and the percentage of work that will be done there, and click Add.

Tip: The list is arranged alphabetically by campus/unit, beginning with Agriculture. To quickly get to the first location for a particular campus/unit, begin typing the first letter or two as follows: C for Chattanooga, K for Knoxville, MA for Martin, MC for Memorial Research Center in Knoxville, ME for Health Science Center, S for Space Institute, and U for UT Institute for Public Service.

Location:

Percent of Work: %

Location	Percent Work
CHAT-540 McCallie Ave-50832500	50.00% Remove

5.11 Proposal Abstract

Include the Lead PI's abstract, which should detail the purpose of the study, the objectives, and the methods of the study.

- Indicate whether UT users have permission to use this abstract in reports.

>> Proposal Abstract

* Indicates Required Fields

The abstract should be plainly written and in sufficient detail to summarize:

- the purpose(s) or problem(s)
- the hypothesis(es) or objective(s)
- the method(s) of the project(s)

All abstracts in the database may be available to the public and may be used to facilitate collaborative studies and to run reports. The expertise and areas of research interests on the UT campuses. If this abstract contains ANY sponsor proprietary information, such as potentially patentable invention (i.e., a new and useful process, machine, article of manufacturing, composition of manufacture, or rel: done so, you should contact the [UT Research Foundation](#) for invention management assistance.

* 1. I give permission for this abstract to be included in reports available to all UT users:

Yes No

- Copy and paste the abstract into the below field.

* 2. Abstract:

Abstract

- Indicate the area this research or project falls under by clicking the drop down button.

* 3. Please select a category that describes the type of research contained in this proposal:

Select one...

- Agriculture, Agriculture Operations, and Related Sciences
- Architecture - General
- Architecture - Interior
- Architecture - Landscape
- Biological Sciences - HSC - Cancer
- Biological Sciences - HSC - Disorders of the Nervous System
- Biological Sciences - HSC - Health Outcomes and Health Services Research
- Biological Sciences - HSC - Obesity, Diabetes, and Vascular Disease
- Biological Sciences - HSC - Precision Medicine
- Biological Sciences - HSC - Respiratory Diseases
- Biological - Neurobiology and Neuroscience
- Biological Sciences - Biochemistry/Molecular Biology
- Biological Sciences - Bioinformatics and Computational Biology
- Biological Sciences - Biotechnology
- Biological Sciences - Botany/Plant Biology
- Biological Sciences - Cellular Biology and Anatomical Sciences
- Biological Sciences - Ecology, Evolution, and Population Biology
- Biological Sciences - General Biology
- Biological Sciences - Genetics

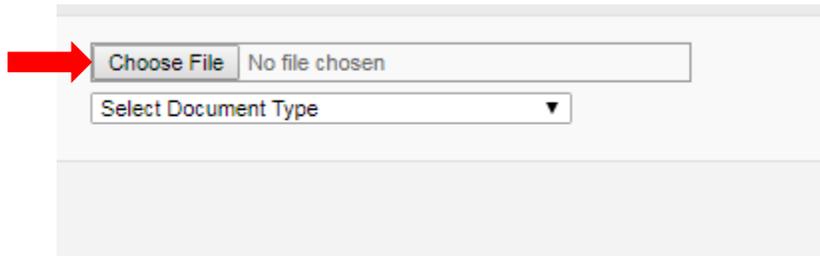
Save Reset

- Save changes at the bottom of the page.

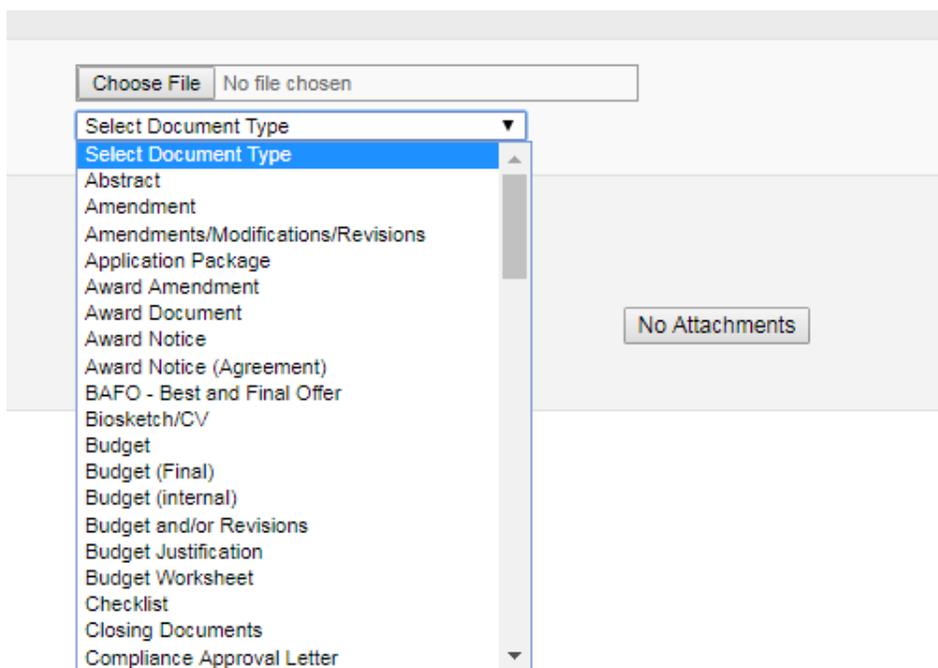
5.12 Proposal Attachments

Attach all proposal documents at this time.

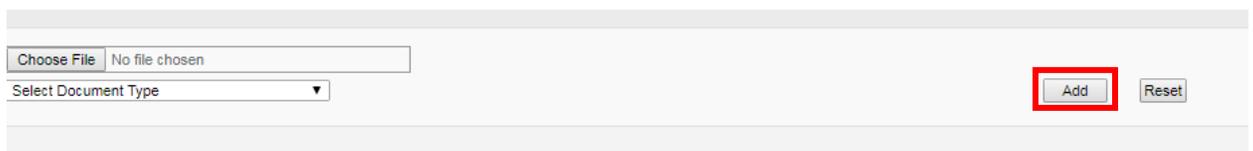
1. You can upload the Lead PI's proposal documents by clicking "Choose File" and browsing your computer.



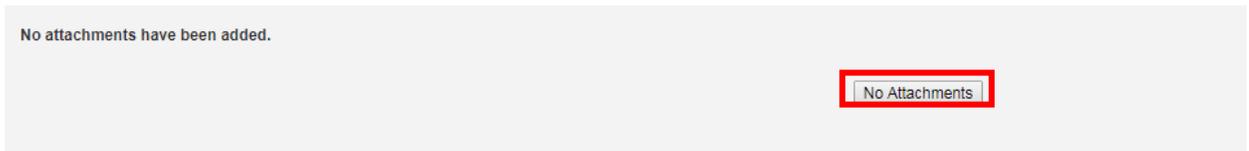
2. Select the document type using the drop down.



3. Click the "Add" button to add more documents.



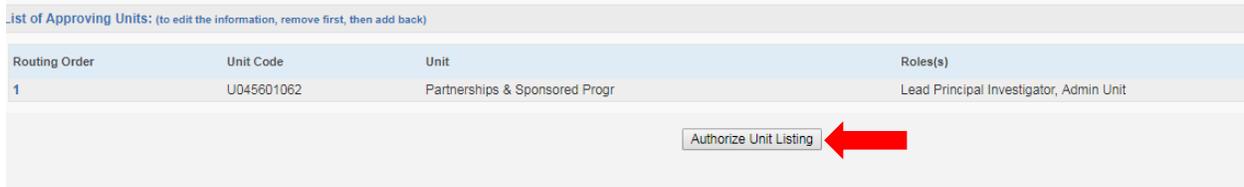
4. You can choose “No Attachments” if needed.



5. Save changes at the bottom of the page.

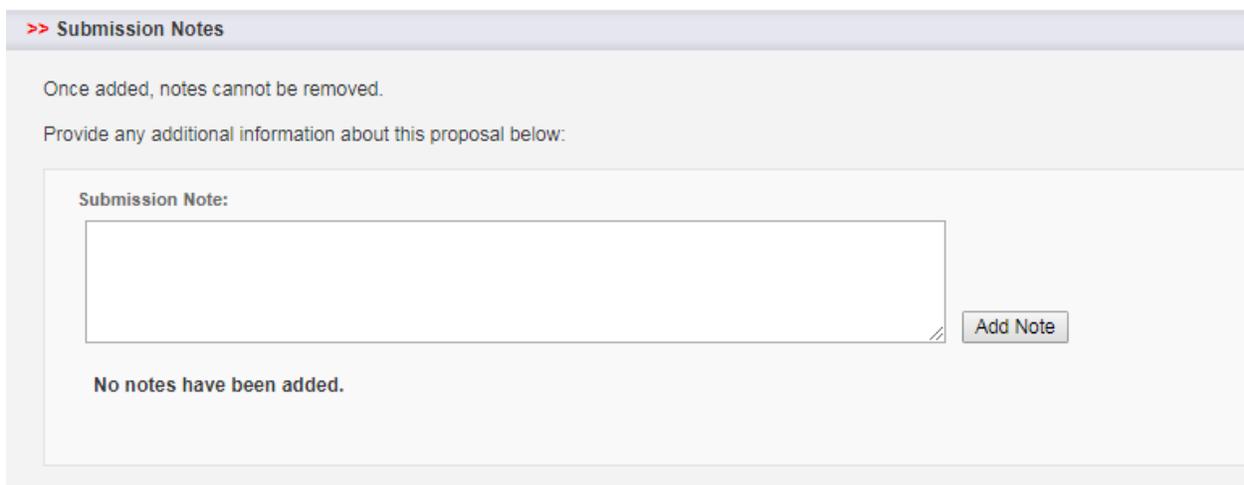
5.13 Approving Units

1. Partnerships & Sponsored Programs will default as the approving unit. Leave this as is and add additional units if needed.
2. Click “Authorize Unit Listing.”



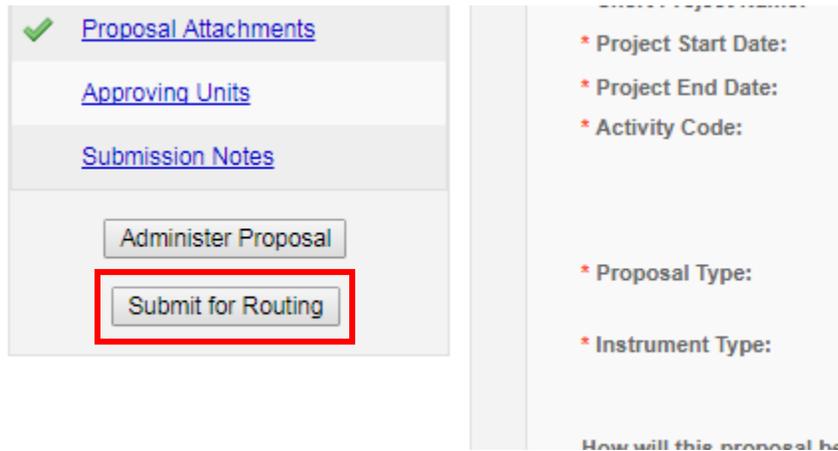
5.14 Submission Notes

If needed you can input additional information about the Lead PI’s proposal.



5.15 Submitting a Proposal

When you are done filling out all the required fields, click “Submit for Routing” on the left hand side. This submits the proposal to ORSP **NOT** the funder. ORSP and any other units noted in the “Approving Units” section will review and authorize the proposal.



The image shows a screenshot of a web interface for submitting a proposal. On the left side, there is a vertical menu with four items: a green checkmark icon followed by the text "Proposal Attachments", the text "Approving Units", the text "Submission Notes", and a button labeled "Administer Proposal". Below the "Administer Proposal" button is another button labeled "Submit for Routing", which is highlighted with a red rectangular border. To the right of this menu is a form area with several required fields, each marked with a red asterisk: "* Project Start Date:", "* Project End Date:", "* Activity Code:", "* Proposal Type:", and "* Instrument Type:". Below these fields, the text "How will this proposal be" is partially visible.

6 Still Need Help

6.1 Contact Information

Cayuse & Proposal Questions	
Office of Research & Sponsored Programs 109 Race Hall (423) 425-4052 orsp@utc.edu	
Meredith Perry Executive Director (423) 425-2232 Meredith-Perry@utc.edu	Sam Stanley Grants Specialist (423) 425-4168 Sam-Stanley@utc.edu
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Tracey Woodbury Contract and Post-Award Specialist (423) 425-5968 Tracey-Woodbury@utc.edu	Terri Bearbower Research Office Manager (423) 425-1743 Terri-Bearbower@utc.edu

Conflict of Interest Questions
Office of Research Integrity 109 Race Hall (423) 425-4052 Lindsay-Pardue@utc.edu

6.2 Additional Resources

Visit the ORSP [website](#) for additional tips and how-to's.