University of Tennessee at Chattanooga

# Administrator Guide to Cayuse

Updated 05/2020

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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.

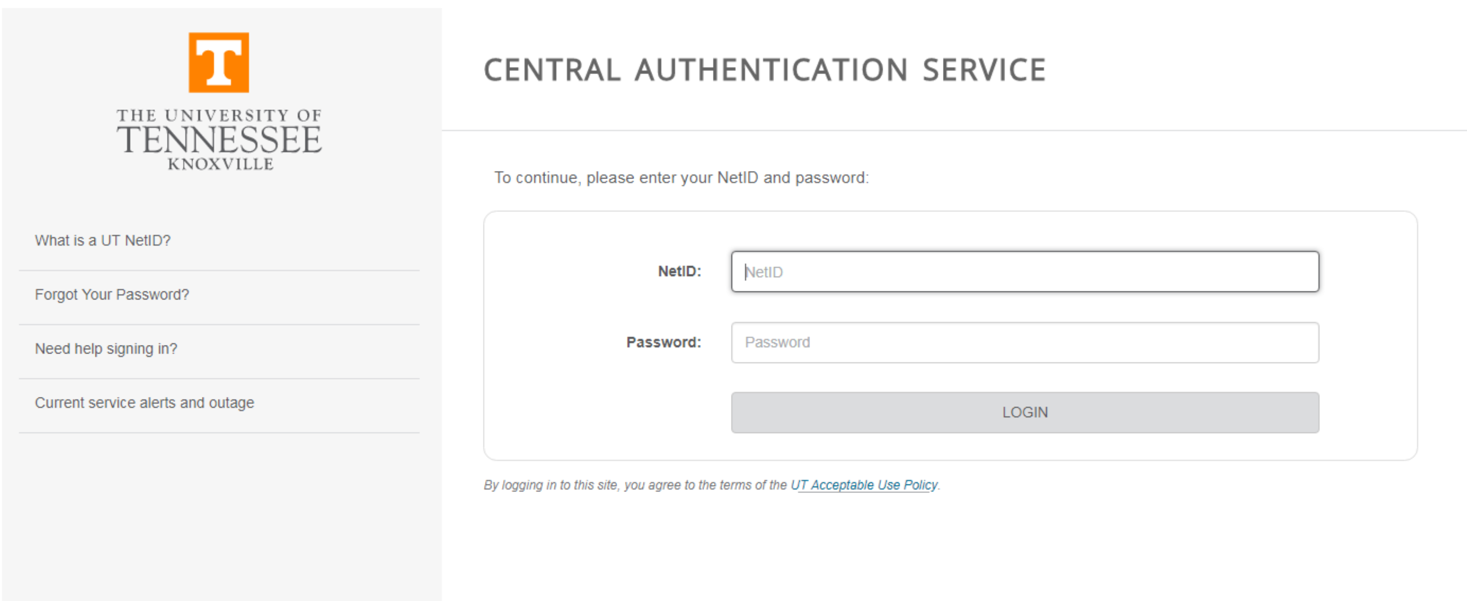
Overall, Cayuse allows for greater autonomy for faculty and staff in the internal approval process, easy access to all of your sponsored program information via a web portal, and increased automation for processes such as internal routing, document retrieval, and account set-up!

## 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.

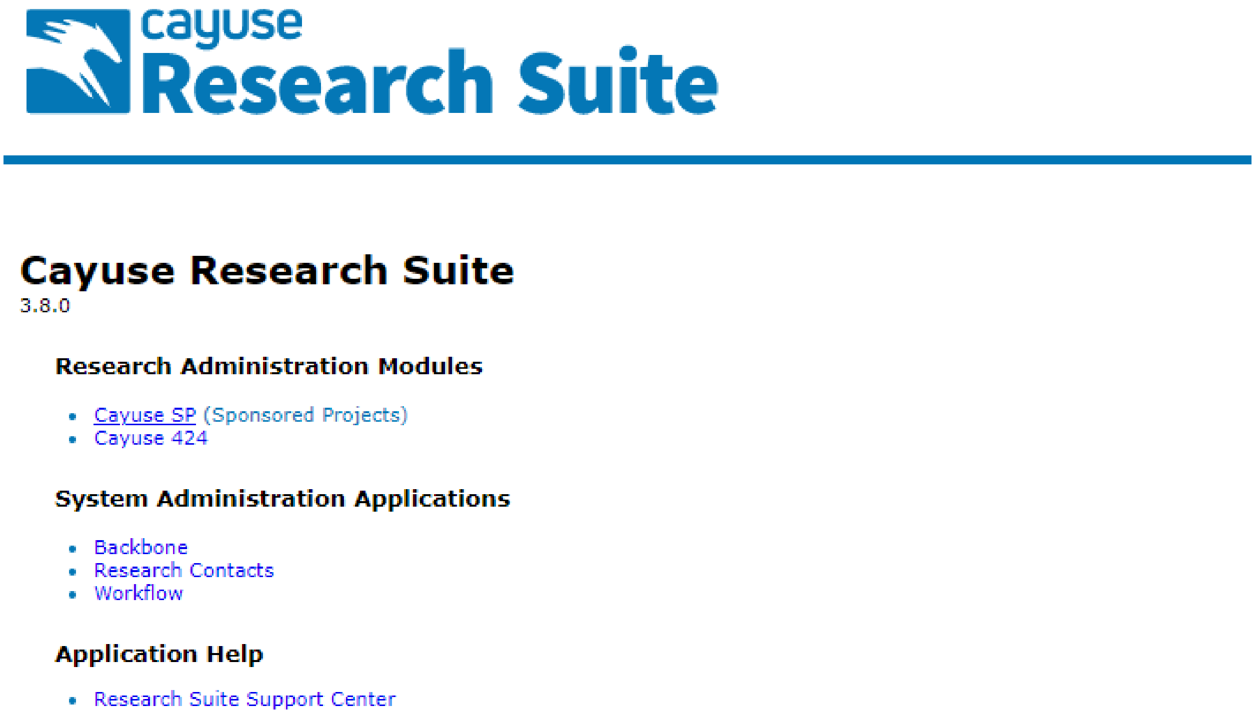



4. If you are having trouble logging in, there could be a variety of issues:
    a. You may need to clear your cookies, close your browser, and re-open it.
    b. You may need to try using a different browser. Try Firefox or Internet Explorer.
    c. You may not have access yet. If you cannot login or 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

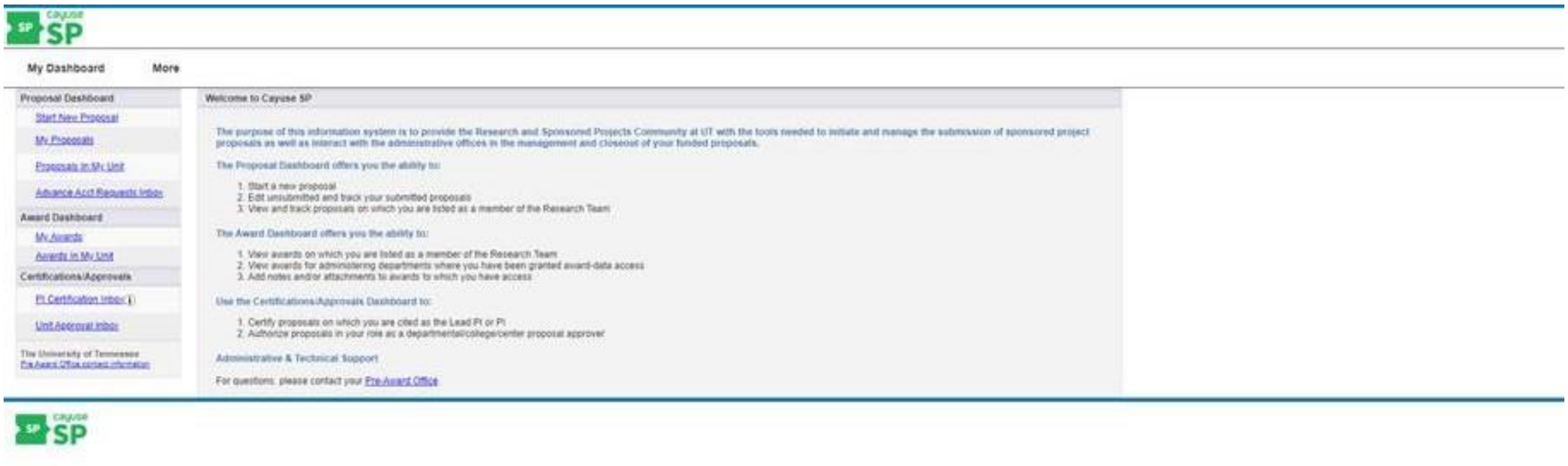
1. Once you are logged in, it will bring you to the Cayuse home page.

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.

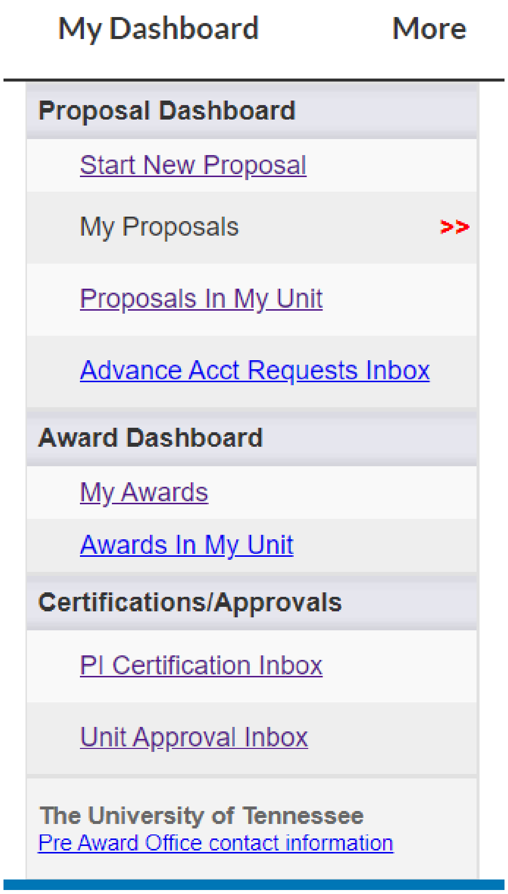


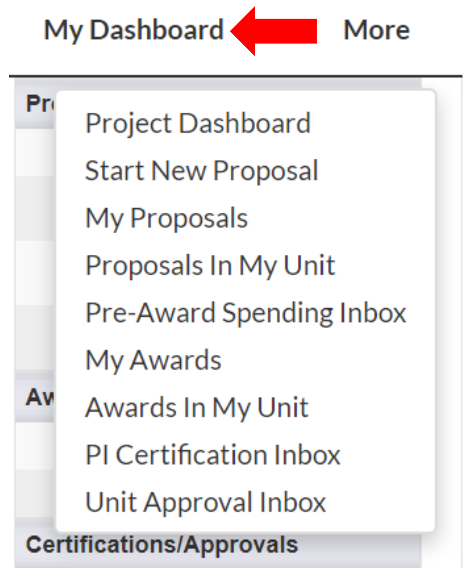
3. Click “Cayuse SP (Sponsored Projects).” Cayuse 424 is used for certain federal grant proposals. If something needs to be entered into Cayuse 424, ORSP will work directly with the Lead Principal Investigator (PI) to submit the proposal to the sponsor.

4. Below is the home page for Cayuse SP.



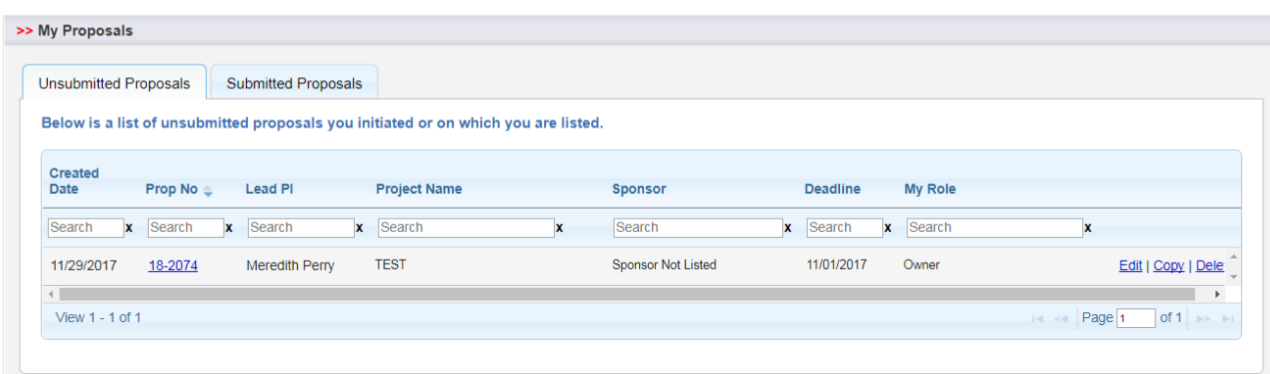
5. Use the navigation pane on the left-hand side to work on or get information on proposals and awards.
   a. These can also be accessed by hovering your mouse over “MY DASHBOARD.”



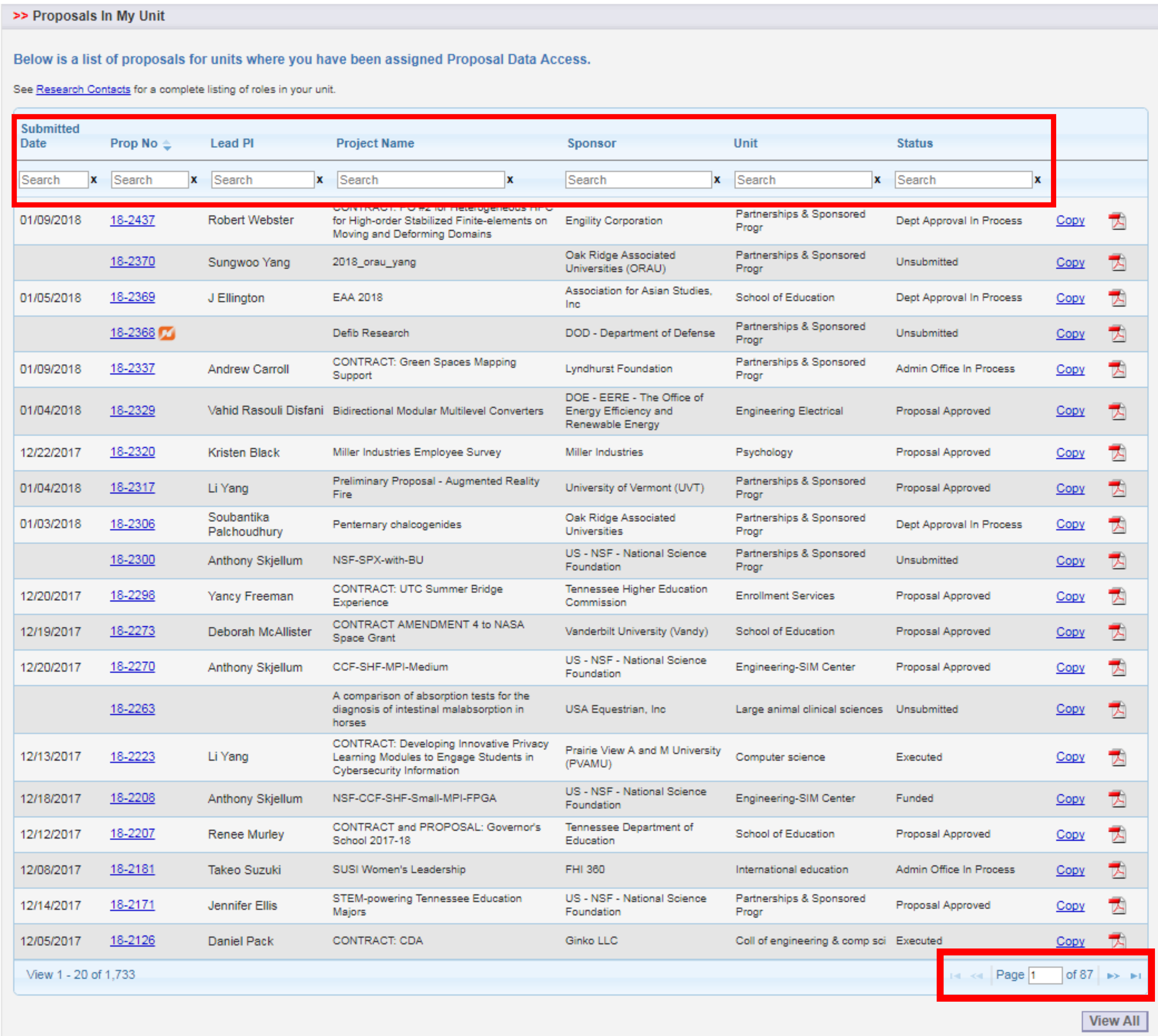




6. If you are helping a faculty member fill out a proposal, click “Start a New Proposal” and go to Section 5 for further instructions.

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.

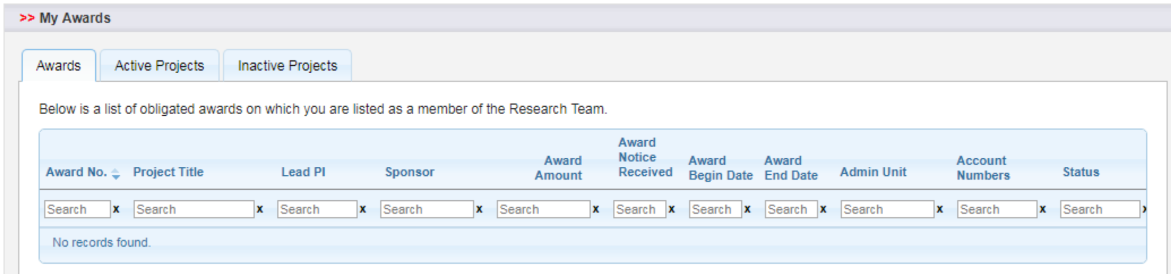
See Research Contacts for a complete listing of roles in your unit.

| Submitted Date | Prop No | Lead PI | Project Name | Sponsor | Unit | Status | | |
|---|---|---|---|---|---|---|---|---|
| Search x | Search x | Search x | Search x | Search x | Search x | Search x | | |
| 01/09/2018 | 18-2437 | Robert Webster | 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 | Penternary 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 | Page 1 of 87

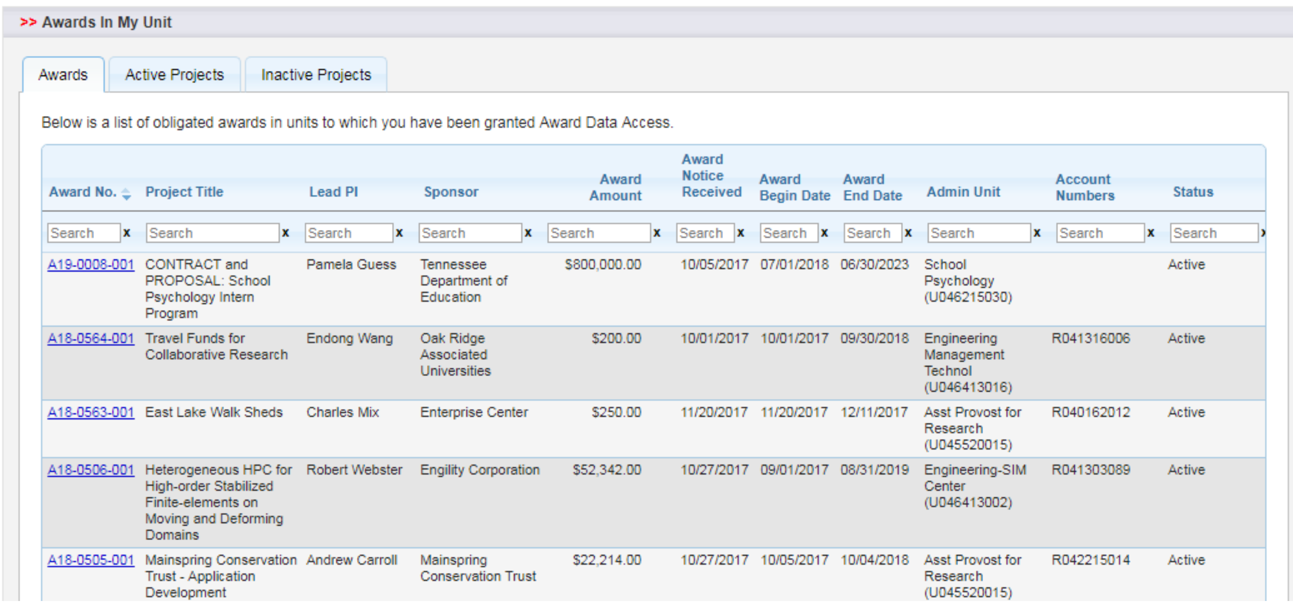
View All

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



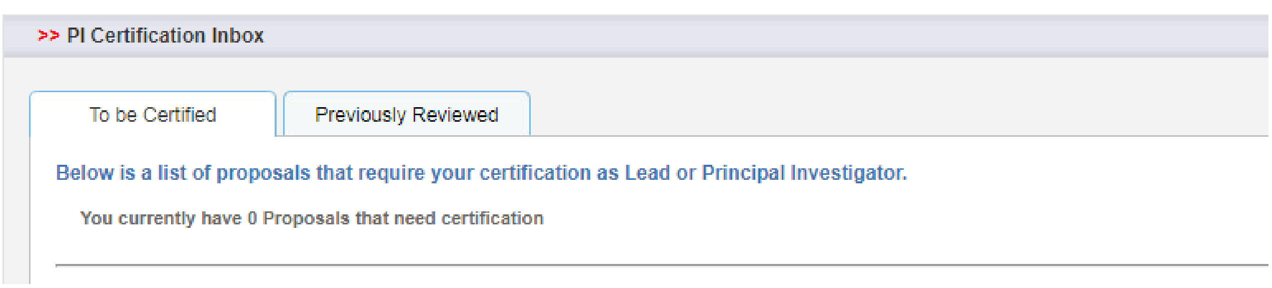

| Award No. | Project Title | Lead PI | Sponsor | Award Amount | Award Notice Received | Award Begin Date | Award End Date | Admin Unit | Account Numbers | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| Search | Search | Search | Search | Search | Search | Search | Search | Search | Search | Search |
| No records found. | | | | | | | | | | |

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




| Award No. | Project Title | Lead PI | Sponsor | Award Amount | Award Notice Received | Award Begin Date | Award End Date | Admin Unit | Account Numbers | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| Search | Search | Search | Search | Search | Search | Search | Search | Search | Search | 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.



# 4 Running Reports

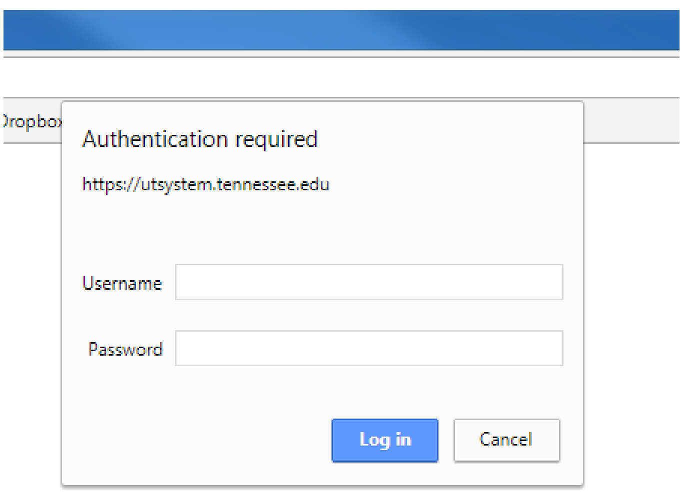
Cayuse reports allow you to easily retrieve information on multiple proposals and awards. These reports pull information on proposals that have been approved and awards that have been reported. This means proposals and awards may not show up in certain reports, because the time period chosen does match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

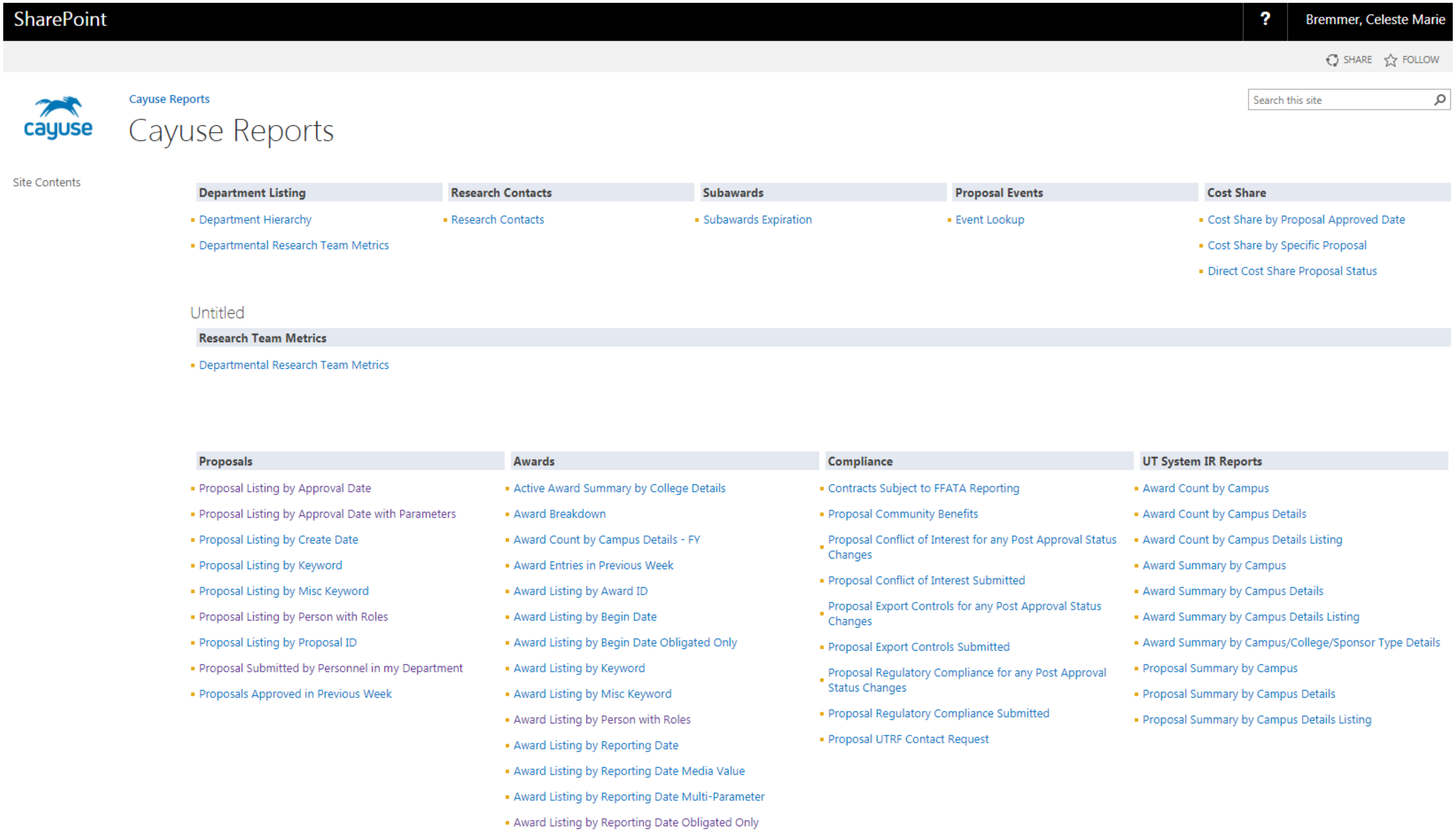
## 4.1 Logging In

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](mailto:ORSP@utc.edu).



## 4.2 Frequently Used Reports

### 4.2.1 Proposals

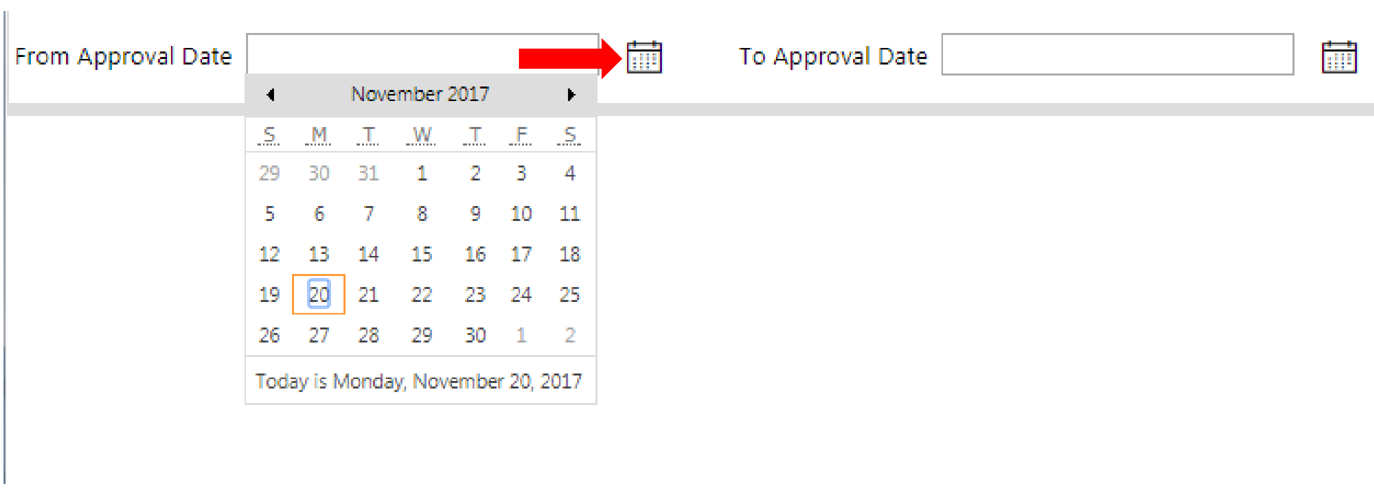
#### *4.2.1.1 Proposal Listing by Approval Date*

"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.

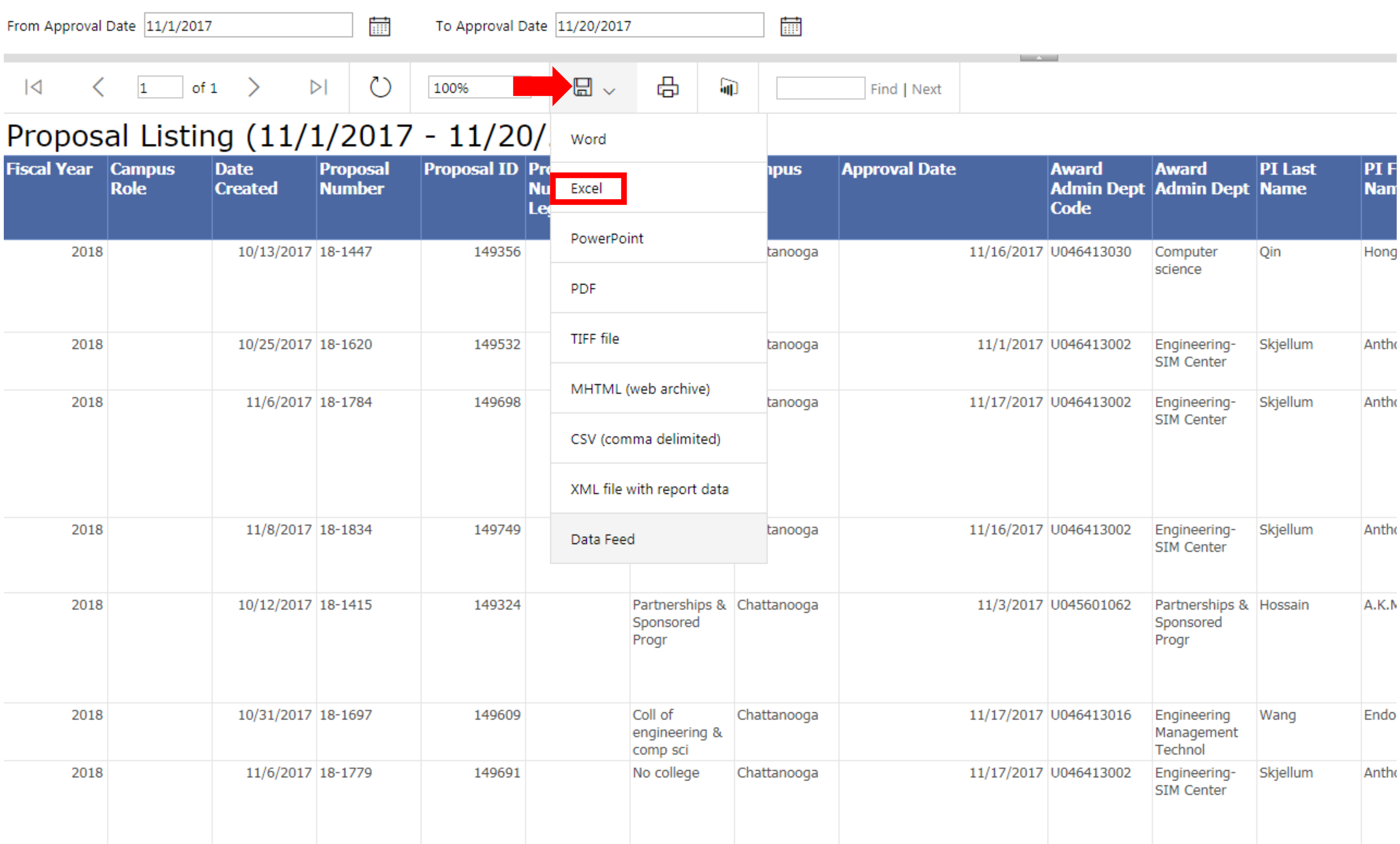
2. Once you put in your username and password, it takes you to a new window.


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

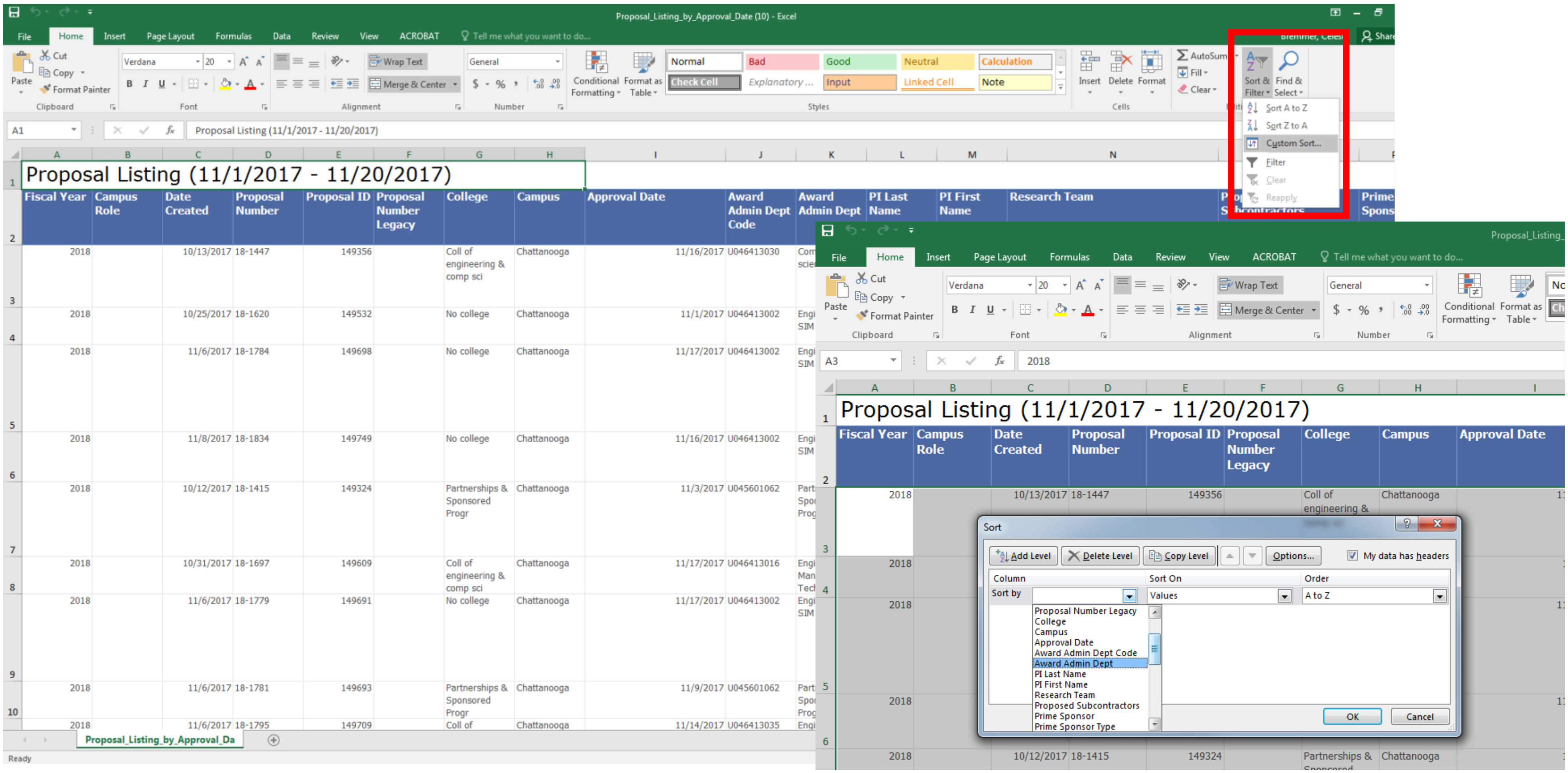


4. Once you select your desired dates, click “View Report.”


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.

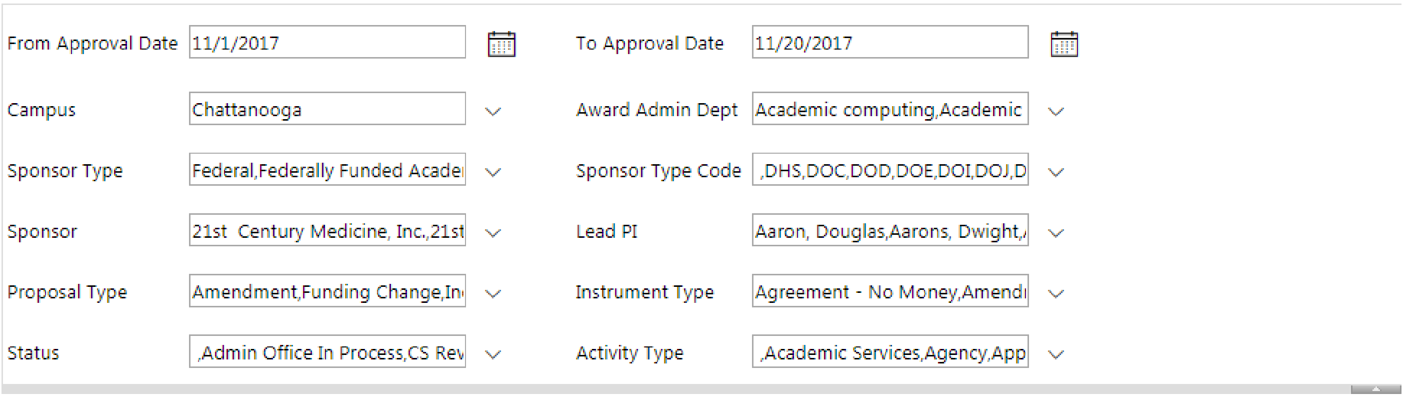


6. The "Proposal Listing by Approval Date" report does not let you select a specific department. Saving it as an Excel file allows you to easily sort and filter to find your departments' proposals.
    a. To sort by department, go to "Sort & Filter."
    b. Click "Custom Sort."
    c. You can sort by "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.

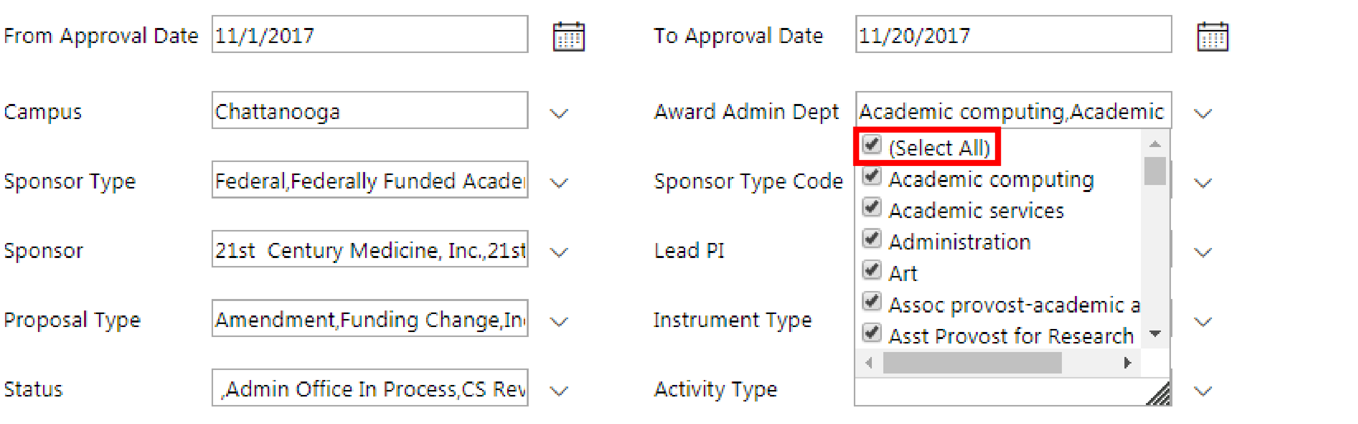


### 4.2.1.2 Proposal Listing by Approval Date with Parameters

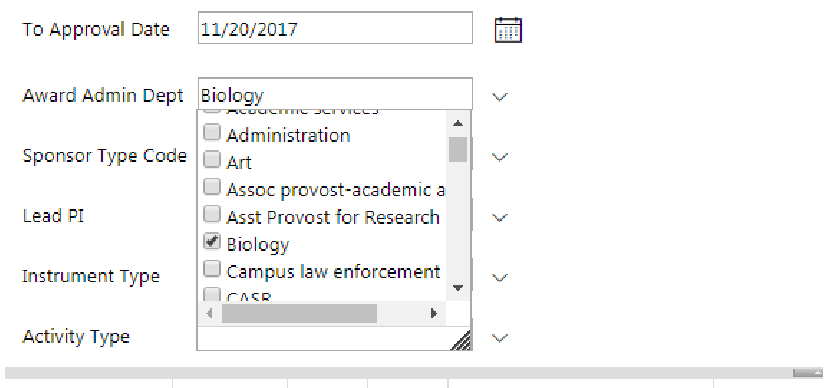
"Proposal Listing by Approval Date with Parameters" allows you to search for approved proposals with additional filters. For example, you can filter by department, Lead PI, and by sponsor.



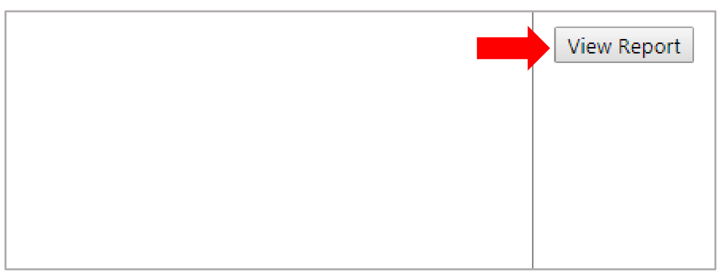

1. For each category, the default will have all items selected. You can uncheck "Select All" and check the items you want.



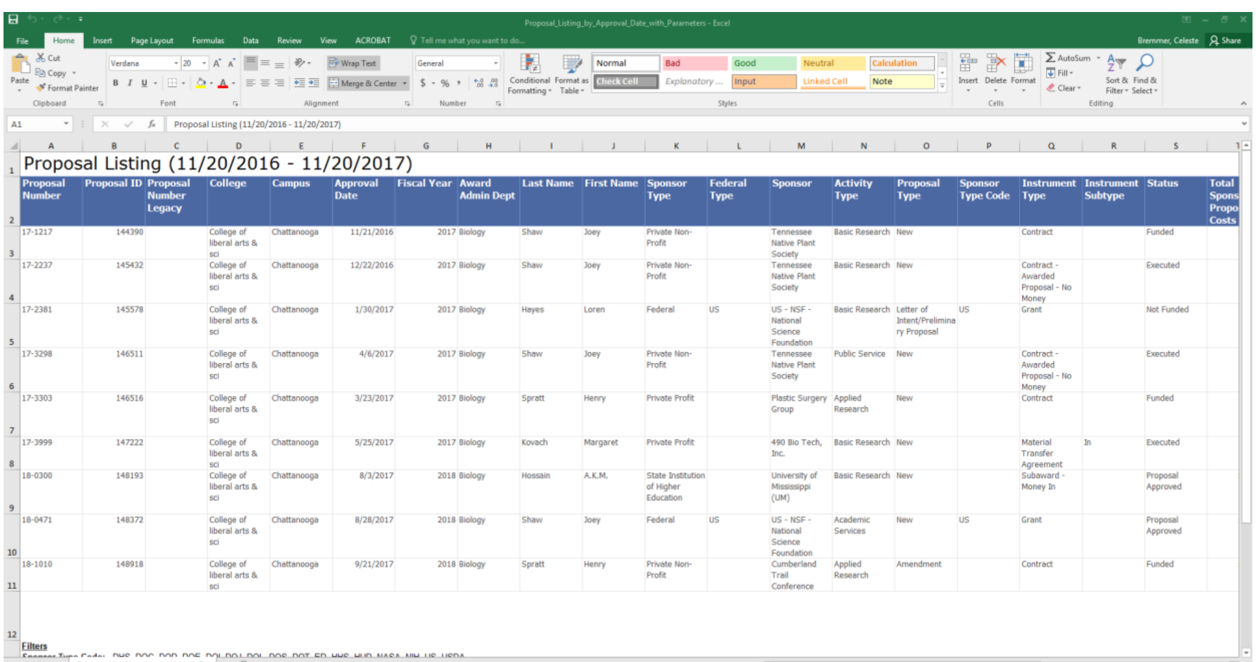
2. The example below shows a report for proposals approved between 11/20/2016 and 11/20/2017 for Biology only.
    a. First, deselect "Select All" and check "Biology."




    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)

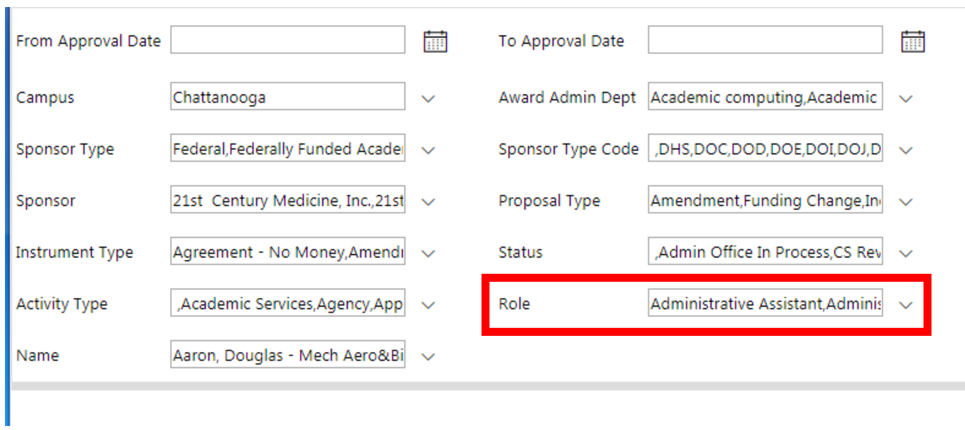
| Proposal Number | Proposal ID | Proposal Number Legacy | College | Campus | Approval Date | Fiscal Year | Award Admin Dept | Last Name | First Name | Sponsor Type | Federal Type | Sponsor | Activity Type | Proposal Type | Sponsor Type Code | Instrument Type | Instrument Subtype | Status | Total Spons 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 | | 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 | Grant | | 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 | | 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 | 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 | | Subaward - Money In | | 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 | |

Filters

### *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 Plan |
| 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 A 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 A Solution Wash during Placement Prosthesis in Bacterial Load Redu |

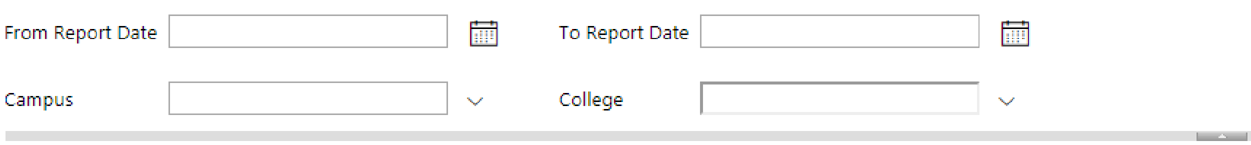
### 4.2.2 Awards

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.

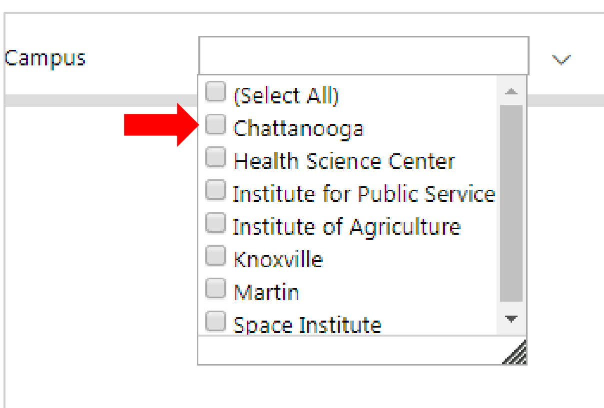
#### *4.2.2.1 Award Summary by College*

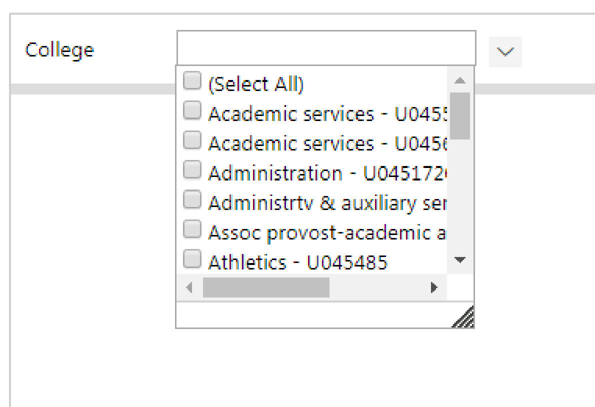
“Award Summary by College” lets you pull award information directly from your college for a specified period of time. It gives you information on the departments, Lead PI, award number, sponsor, and total.

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



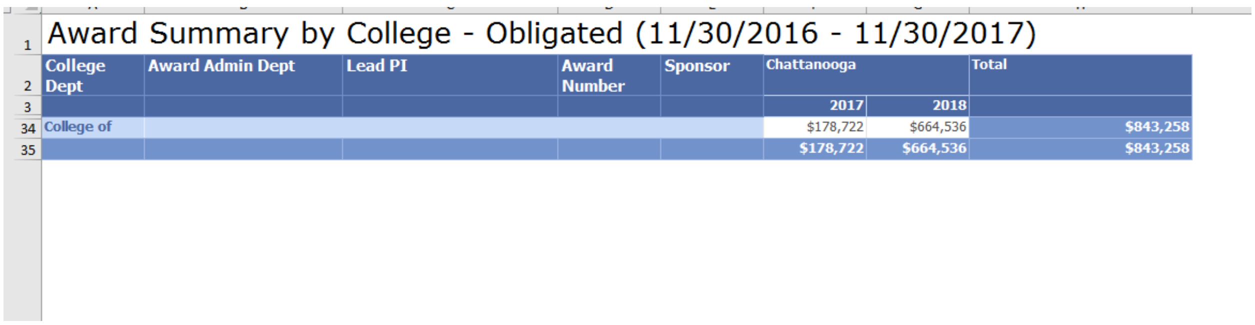

2. Select “Chattanooga” for campus and your college using the drop down buttons.




3. Click “View Report.”

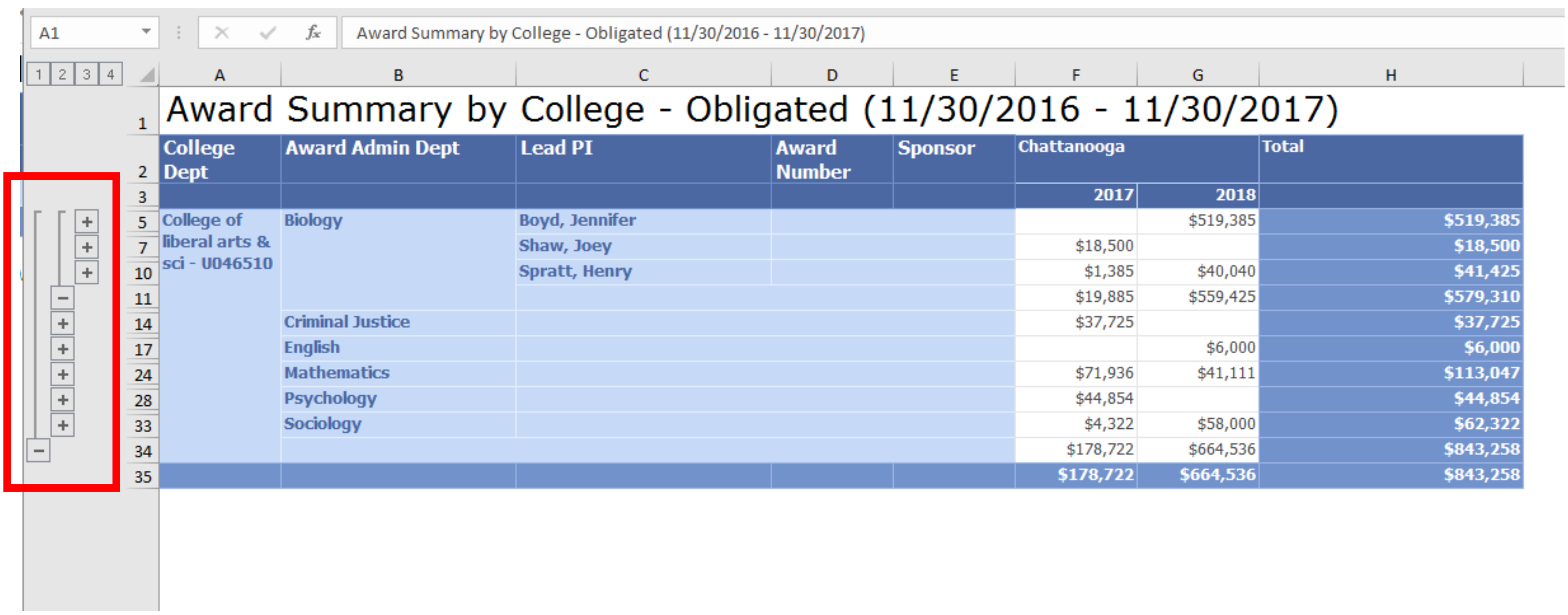
4. Save it as an Excel file to obtain a summary of fiscal years (July 1 – June 30) included in the date range.



Award Summary by College - Obligated (11/30/2016 - 11/30/2017)

| Row | College Dept | Award Admin Dept | Lead PI | Award Number | Sponsor | Chattanooga 2017 | Chattanooga 2018 | Total |
|---|---|---|---|---|---|---|---|---|
| 34 | College of | | | | | $178,722 | $664,536 | $843,258 |
| 35 | | | | | | $178,722 | $664,536 | $843,258 |

5. 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.



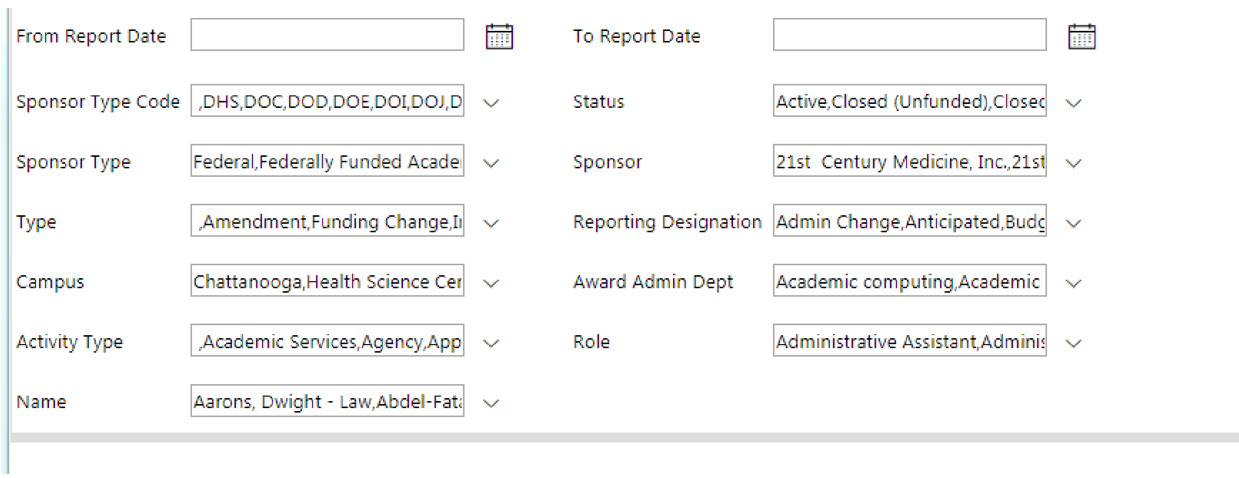

Award Summary by College - Obligated (11/30/2016 - 11/30/2017)

| Row | College Dept | Award Admin Dept | Lead PI | Award Number | Sponsor | Chattanooga 2017 | Chattanooga 2018 | Total |
|---|---|---|---|---|---|---|---|---|
| 5 | College of liberal arts & sci - U046510 | Biology | Boyd, Jennifer | | | | $519,385 | $519,385 |
| 7 | | | Shaw, Joey | | | $18,500 | | $18,500 |
| 10 | | | Spratt, Henry | | | $1,385 | $40,040 | $41,425 |
| 11 | | | | | | $19,885 | $559,425 | $579,310 |
| 14 | | Criminal Justice | | | | $37,725 | | $37,725 |
| 17 | | English | | | | | $6,000 | $6,000 |
| 24 | | Mathematics | | | | $71,936 | $41,111 | $113,047 |
| 28 | | Psychology | | | | $44,854 | | $44,854 |
| 33 | | Sociology | | | | $4,322 | $58,000 | $62,322 |
| 34 | | | | | | $178,722 | $664,536 | $843,258 |
| 35 | | | | | | $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.”




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).

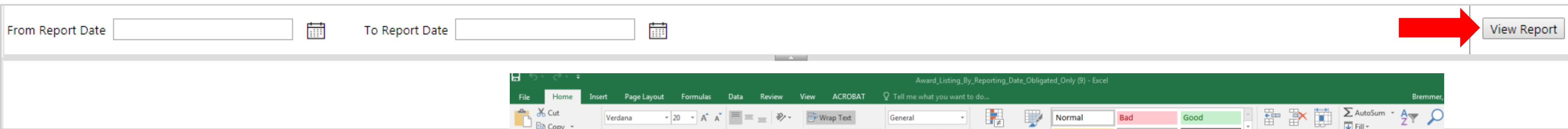
h Roles

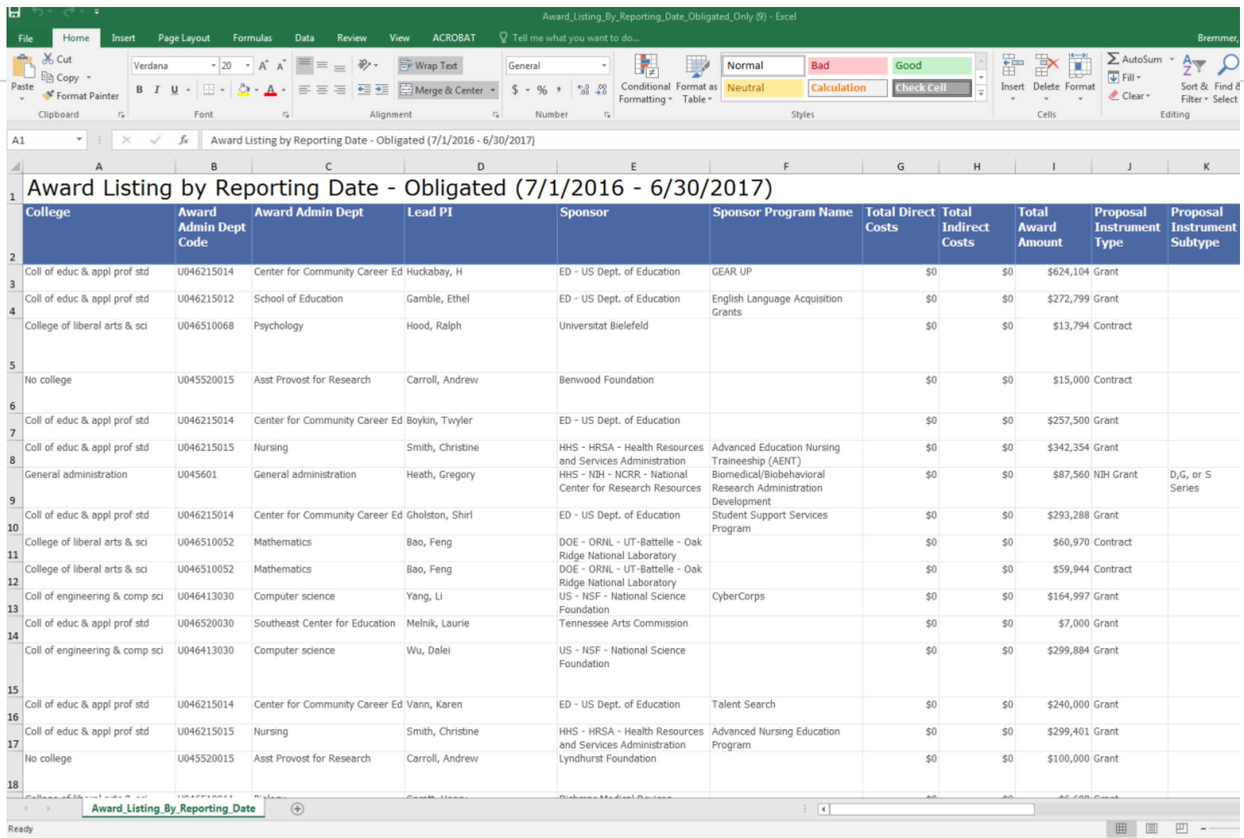
| Lead PI | Person | Role | Sponsor | Total Direct Costs | Total Indirect Costs | Total Award Amount | Proposal Instrument Type | Proposal Instrument Subtype | Project Title |
|---|---|---|---|---|---|---|---|---|---|
| Shaw, Joey | Shaw, Joey | Lead Principal Investigator | Tennessee Native Plant Society | $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 succe 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 durin Reduction |
| Spratt, Henry | Levine, David | Investigator | Plastic Surgery Group | $0 | $0 | $1,385 | Contract | | CONTRACT & PROPOSAL: Triple Antibacterial Solution Wash durin 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.




Award Listing by Reporting Date - Obligated (7/1/2016 - 6/30/2017)

| 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 | NIH 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 | |

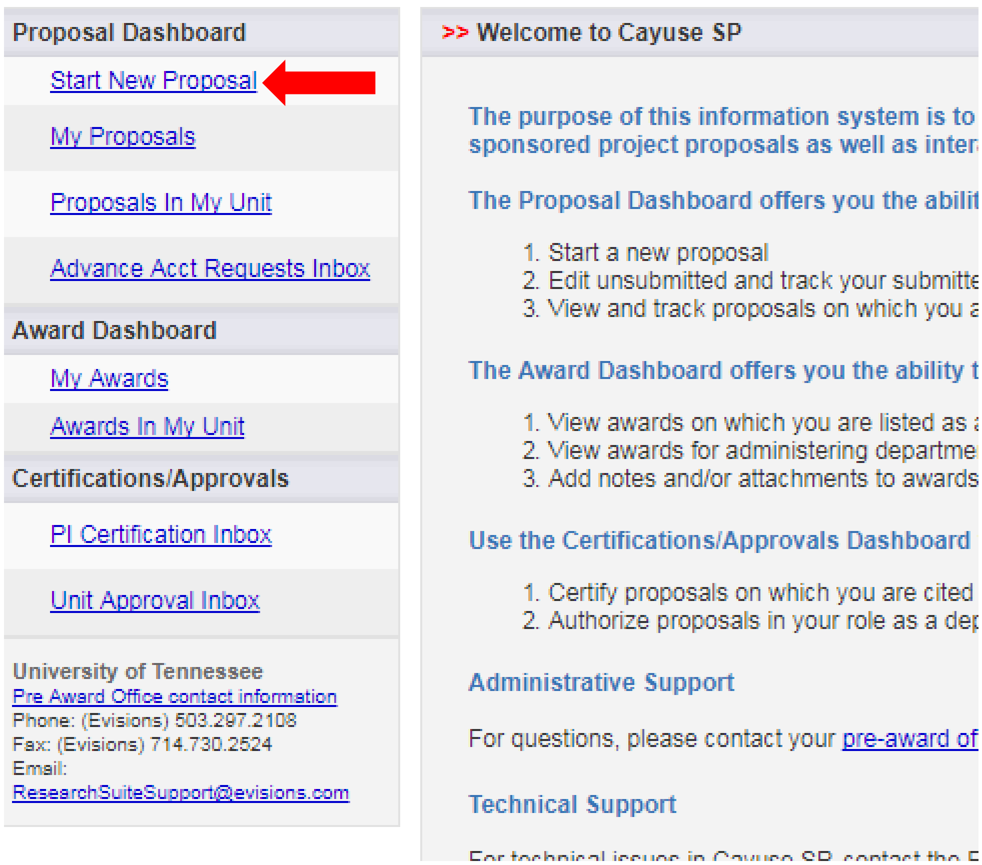
# 5 Filling Out a Proposal Record

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.

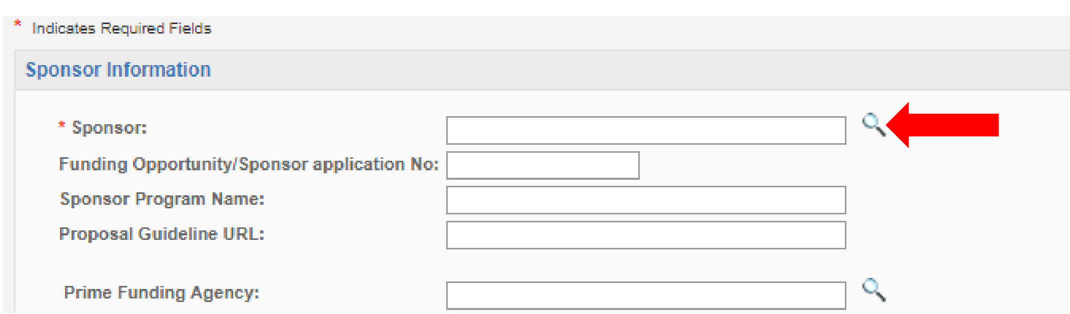
## 5.1 General Information

1. Log in to Cayuse. Refer to Section 2 for login instructions.

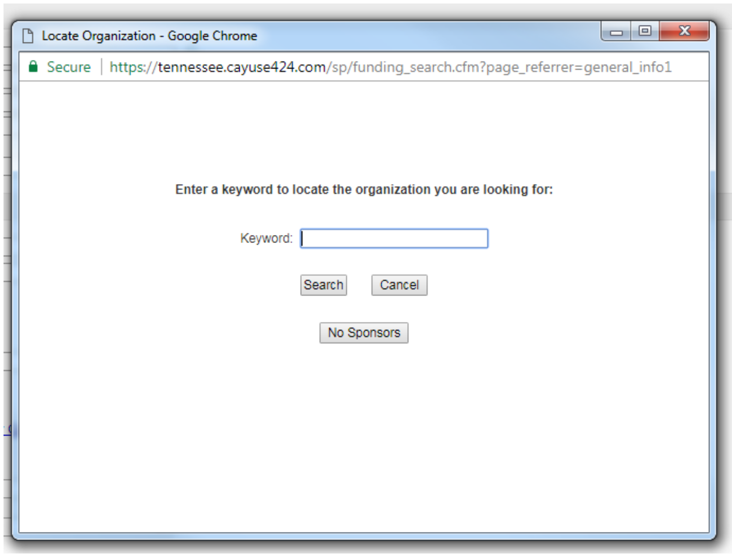
2. Go to the "Proposal Dashboard" on the left and click "Start new Proposal."



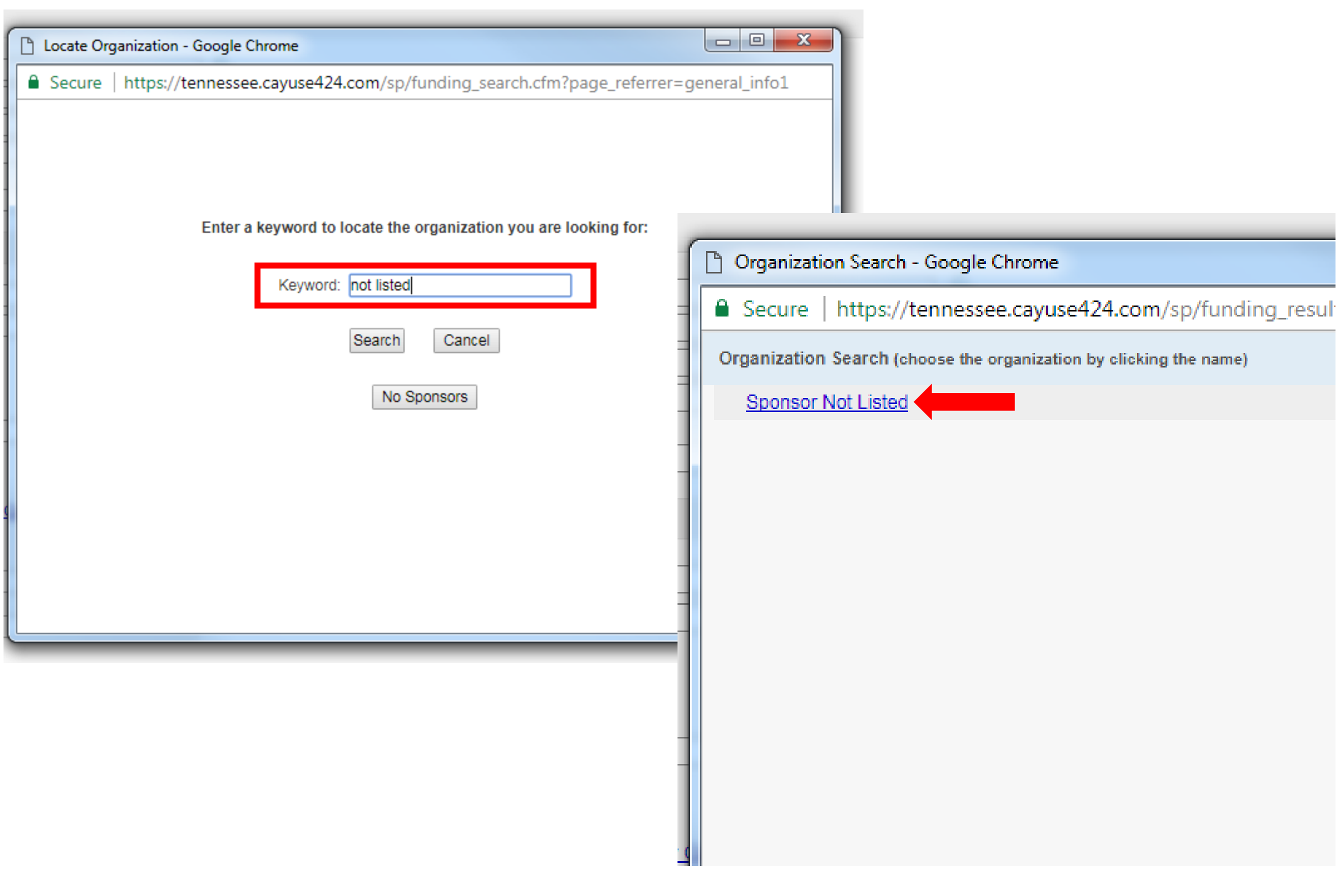

3. Under "Sponsor Information", click the magnifying glass.



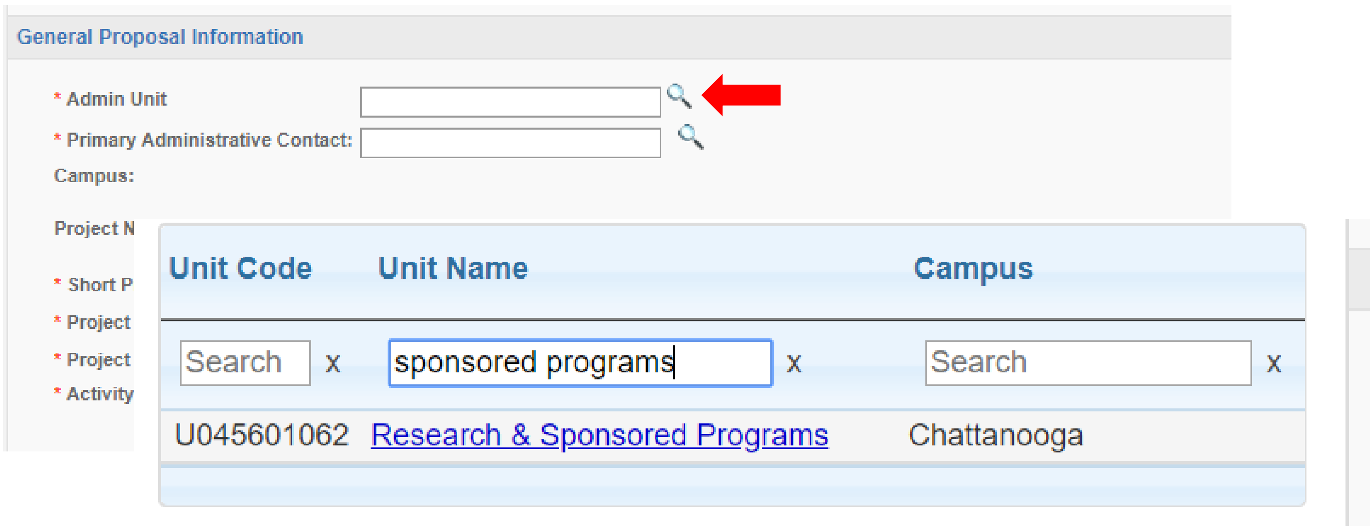
4. This will bring up a pop up window where you can search keywords to find your desired sponsor.



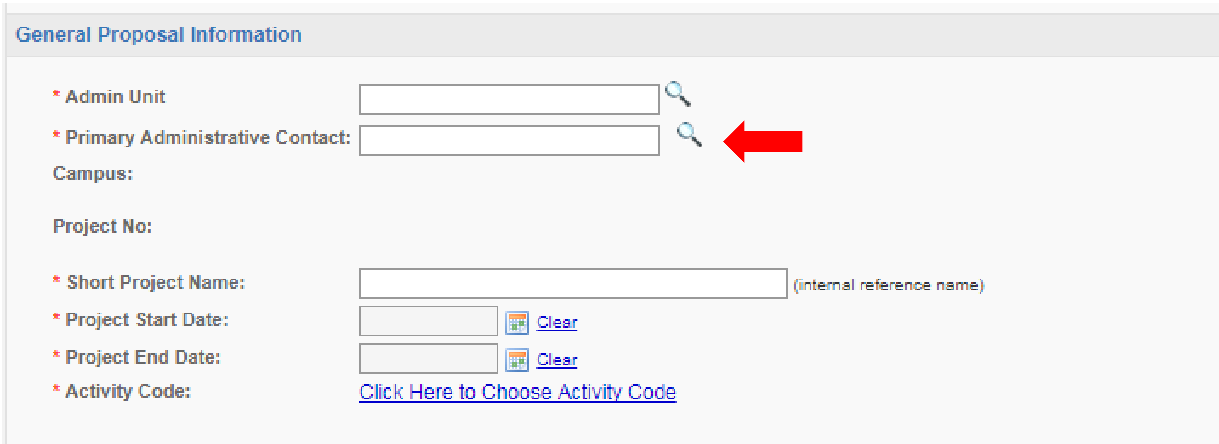

a. If you cannot find the name of the sponsor, type "not listed" in the search box. Click on the Search button. Select "Sponsor Not Listed."



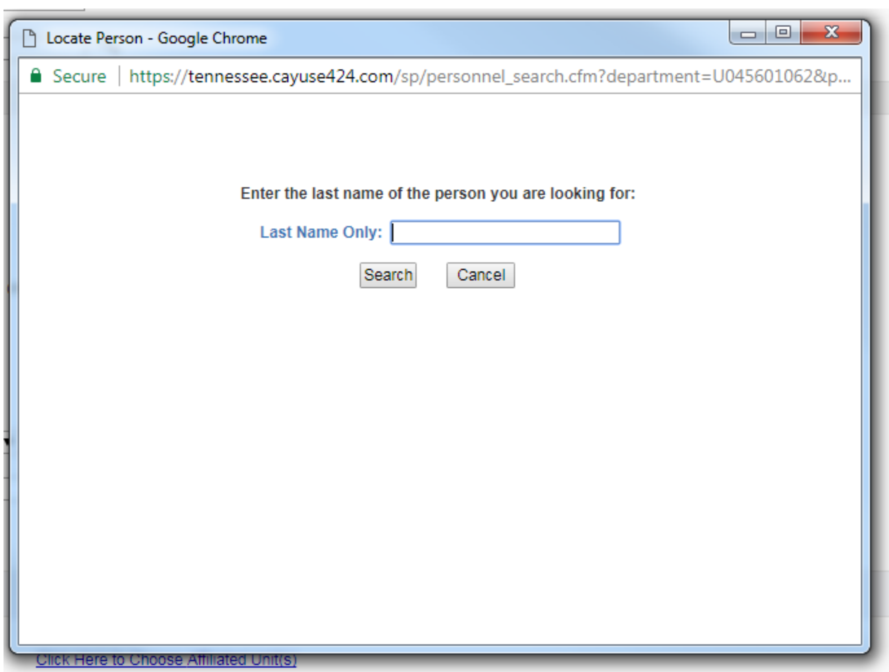
5. Under "Admin Unit," **ALWAYS** select Research & Sponsored Programs. This will enable ORSP to review and make corrections before the proposal is routed to other administrators. As part of its review, ORSP will change the admin unit to the appropriate department at the end of the routing chain.



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.

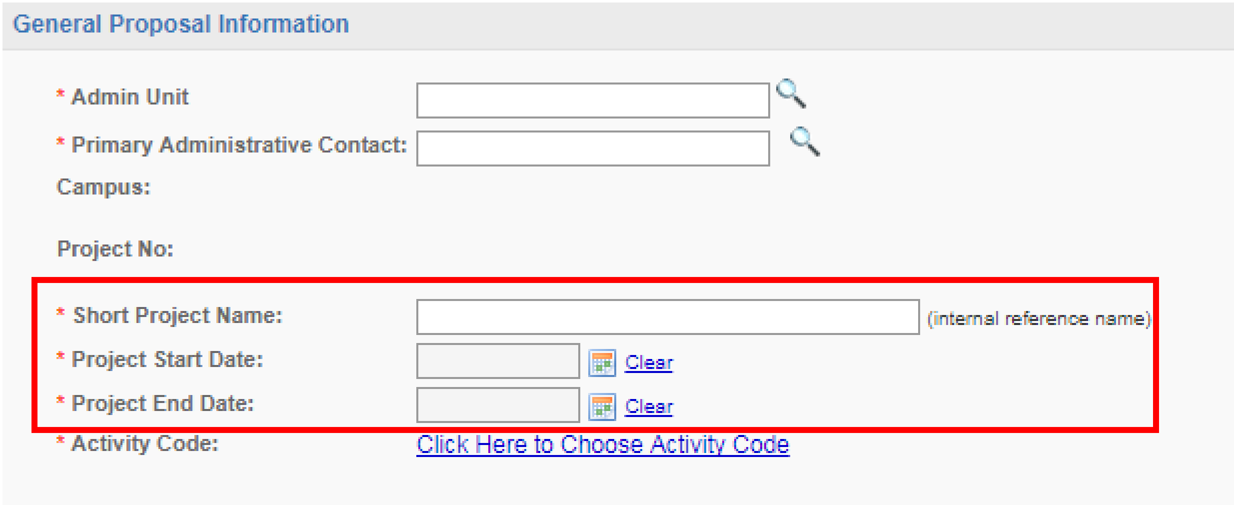



a. Search using the last name of the faculty member and select their name.

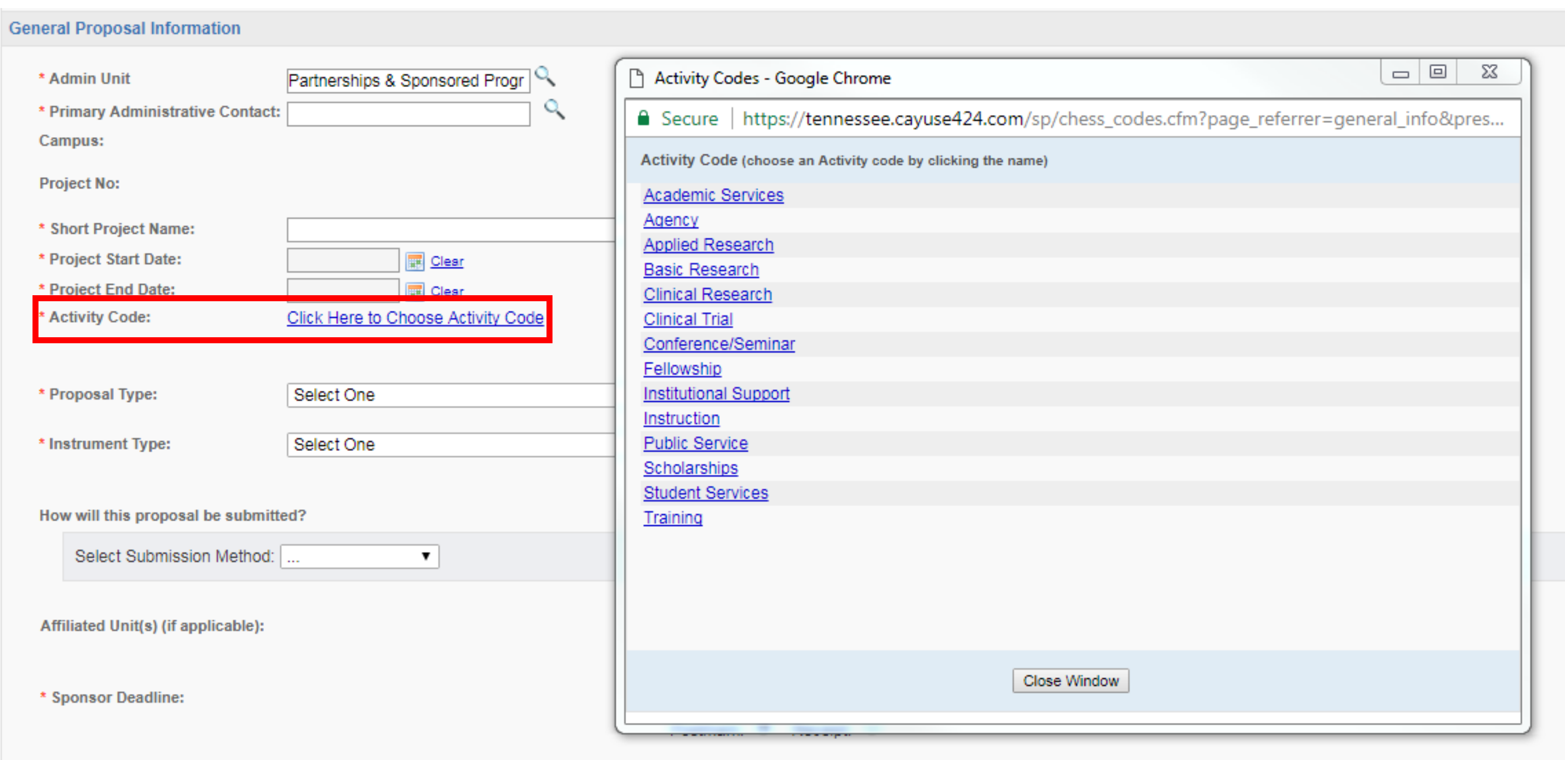



b. If you cannot find the person you wish to add, contact ORSP for assistance.

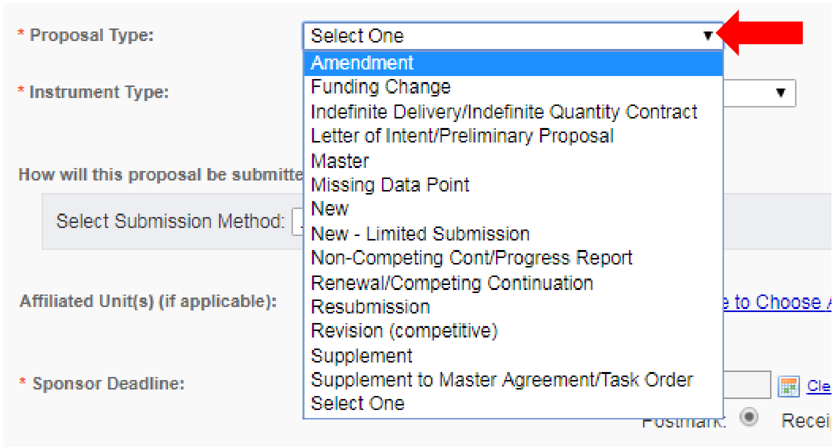
7. Fill out the “Short Project Name,” “Project Start Date,” and “Project End Date.”



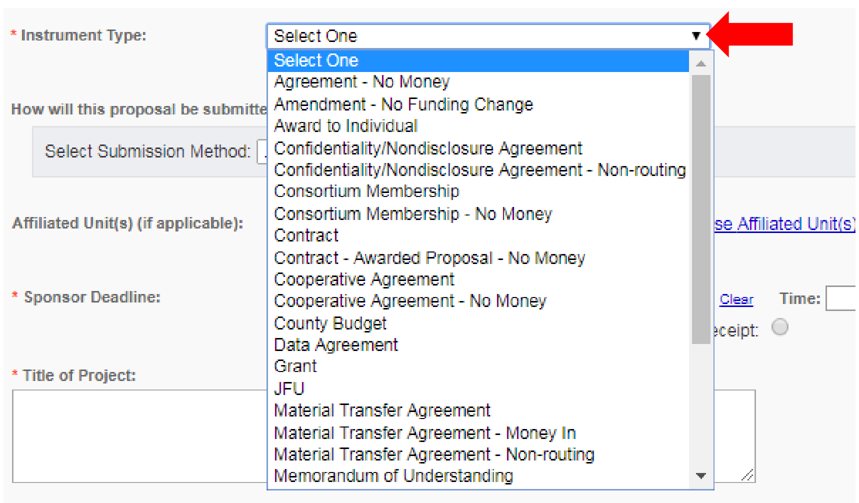

8. Choose the appropriate “Activity Code.”
    a. If you are not sure what the appropriate activity code is for the proposal, you can find definitions for the above codes on the ORSP website.



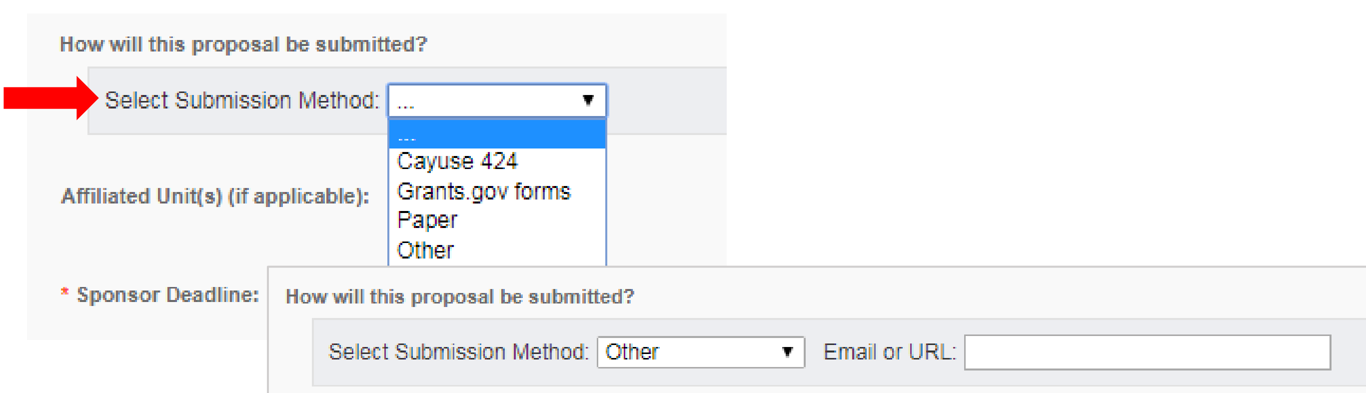
9. Select the “Proposal Type” by clicking the drop down button.




10. Select the “Instrument Type” by clicking the drop down button.



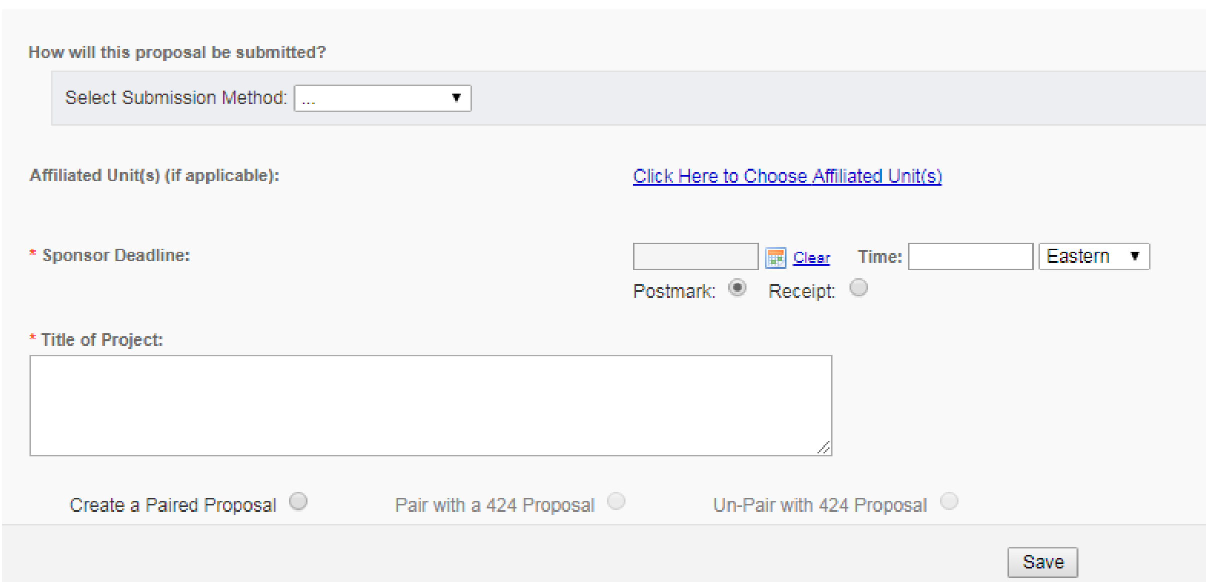

11. Select the appropriate submission method from the drop down menu. If you are unsure, just select “other.” ORSP will make corrections if needed.
    a. If you select other, it will request an email or URL. If you do not know or there is not one, leave it blank.



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.

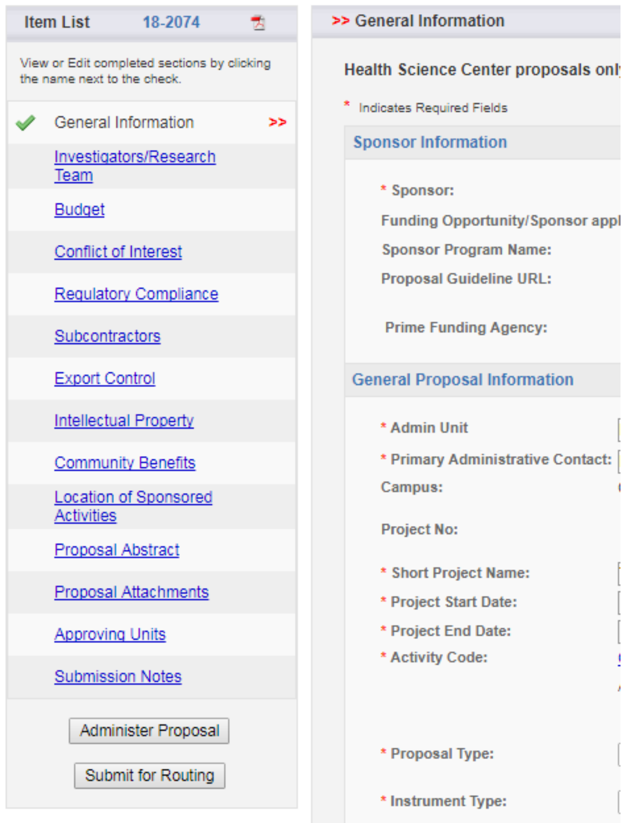

13. Fill out the “Sponsor Deadline” and “Title of the Project.”


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




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.

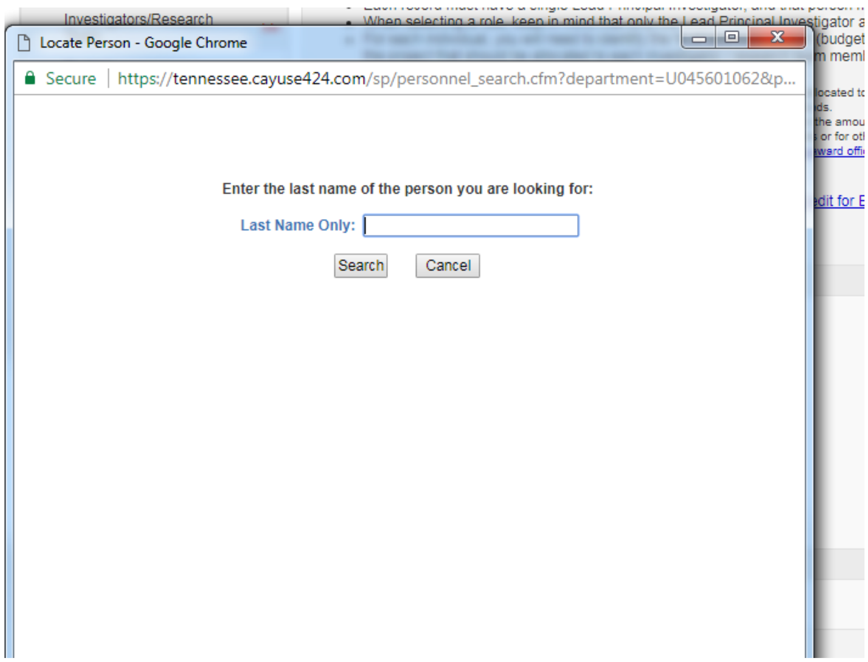



## 5.2 Investigators/Research Team

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

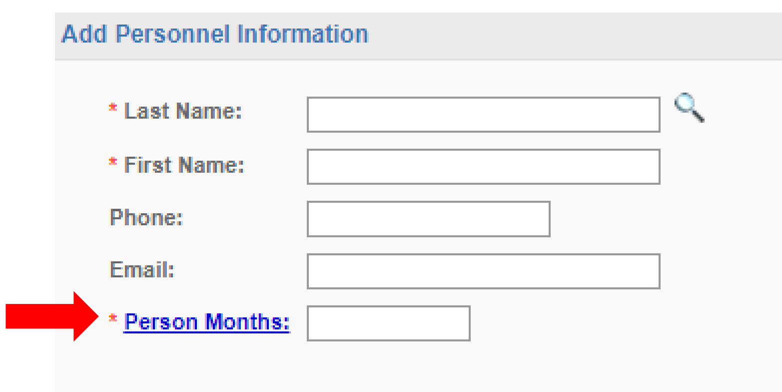
1. The starred boxes indicate a required field. Start by inputting information about the Lead PI.

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.

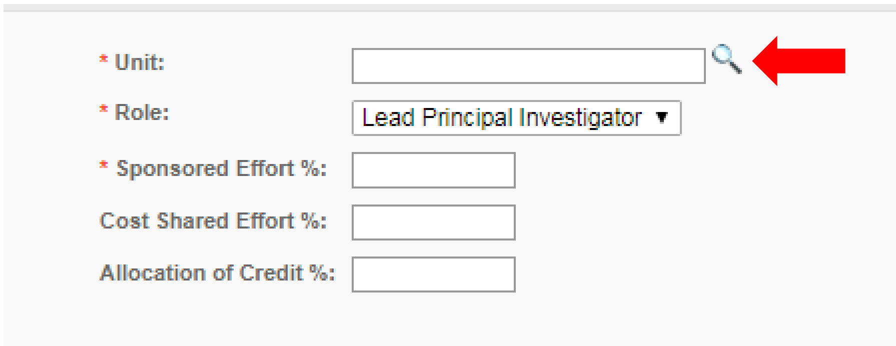



3. When a Lead PI's name is selected, it should prepopulate information for "First Name," "Phone," and "Email."

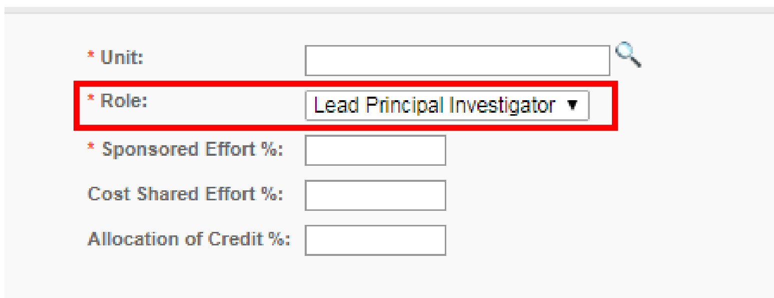
4. "Person Months" is how many months per year a person (in this case the Lead PI) will work on the project. Some sponsors require this information, but many do not. Enter 0 here. This information will be included in the proposal and/or budget attachments.



5. 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.



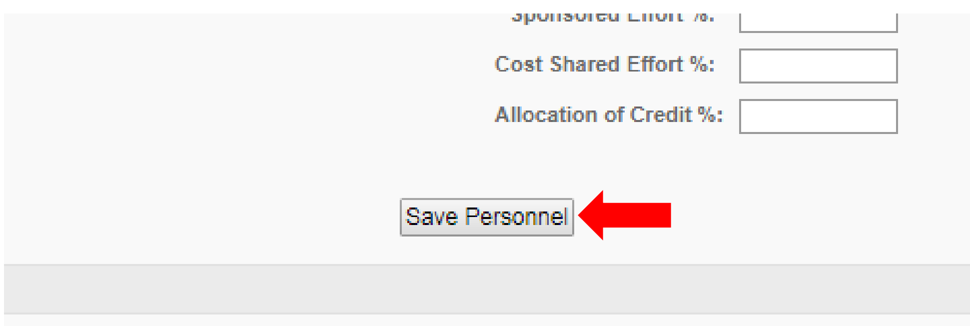

6. The "Role" will initially default to "Lead Principal Investigator." Leave this as is.



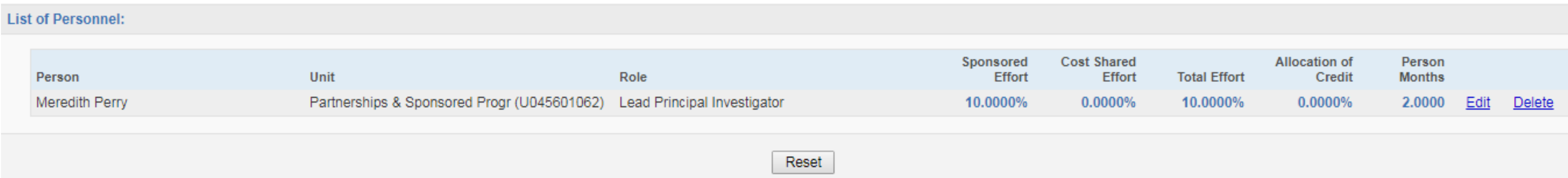

7. For "Sponsored Effort %" and "Cost Shared Effort %," enter 0. This information will be included in the budget attachment.

8. "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.

9. Once the required fields are filled out, click "Save Personnel."



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.

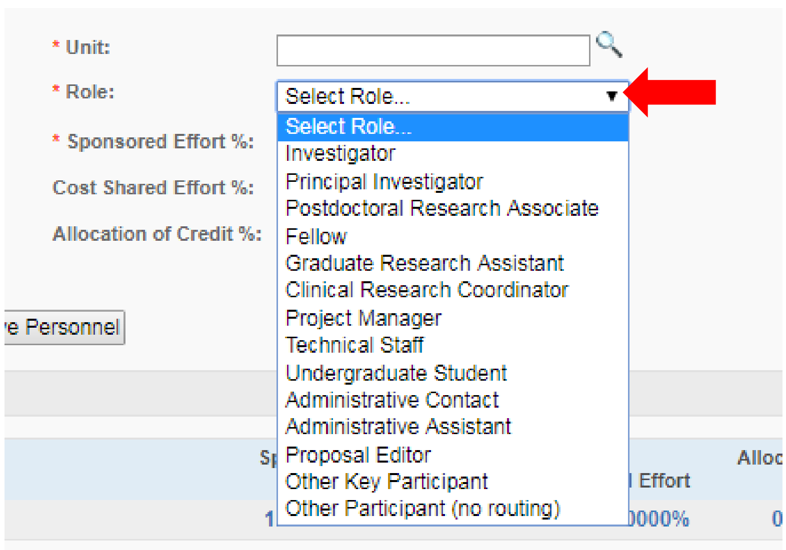


List of Personnel:

| 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 |

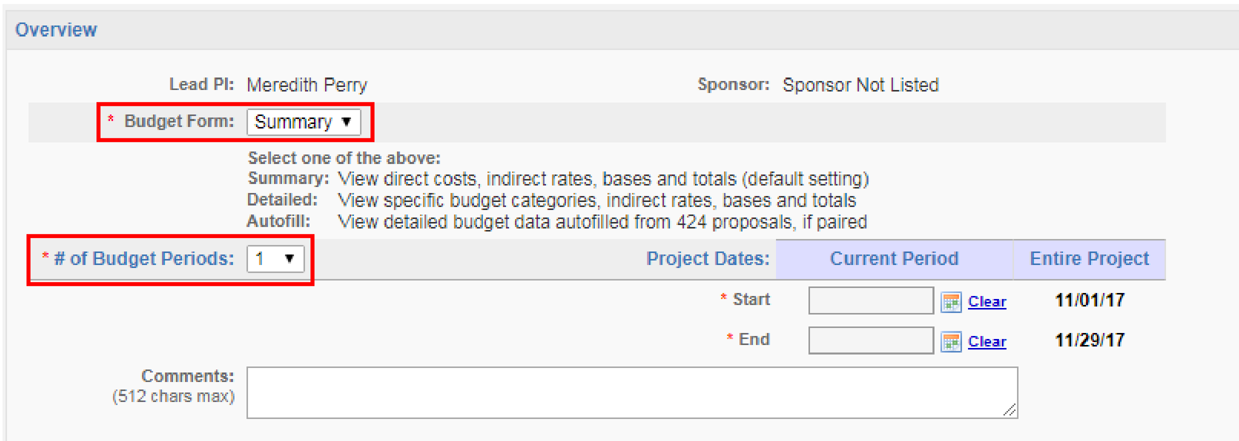
Reset

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

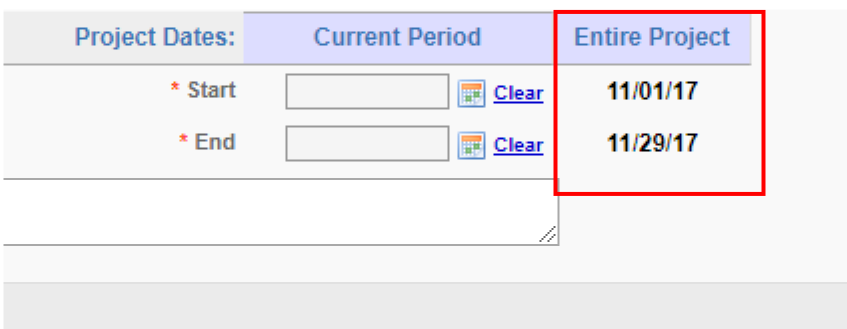


## 5.3 Budget

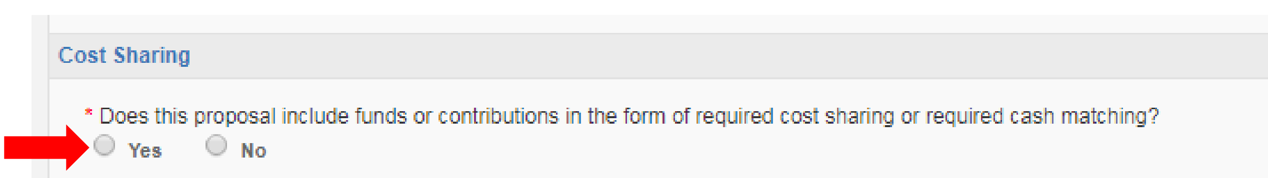
1. The “Budget Form” defaults as “Summary” and the “# of Budget Periods” defaults at 1. You can leave these as is.



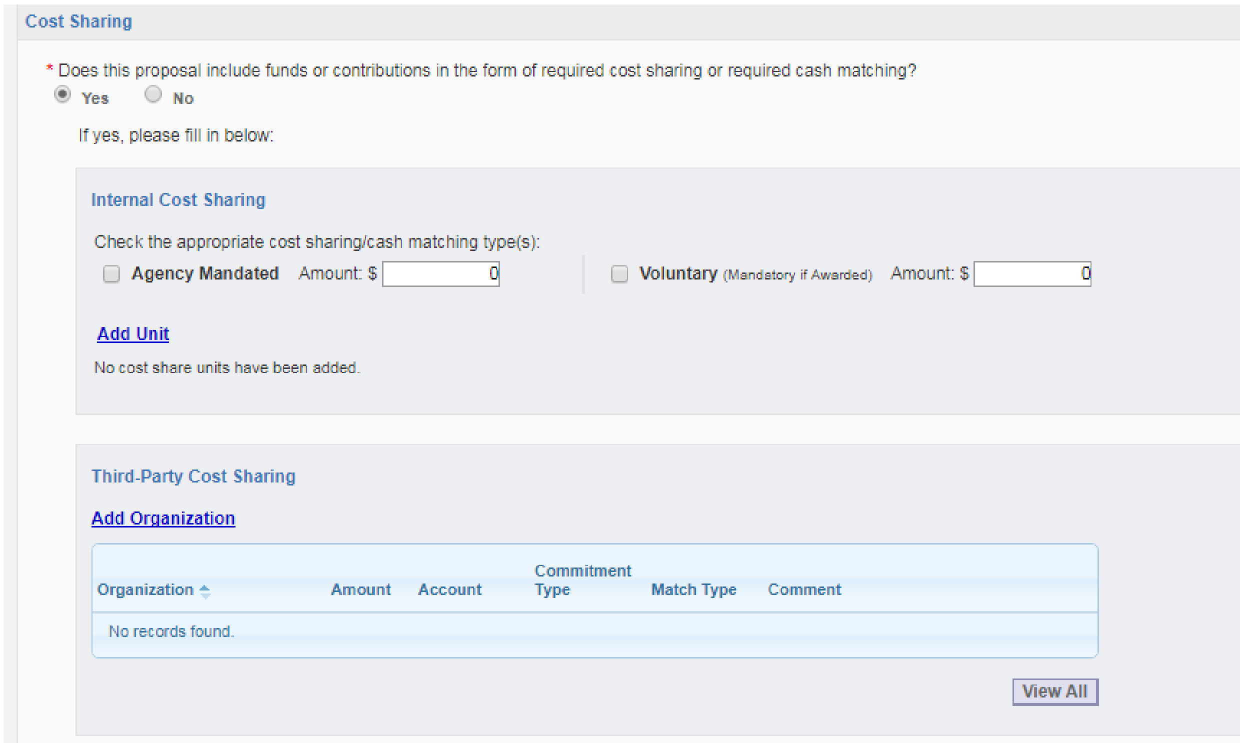

2. Enter the same dates for the “Current Period” as are entered for “Entire Project.”



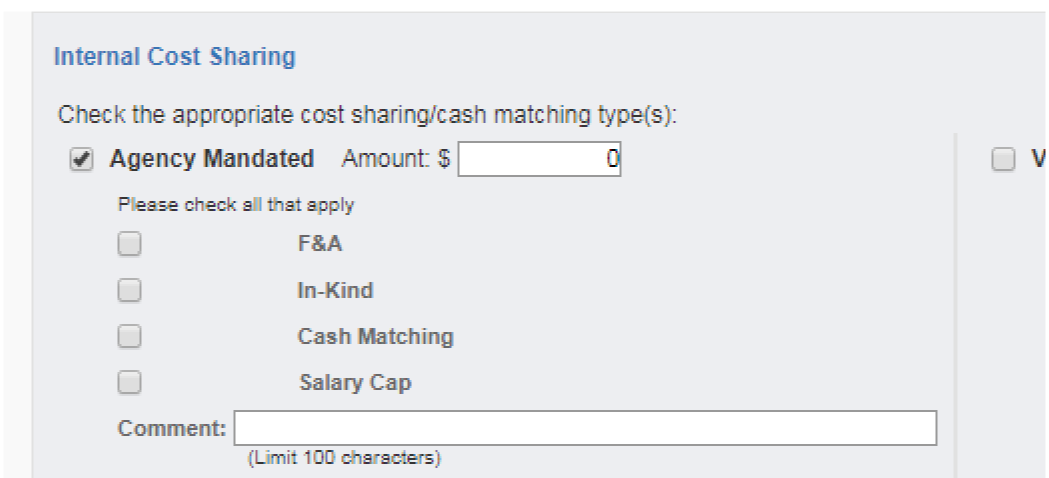

3. If the proposal requires cost-sharing, click “Yes.”



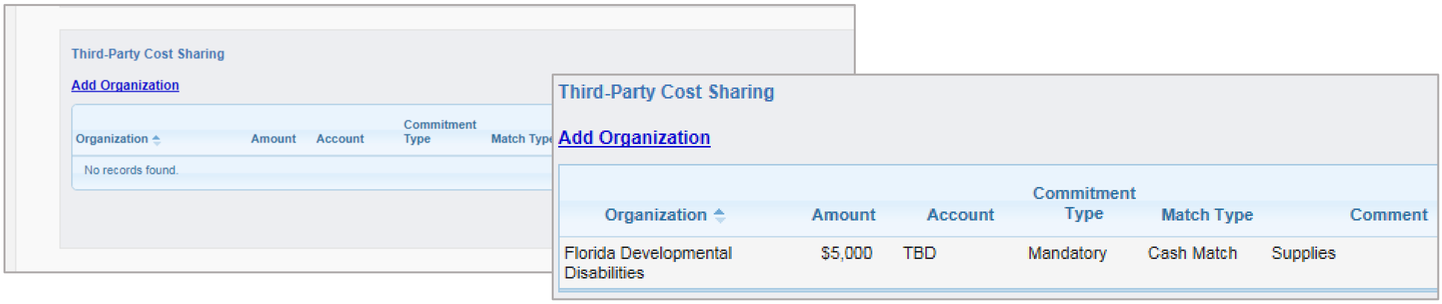
4. Clicking yes expands the section.
   a. For UTC cost-sharing, fill in the appropriate details for each department/unit contributing cost-sharing. Enter the total amount for the entire project to be cost-shared by the department/unit (don't break the amount into separate years).



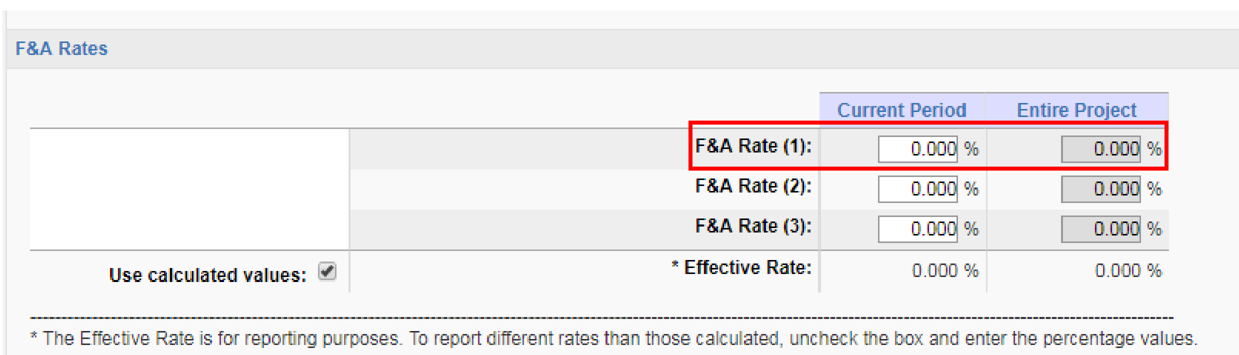

   b. When you check "Agency Mandated" it expands the section further.



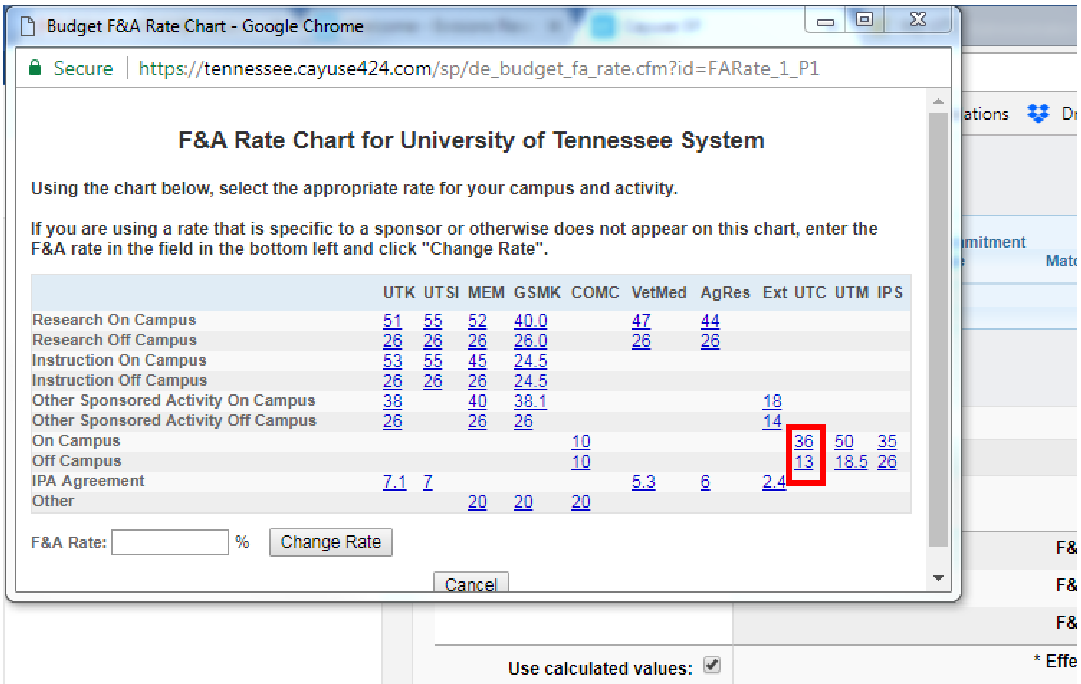
5. For non-UTC cost-sharing, fill in the appropriate details for each organization that is contributing cost-sharing. Enter the total amount for the entire project to be cost-shared by the organization. Use the “Comment” box to provide additional details on the cost-sharing.
    a. If you cannot find 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.”

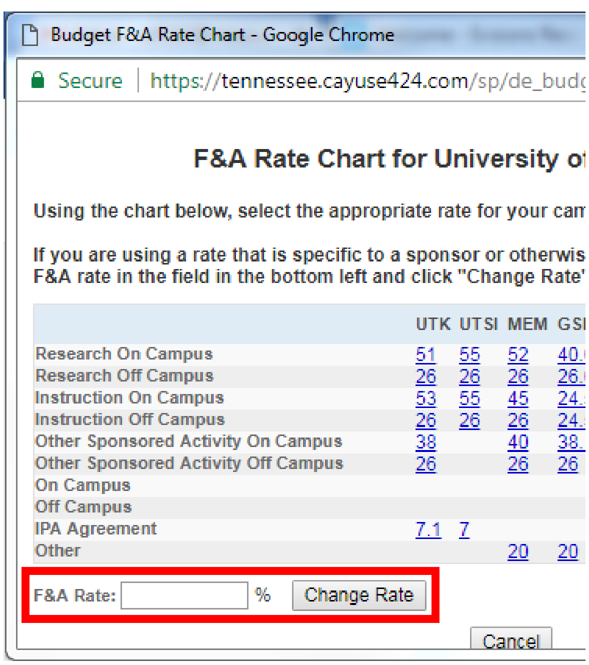


7. **A popup chart appears**, listing the federally-negotiated F&A rates for all the UT campuses. You may have to expand the popup to see UTC's rates, which are toward the bottom. For most proposals, the appropriate rates are 36% on campus, 13% off campus. Contact ORSP if you have questions about what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



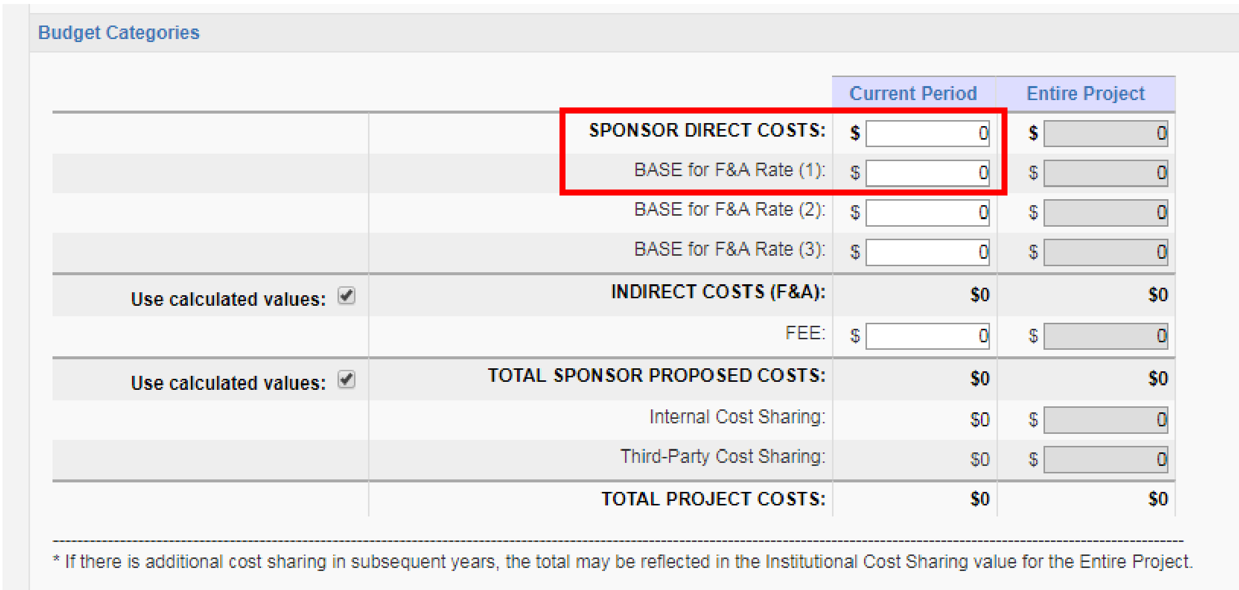

| | UTK | UTSI | MEM | GSMK | COMC | VetMed | AgRes | Ext | UTC | UTM | IPS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Research On Campus | 51 | 55 | 52 | 40.0 | | 47 | 44 | | | | |
| Research Off Campus | 26 | 26 | 26 | 26.0 | | 26 | 26 | | | | |
| Instruction On Campus | 53 | 55 | 45 | 24.5 | | | | | | | |
| 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 | | | | | | |

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.

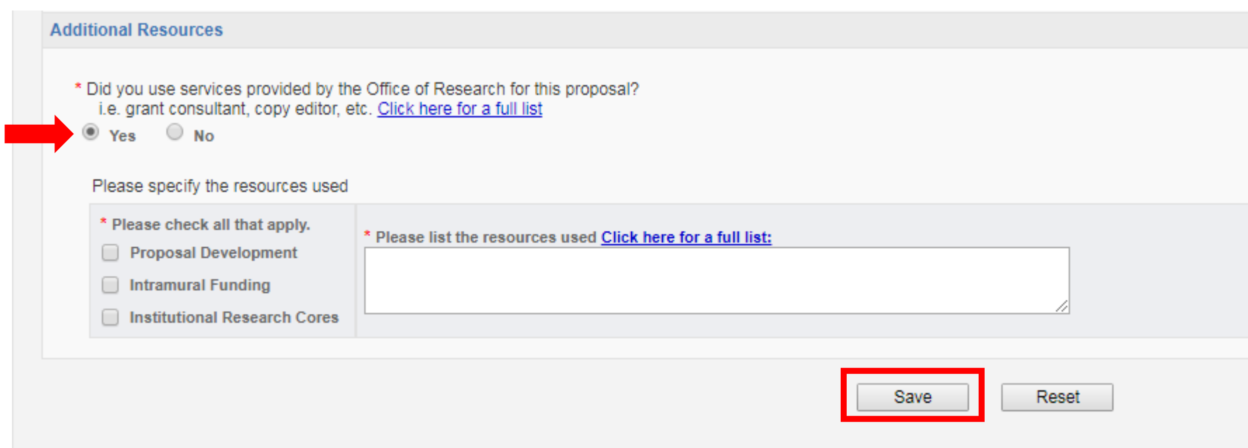



| | UTK | UTSI | MEM | GS |
|---|---|---|---|---|
| Research On Campus | 51 | 55 | 52 | 40. |
| Research Off Campus | 26 | 26 | 26 | 26. |
| Instruction On Campus | 53 | 55 | 45 | 24. |
| Instruction Off Campus | 26 | 26 | 26 | 24. |
| Other Sponsored Activity On Campus | 38 | | 40 | 38. |
| Other Sponsored Activity Off Campus | 26 | | 26 | 26 |
| On Campus | | | | |
| Off Campus | | | | |
| IPA Agreement | 7.1 | 7 | | |
| Other | | | 20 | 20 |

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.




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.



## 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

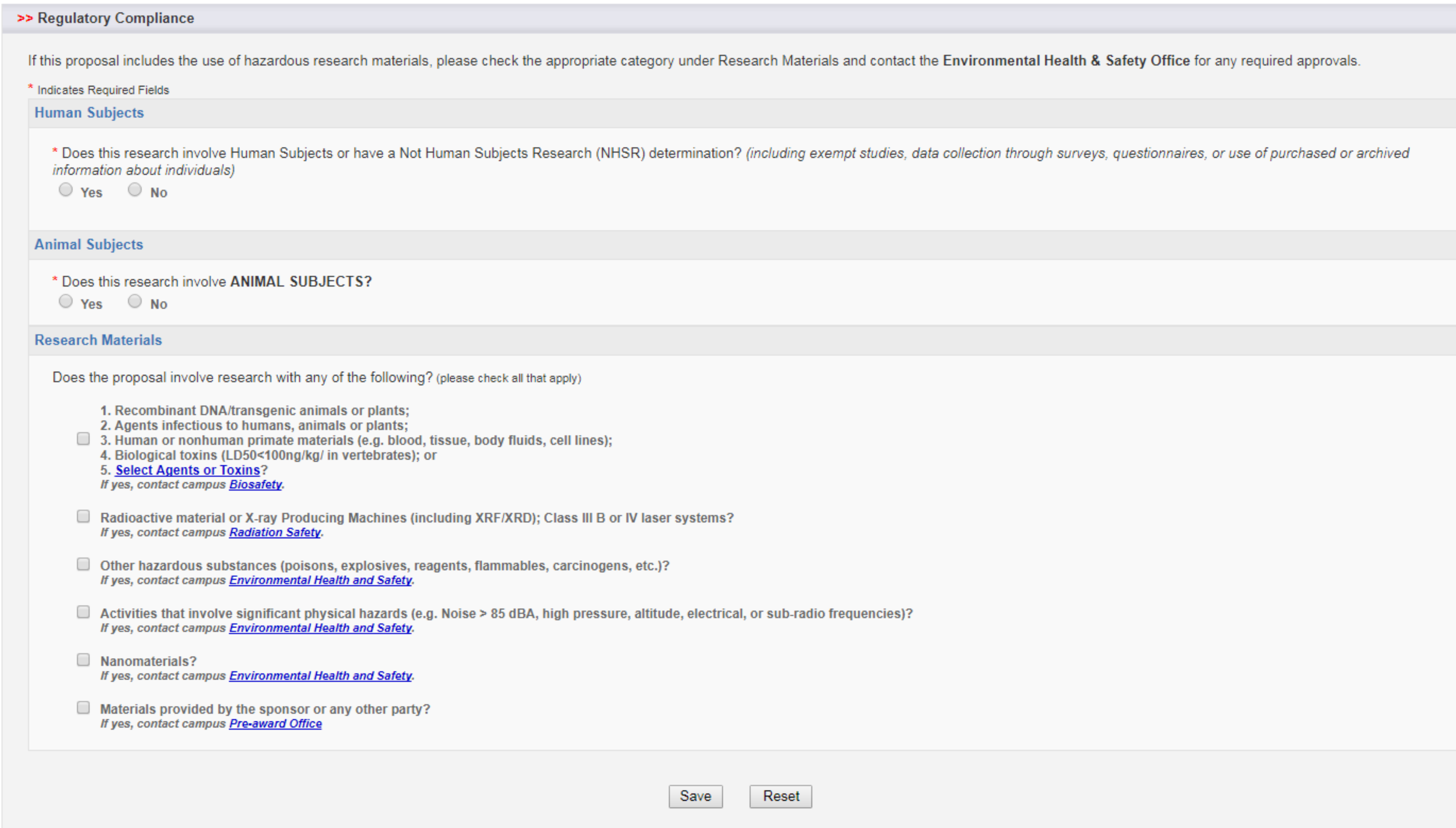
* 3. Is the proposal being submitted to any agency that falls under the auspices of the Public Health Service (e.g. AHRQ, ATSDR, CDC, FDA, HRSA, IHS, NIH, OIG, SAMHSA, etc.) or that has adopted the PHS policies?

   ○ 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.*

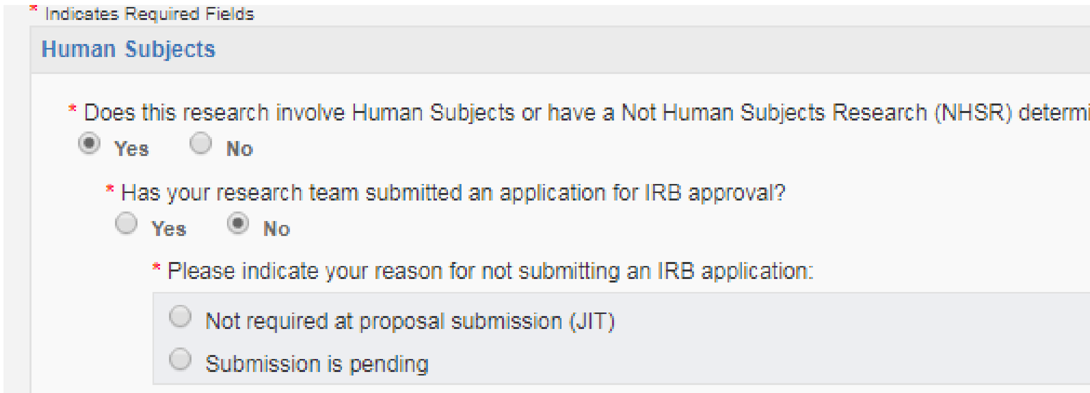
Activities that involve significant physical hazards (e.g. Noise > 85 dBA, high pressure, altitude, electrical, or sub-radio frequencies)?
*If yes, contact campus Environmental Health and Safety.*

Nanomaterials?
*If yes, contact campus Environmental Health and Safety.*

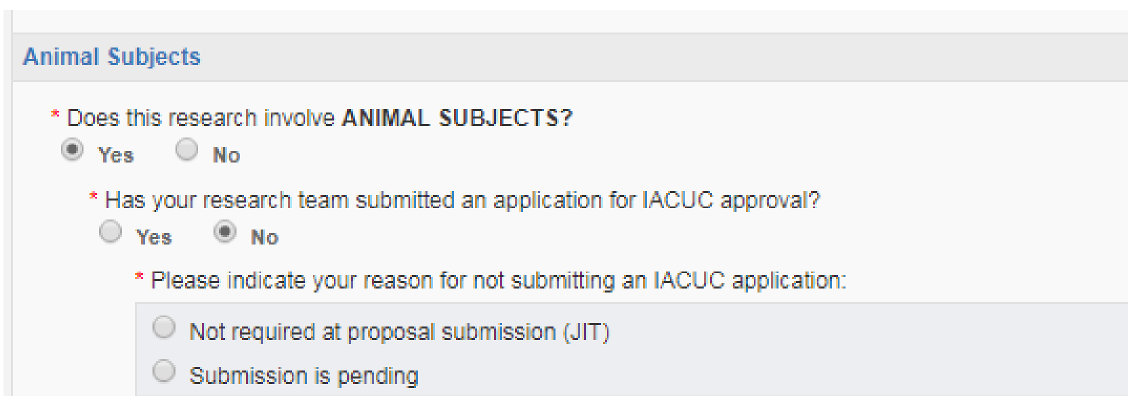
Materials provided by the sponsor or any other party?
*If yes, contact campus Pre-award Office*

Save Reset

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.




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.



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.*

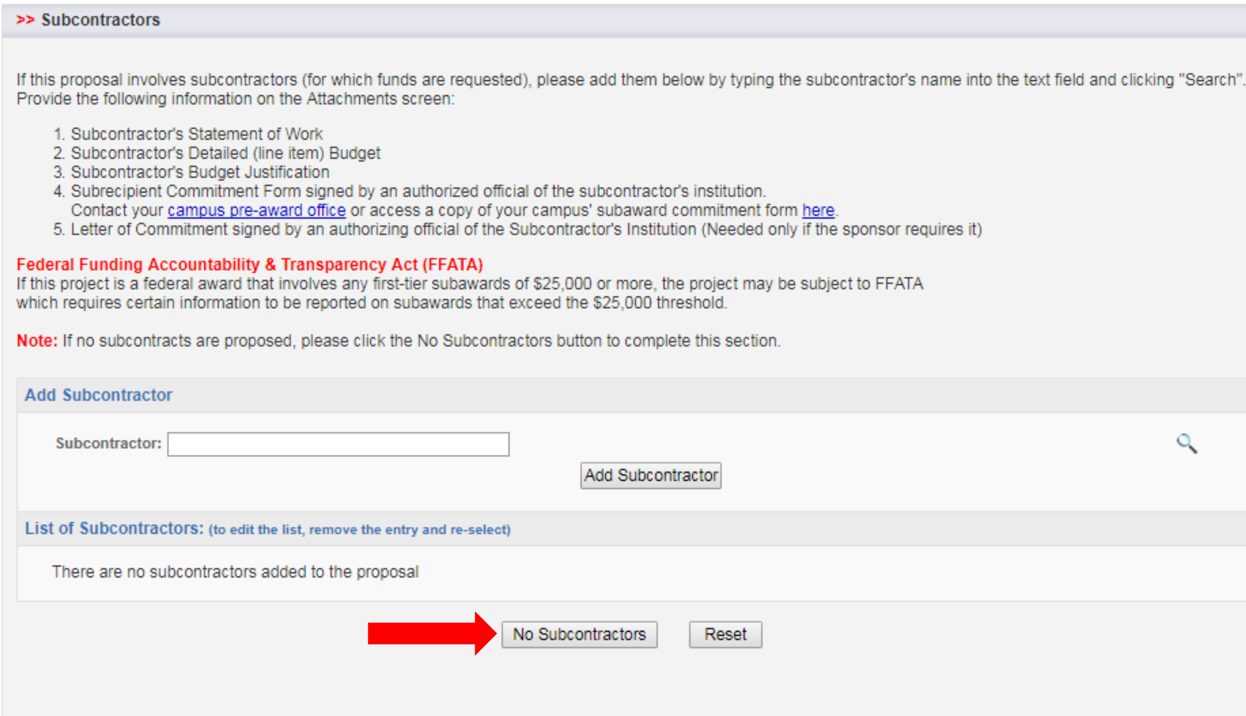
- [ ] Nanomaterials?
  *If yes, contact campus Environmental Health and Safety.*

- [ ] Materials provided by the sponsor or any other party?
  *If yes, contact campus Pre-award Office*

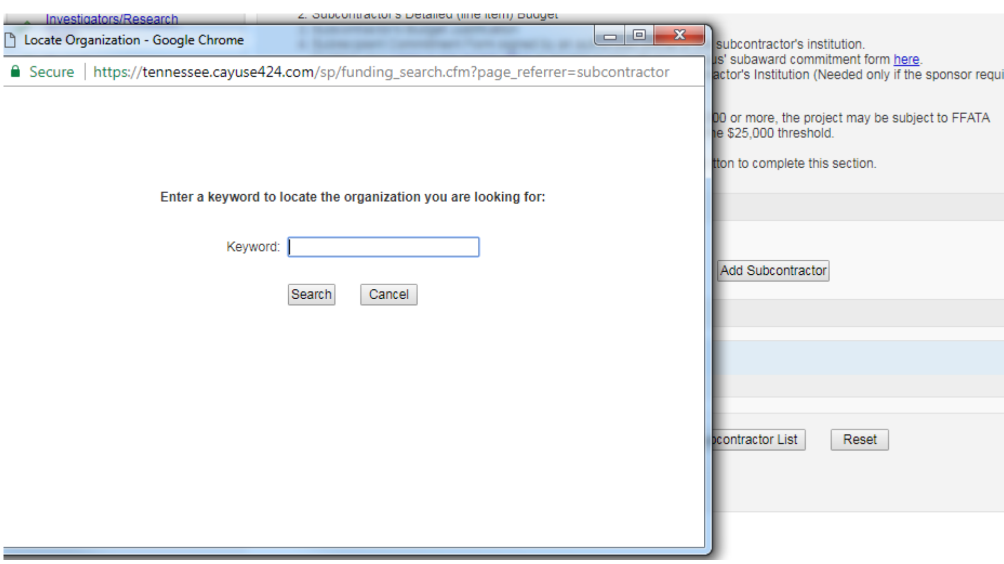
4. Save changes.

## 5.6 Subcontractors

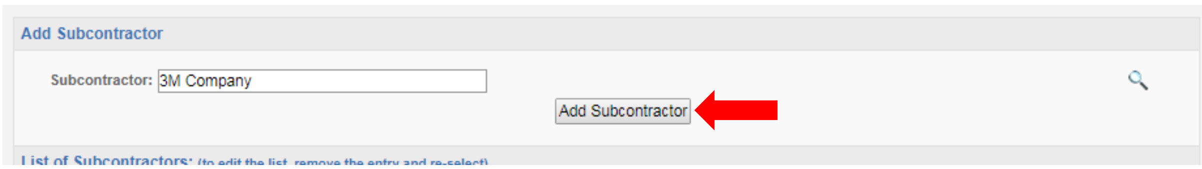
If the project has subcontractors (subawardees), add them in this section. If the project does not have subawardees, you can click "No Subcontractors" at the bottom of the page. Please note subawardees are different from vendors or contractors. See UT Fiscal Policy FI0230 for details on distinguishing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



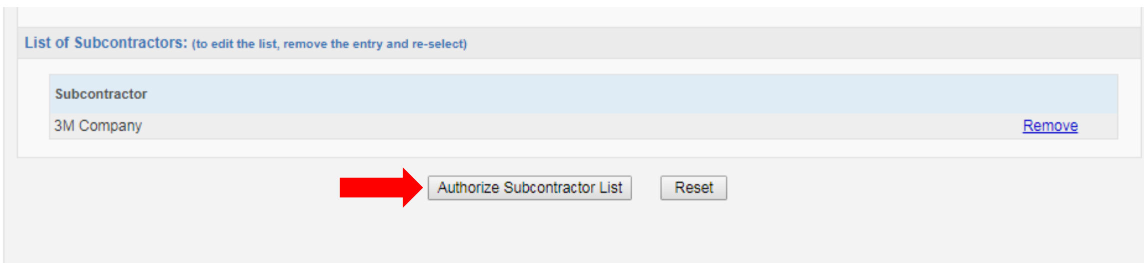

1. To add subawardees, click the search icon and type in the subcontractor under "Keyword." When the name appears, select it.



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.




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.



## 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

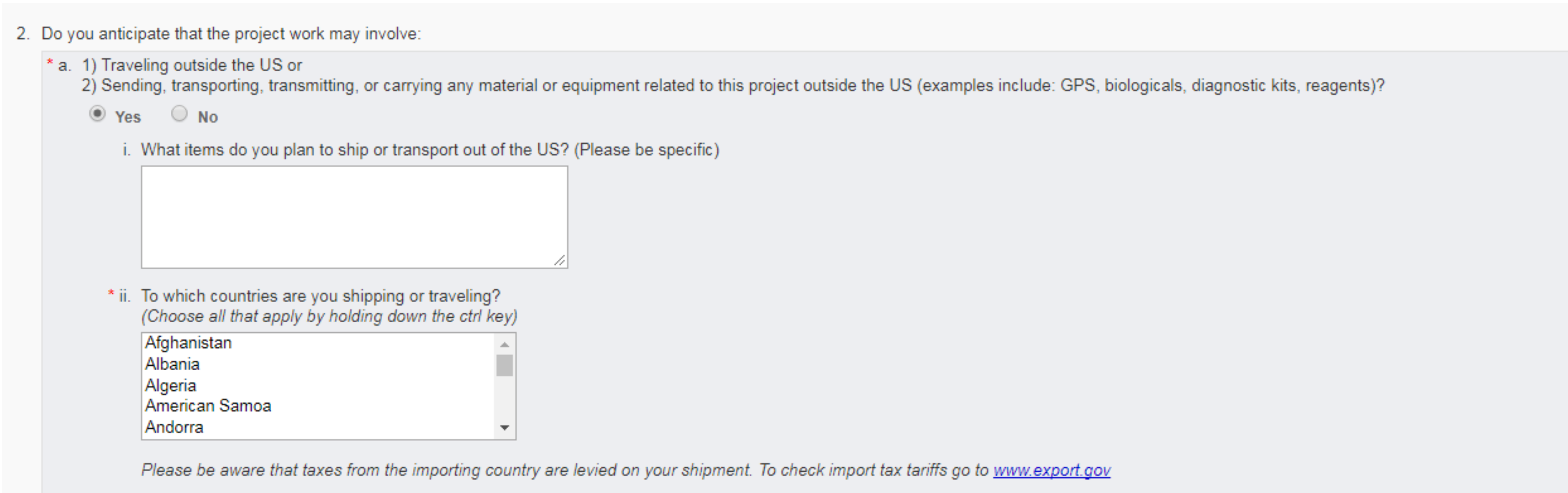
* b. Any equipment, technology, materials, software, or other defense articles listed on the United States Munitions List (USML) under the International Traffic in Arms Regulations (ITAR), or specifically designed, modified, or adapted (even slightly) for a military purpose, or that may involve national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

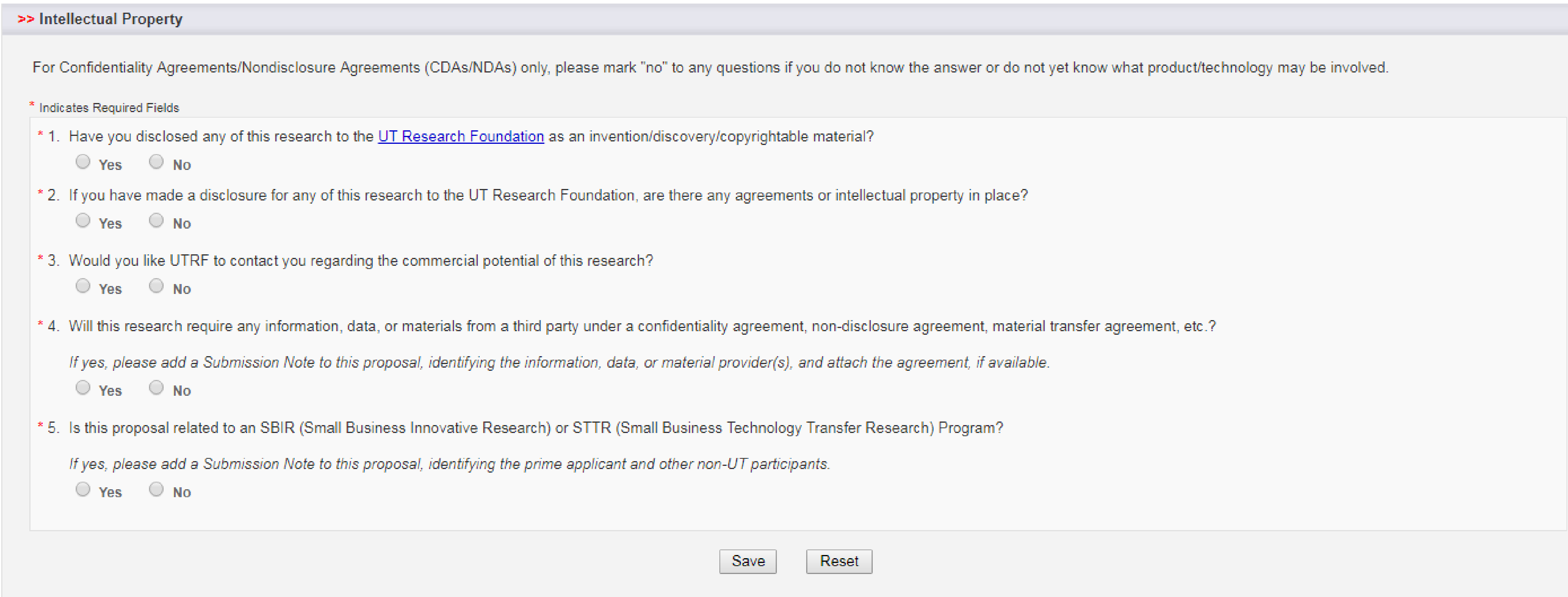
Afghanistan
Albania
Algeria
American Samoa
Andorra

*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

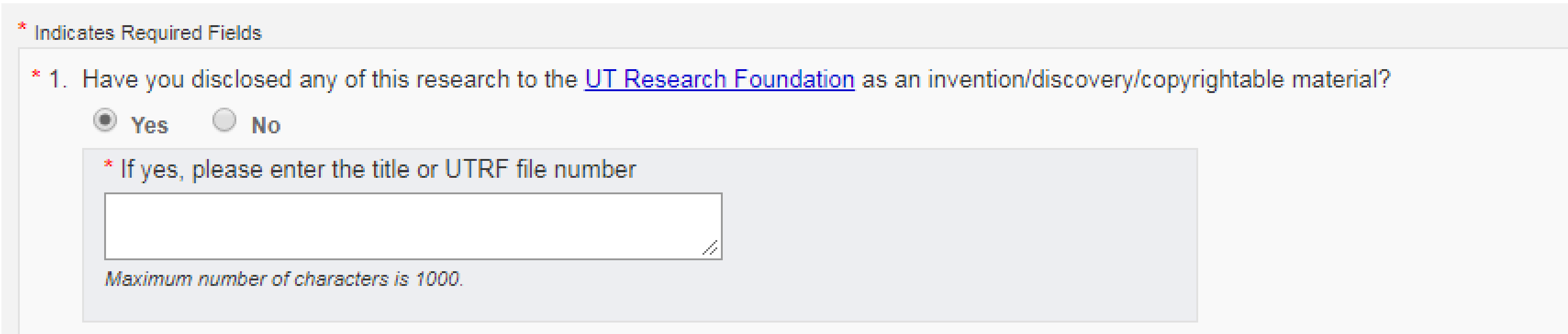
* 5. Is this proposal related to an SBIR (Small Business Innovative Research) or STTR (Small Business Technology Transfer Research) Program?

*If yes, please add a Submission Note to this proposal, identifying the prime applicant and other non-UT participants.*

Yes No

Save Reset

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

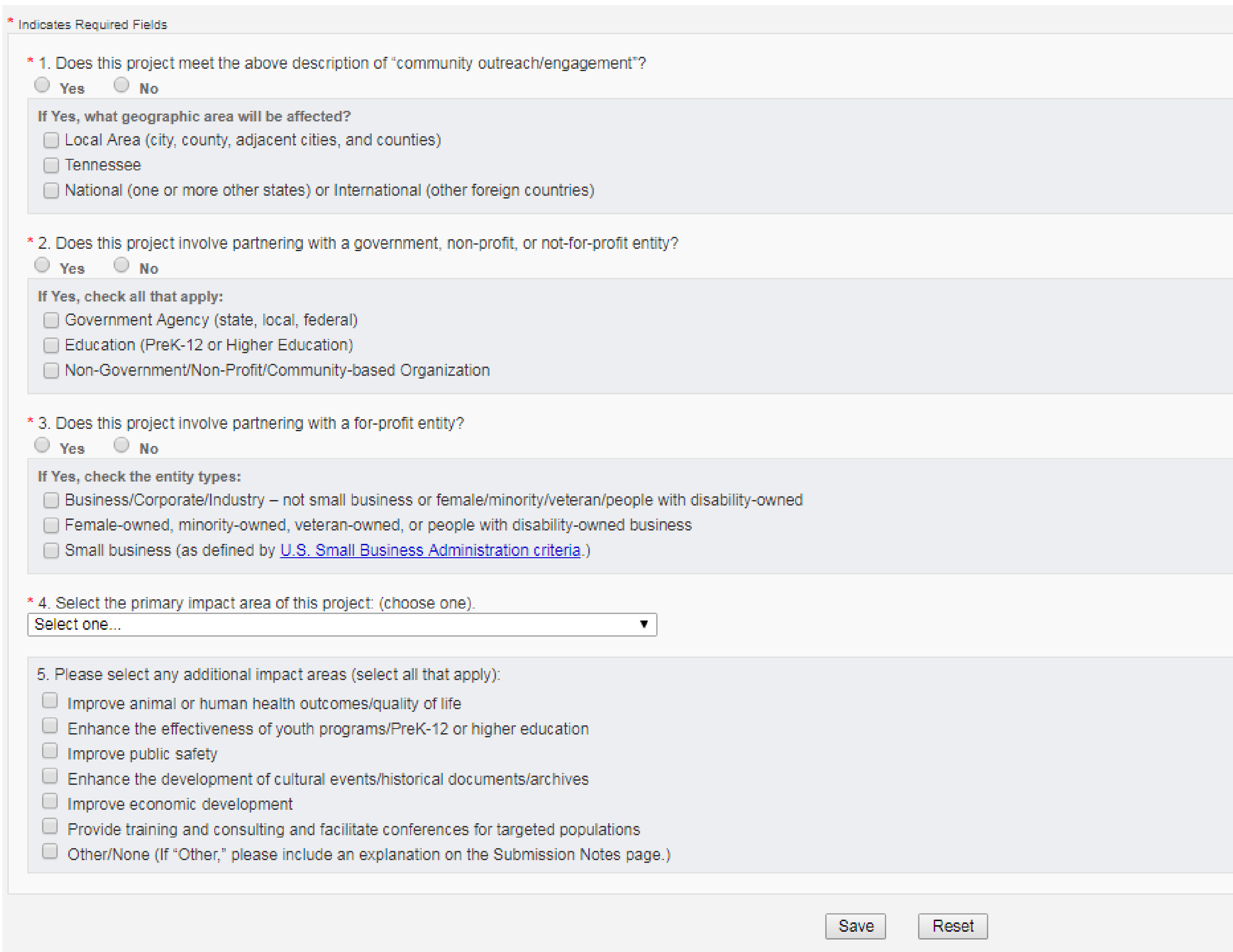



3. Save your changes at the bottom of the page.

## 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.)

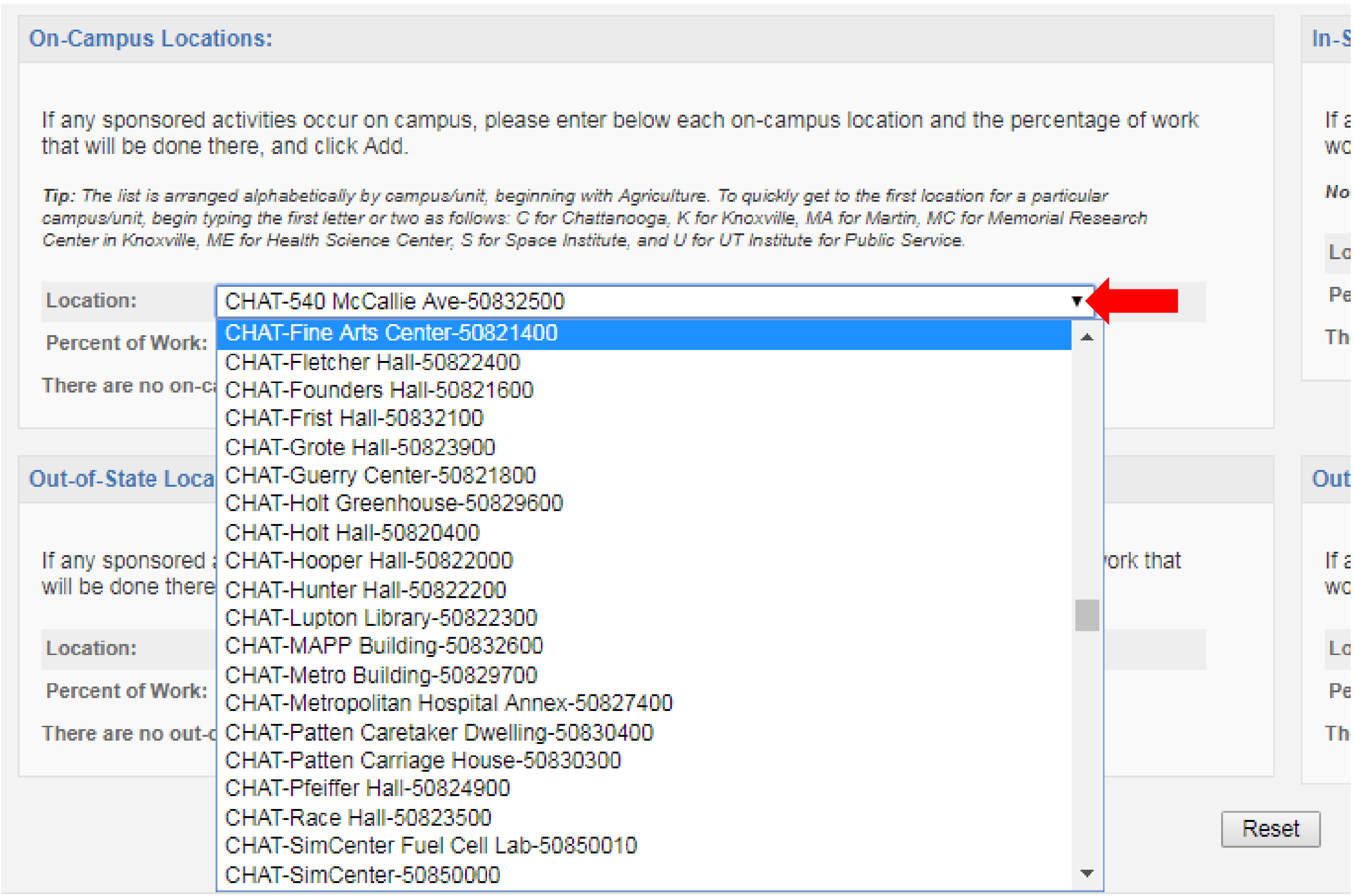
Save Reset

2. Save changes at the bottom of the page.

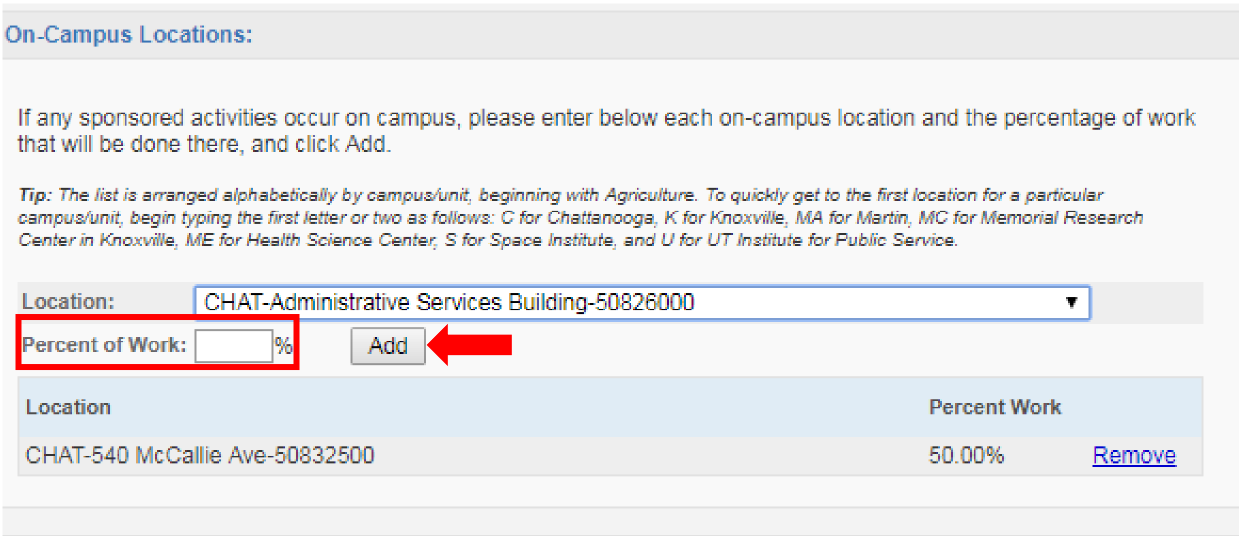
## 5.10 Location of Sponsored Activities

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.



2. 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: CHAT-Administrative Services Building-50826000

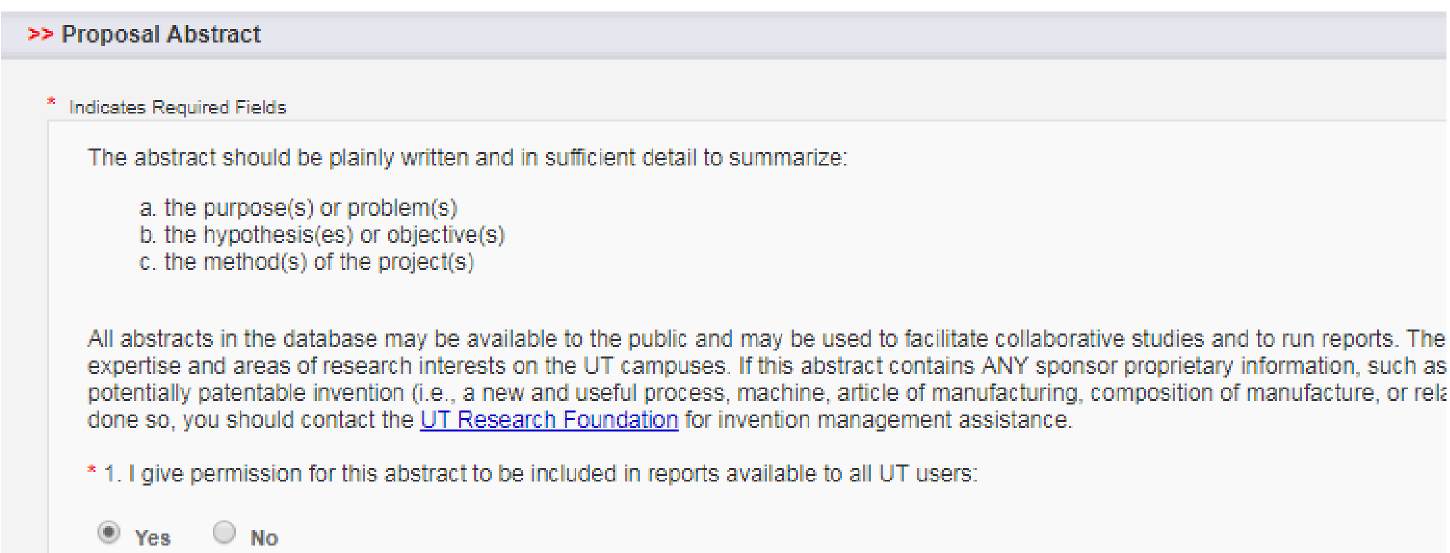
Percent of Work: % Add

| 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.

1. 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:

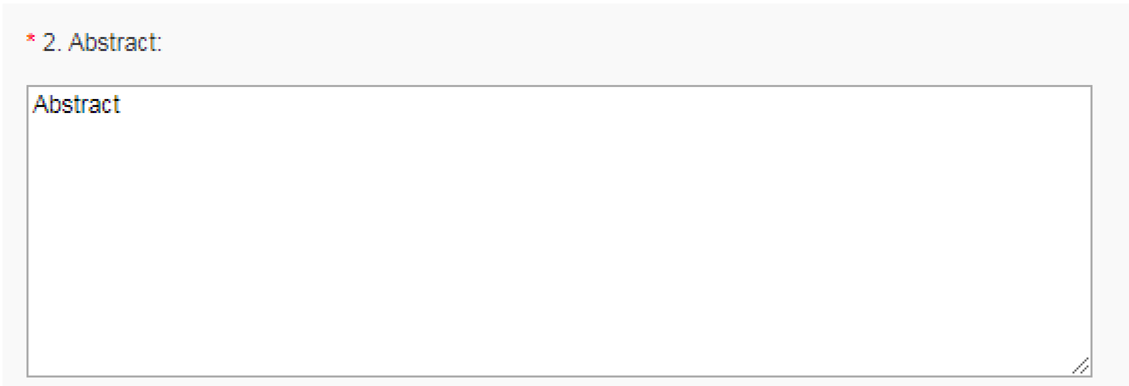
a. the purpose(s) or problem(s)
b. the hypothesis(es) or objective(s)
c. the method(s) of the project(s)

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 rela done so, you should contact the UT Research Foundation for invention management assistance.

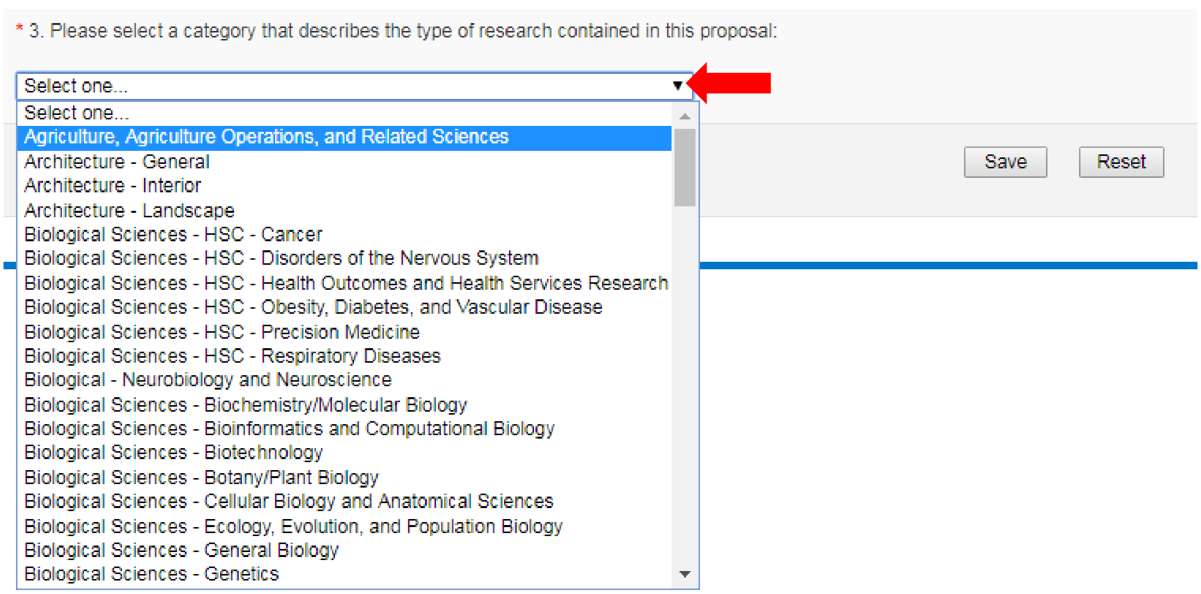
* 1. I give permission for this abstract to be included in reports available to all UT users:

Yes No

2. Copy and paste the abstract into the below field.




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

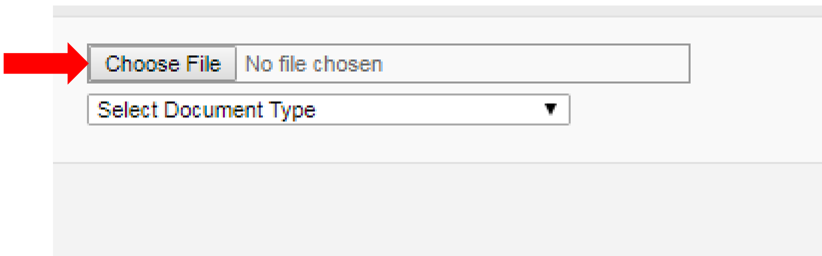



4. Save changes at the bottom of the page.

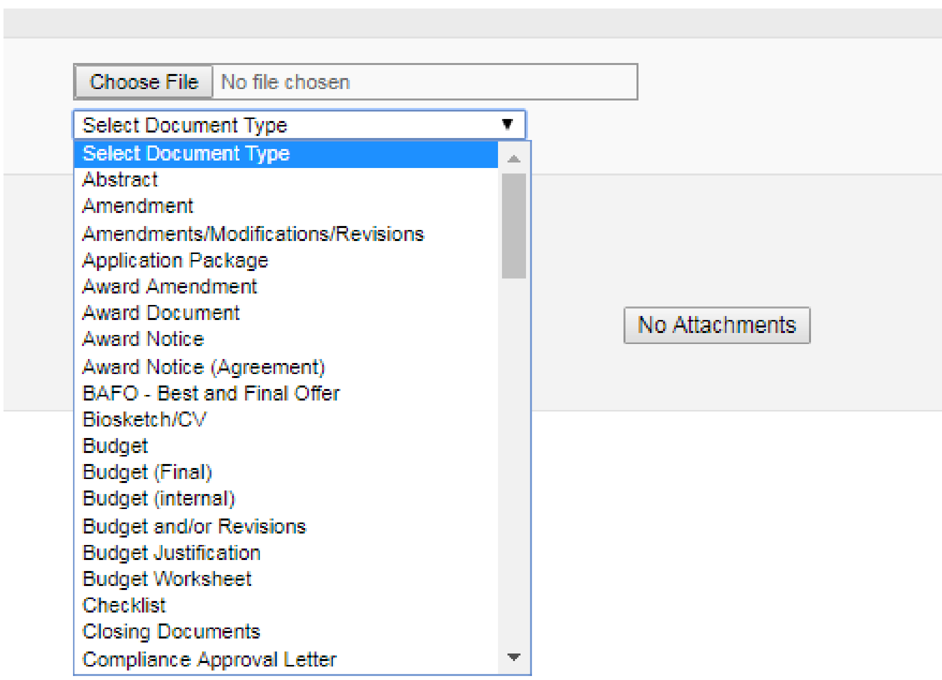
## 5.12 Proposal Attachments

Attach all proposal documents at this time.

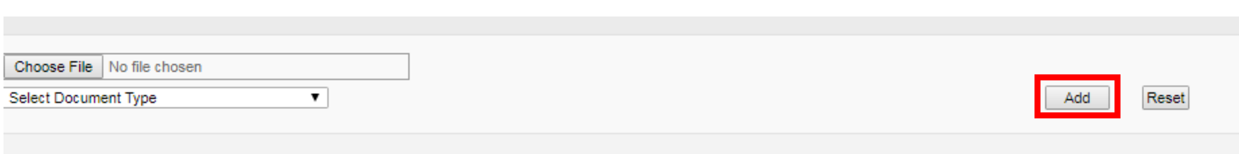
1. You can upload the Lead PI's proposal documents by clicking "Choose File" and browsing your computer.



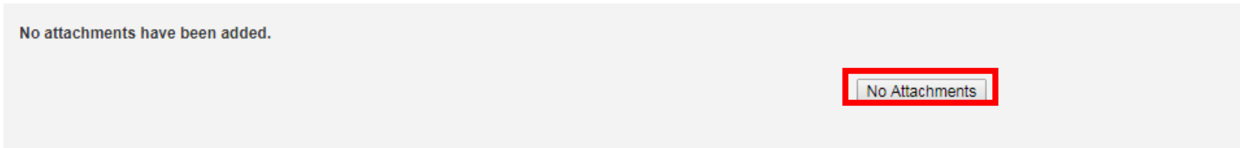

2. Select the document type using the drop down.




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



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

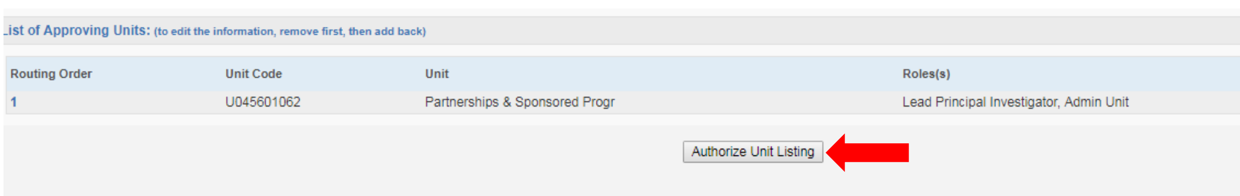



5. Save changes at the bottom of the page.

## 5.13 Approving Units

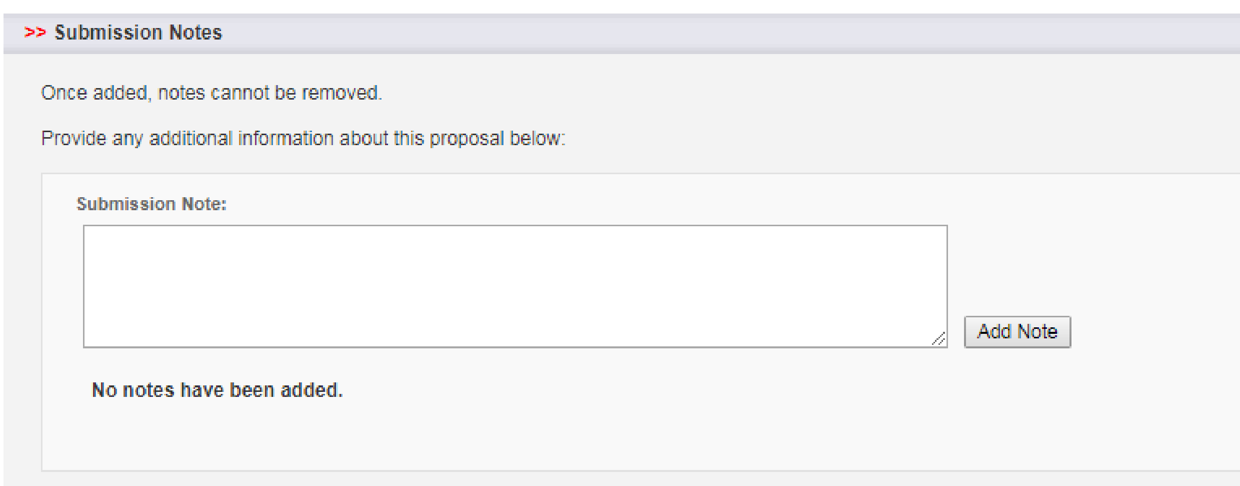
1. Partnerships & Sponsored Programs will default as the approving unit. Leave this as is and add additional units if needed.

2. Click “Authorize Unit Listing.”



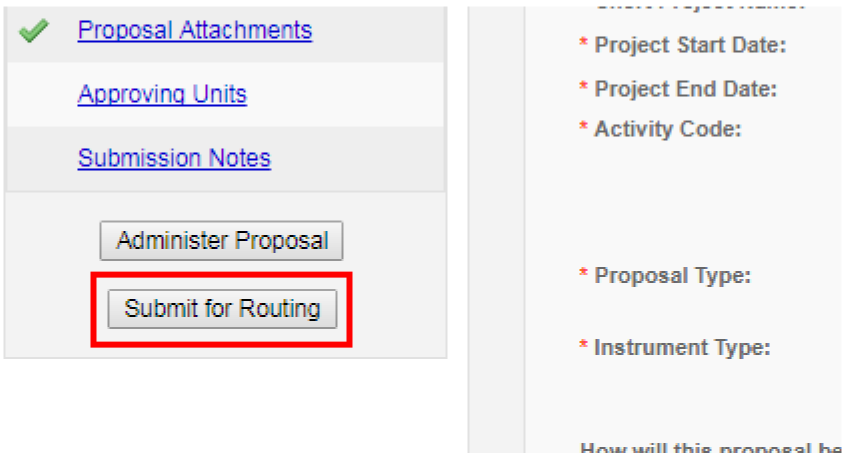

## 5.14 Submission Notes

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.



# 6 Still Need Help

## 6.1 Contact Information

| **Cayuse & Proposal Questions** | |
|---|---|
| Office of Research & Sponsored Programs<br>109 Race Hall<br>(423) 425-4052<br>orsp@utc.edu | |
| Meredith Perry<br>Executive Director<br>(423) 425-2232<br>Meredith-Perry@utc.edu | Sam Stanley<br>Grants Specialist<br>(423) 425-4168<br>Sam-Stanley@utc.edu |
| Angie Johnson<br>Assistant Director<br>(423) 425-5399<br>Angie-Johnson@utc.edu | Todd Doman<br>Grants & Research Development Specialist<br>(423) 425-5868<br>Todd-Doman@utc.edu |
| Tracey Woodbury<br>Contract and Post-Award Specialist<br>(423) 425-5968<br>Tracey-Woodbury@utc.edu | Terri Bearbower<br>Research Office Manager<br>(423) 425-1743<br>Terri-Bearbower@utc.edu |

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

## 6.2 Additional Resources

Visit the ORSP website for additional tips and how-to's.