PI Quick Guide to Cayuse - Individual Awards

UTC is trying to better understand the scholarly and creative accomplishments of our faculty by formally collecting information regarding awards made to individual scholars (e.g., fellowships, prizes, etc.). While these are distinct from institutional grant awards that flow through UTC, they are noteworthy achievements and provide an important measure of faculty engagement.

CAYUSE URL FOR LOG IN

https://tennessee.cayuse424.com/

Log in to the system using your NET ID (e.g., abc123) and password. ***NOTE:*** *Not all UTC employees are automatically included in Cayuse -- if you cannot log in or cannot find a person you wish to add to a record, contact the Office of Research and Sponsored Programs ASAP for assistance.*

START PAGE

After you log in, there are two choices; click on the one for *Cayuse SP*. (The other choice, *Cayuse 424*, is used for certain federal grant proposals and is not relevant for awards to individuals.)

1. "START NEW PROPOSAL"

Click on Start New Proposal under the Proposal Dashboard located on the left-hand side. **NOTE:** Anything prefaced with a red asterisk (*) is required to save and to move on to the next section of the proposal.

- **Sponsor Information**
  Sponsor: If, after searching, you cannot find the name of the sponsor, 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. (ORSP will work with Cayuse to get the sponsor name added to the database, and correct the entry.)

- **General Proposal Information**
  Admin Unit: **ALWAYS** Select Research & Sponsored Programs as the Admin Unit. 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.

Primary Administrative Contact: Select the PI as the Primary Administrative Contact. If you cannot find the person you wish to add, contact ORSP for assistance.

Instrument Type: Select "Award to Individual" as the instrument type.

Submission Method: Select the appropriate method from the drop down menu. For individual awards, typical submission method is "paper" or "other."

"Paired" vs. "Unpaired": At the bottom of the page are three radio buttons – just ignore them.

How will this proposal be submitted?

Select Submission Method:
Cayuse 424
Grants.gov forms
Paper
Other

Affiliated Unit(s) (if applicable):   Affiliated Unit(s)

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

- **Click "Save" at the bottom of the page after you complete filling out all of the information. If you missed anything, you will be prompted and not allowed to "Save" until all information has been filled out.**

2. INVESTIGATORS/RESEARCH TEAM

*NOTE: Not all UTC employees are automatically included in Cayuse -- if the search doesn't locate the person you wish to add, contact the Office of Research and Sponsored Programs ASAP for assistance.

- **Add Personal Information**
Person Months: (how many months per year a person will work on the project). Some sponsors require this information, but many do not. You can enter a "0" here. You can also click "Person Months" to download an Excel spreadsheet which will assist in the PM calculation.

Sponsored Effort %: is required. You can enter "0."

Cost Shared Effort %: You can enter "0" or leave this field blank.

Add Personnel Information

* Last Name: * Unit:
* First Name: * Role: Lead Principal Investigator ▾
Phone: * Sponsored Effort %:
Email: Cost Shared Effort %:
* Person Months: Allocation of Credit %:

Allocation of credit: You can leave this blank or list 100% credit for you as the Lead PI.

- **Click "Save Personnel" after all information has been completed. Repeat this step as needed to include all personnel.**

3. BUDGET

- **Overview Section:**
The budget page defaults to "Summary" for the form and "1" for the # of budget periods – **leave these items as the default**. Enter the same dates for the "Current Period" as are entered for the entire project.

Overview

Lead PI: Sponsor: Burner Systems International
* 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   12/30/15   Clear
                                     * End   12/29/18   Clear

- **Cost Sharing Section:** This section will not apply for awards to individuals; you can just leave this blank.

- **F&A rate section** – This does not apply for Awards to Individuals. **Leave 0 for the F&A rate.**

- **Budget Categories section** – If there is a monetary component to the award, please enter the total award amount into the "Sponsor Direct Costs" in the "Current Period" section.

- **Click "Save" at the bottom of the page after you complete filling out all of the information.**

4. CONFLICT OF INTEREST

- You must answer all of the questions pertaining to the Conflict of Interest section. 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."*

5. REGULATORY COMPLIANCE PAGE

- 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.

6. SUBCONTRACTOR PAGE

- Subcontracts would not apply to Awards to Individuals, so just select "No subcontractors".

7. EXPORT CONTROL PAGE

- Identify "any items, technology, or activities on a proposal that may have export-control implications" by answering the questions. If you have any questions, you should contact ORSP.

8. INTELLECTUAL PROPERTY PAGE

- Follow the question prompts. If you answer "yes" to the first question, you must disclose the title or UT Research Foundation file number.

9. COMMUNITY BENEFITS PAGE

- All questions must be answered; you must choose "None" if there are no community benefits.

10. LOCATION OF SPONSORED ACTIVITIES PAGE

- **On-Campus Locations:** The database includes buildings on all UT campuses. To quickly get to the top of the UTC section of the list, type "C" in the search box. *Percentages should reflect the portion of the project activities that will occur in each location.* You can just list the building that houses your department if your individual award included complex locations*.

11. PROPOSAL ABSTRACT PAGE

- Include an abstract, if possible. It can be very brief.

12. PROPOSAL ATTACHMENTS PAGE

- If possible, attach any relevant documents related to the application and the award. Ideally, this would include the sponsor guidelines, the budget, the final proposal as a combined document, and any other relevant items.

13. APPROVING UNITS PAGE

- "Research & Sponsored Programs" will default as the first approving unit. Leave this as is. Additional approving units will be identified based on your responses on previous screens. Click "Authorize Unit Listing."

14. SUBMISSION NOTES PAGE

- If needed, you can input additional information about the proposal. Submission notes can never be deleted, so be judicious in what notes you add.

SUBMITTING THE CAYUSE RECORD

- 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. ORSP and any other units noted in the "Approving Units" section will review and authorize the proposal to finalize the proposal record.
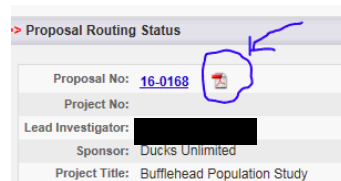
How to Certify a Proposal

1. After you submit your proposal, you will receive an email asking you to certify it.
2. From your Cayuse Sponsored Projects home page, click on "PI Certification Inbox":
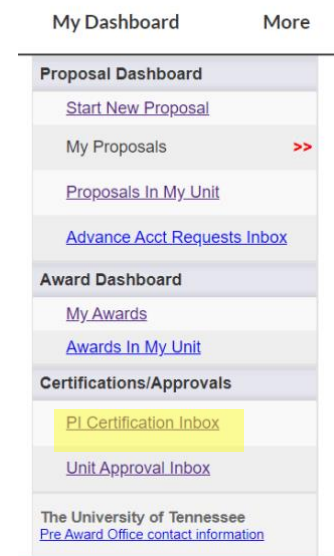
3. In the "To be Certified" tab, click on the number of the proposal you wish to certify:
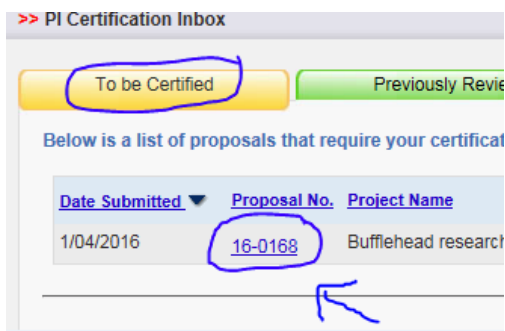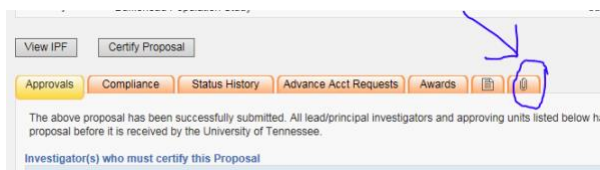
4. To see a PDF of all the information entered about the proposal, click on the PDF icon. Alternately, you can click on the proposal number to look at the entry pages one at a time.
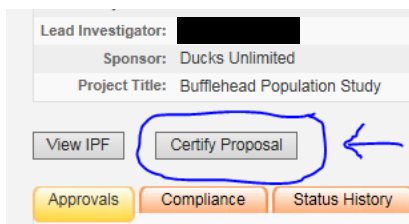

If you have questions or corrections to any information, contact the Office of Research and Sponsored Programs and we will make them for you. You cannot make changes to the Cayuse entry once it has been routed for certification and approval.
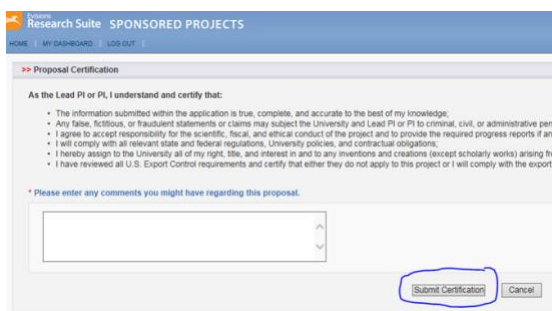
5. To review the documents attached to the proposal entry (the proposal application, the budget, etc.), click on the attachments tab:

6. When you are ready to certify, click the "Certify Proposal" button:

7. On the Proposal Certification page, click the "Submit Certification" button to complete the process.

Note that the proposal you certified is no longer in the "To Be Certified" tab; it has moved to the "Previously Reviewed" tab.