**Cayuse User FAQ**

**Cayuse Overview Information:**

1. I am able to login to Cayuse using my ONID Username and Password but I am unable to access any of the application modules. What do I do?

Access to the Cayuse proposal management system requires system registration. Please complete the registration request form located here: [http://oregonstate.edu/research/osraa/forms-and rates](http://oregonstate.edu/research/osraa/forms-and%20rates). Submit this form to osraa@oregonstate.edu and you will be advised once your registration has been processed.

1. A proposal was created but cannot be located. The proposal does not appear in the PI’s proposal list. What do I do?

The Proposal Creator, by default, will always have access to the proposal from his/her personal dashboard. Others are granted access to the proposal when they are identified as part of the Research Team from the “Add Personnel Information” section of the Investigators/Research Team screen.

If you believe you should have access to a proposal but it does not appear in the list of proposals on your personal dashboard, contact the Proposal Creator to ensure that you have been identified as part of the Research Team.

If the Proposal Creator is not able to resolve your access issue, please contact the Office of Sponsored Research and Award Administration for additional assistance.

1. How can a proposal be deleted?

Proposals may only be deleted by the Lead PI or the Proposal Creator up until the point of submission for routing. Once submission has been made and routing has begun, please contact the Office of Sponsored Research and Award Administration for assistance with deleting a proposal.

**Cayuse SP General Info Screen:**

1. What is the difference between the Funding Agency, Sponsor Program Name and the Prime Funding Agency?

The **Funding Agency** is the direct source of funding for the proposal. This is also the organization to whom the proposal is being submitted.

The **Sponsor Program Name** might be a subsidiary operational unit, program priority or like designation which provides further detail about the source of the direct funding.

The **Prime Funding Agency** is the a priori Grantor of funding to the direct Funding Agency in cases of a subcontract or pass-through award (Ex.1.) For NSF and NIH funding, the **Prime Funding Agency** is the subsidiary Directorate or Institute to the Funding Agency (Ex. 2.)

Example 1:

US Dept of Agriculture → Oregon Dept of Health and Human Service, ABC Food Program → OSU

(Prime Funding Agency) (Funding Agency) (Sponsor Program Name)

Example2:

National Cancer Institute → National Institutes of Health, R21 Exp/Dev Research Grants → OSU

(Prime Funding Agency) (Funding Agency) (Sponsor Program Name)

1. A proposal has been initiated, but I am unable to locate the Sponsor, Subaward or Collaborating organization? What do I do?

Organizations serving as award Sponsors, Subcontractors or Collaborating entities must be registered in the Cayuse database to be accessible through a new proposal record. Please complete the registration request form located here: [http://oregonstate.edu/research/osraa/forms-and rates](http://oregonstate.edu/research/osraa/forms-and%20rates). Submit this form to osraa@oregonstate.edu and you will be notified when the Cayuse database has been updated with your registration request.

1. How is Project Period determined?

The most concise definition of project period is the period for which you are presently requesting funding. For a New proposal this is typically fairly self-evident.

However, for Continuation and Supplemental proposals the project period to be entered in Cayuse is generally dictated by the Sponsor’s instructions. Some will want to see the entire project period with the current budget period as the breakout. Other sponsors may want to see only the current budget period requested.

1. What is the definition of Activity Code? What should be entered?

This refers to the type of project activity for which funding is being requested. The Activity Code is selected from the pop-up window: Basic Research, Applied Research, Other Sponsored Activity, Research Training, or Development. This selection enables institutional research reporting and is the basis for determining the appropriate Facilities and Administrative (Indirect) Cost rate.

**Basic Research** – systematic study directed toward fuller knowledge of understanding of the subject. Basic research is specifically organized to produce identified outcomes.

**Applied Research** – utilizes basic research outcomes or theories in practice; i.e., toward the production of new materials, devices or systems.

**Other Sponsored Activity** – support of student services, educational resources, cooperative extension and outreach programs, community service partnerships, public service programs, etc.

**Research Training** – activities where the primary objective is for development or extension of an individual’s research skills, techniques, and knowledge toward a career in research; fellowship or training projects where the students usually are not employees; there is usually an educational requirement as part of the fellowship or traineeship, including mentorship of postdocs.

**Development** – the systematic study of designing, developing, and evaluating instructional programs, processes, and prototypes or products that must meet certain criteria and consistency; especially important in the field of instructional technology.

See our website for additional, related information: <http://oregonstate.edu/research/osraa/budget-fa-costs-indirect-costs>

**Cayuse 424-SP Linking:**

1. How do I link a Cayuse SP proposal to an existing Cayuse 424 proposal?

The toggle buttons on the bottom of the Cayuse SP proposal General Info screen are used to link the proposal in the Cayuse SP module to a proposal in the Cayuse 424 module.

Click the “Pair with a 424 Proposal” button. An option window will open providing a list of 424 proposals identified by PI Name and Title. Select a row and the window will close with the proposals linked. You must then click “Save” at the bottom of the screen to finalize the action.

1. How do I create a new Cayuse 424 proposal that is linked to an existing Cayuse SP proposal?

The toggle buttons on the bottom of the Cayuse SP proposal General Info Screen are used to create a link from the proposal in the Cayuse SP module to a proposal in the Cayuse 424 module.

Click the “Create a Paired Proposal” button. The Cayuse 424 module will open with a prompt to select the type of proposal (Grants.gov, Subaward or Other) and enter preliminary information. Once you complete this basic information, a 424 proposal outline will be created which is paired to your SP proposal. Proceed to complete all proposal screens, saving your information regularly.

1. How do I remove or change an existing Cayuse SP and 424 proposal pairing?

The toggle buttons on the bottom of the Cayuse SP proposal General Info Screen are used to control a link from the proposal in the Cayuse SP module to a proposal in the Cayuse 424 module.

Click on the “Un-pair with 424 Proposal.” A processing window will be shown while the linking is removed. You may then step through the linking process again to either create a new paired proposal or link to an alternate existing proposal. If you do not wish to associate a paired 424 proposal with the SP proposal, you may select a different submission method on the General Info screen.

**Cayuse SP Investigators/Research Team Screen:**

1. I am creating a proposal but am uncertain about designating roles? What does each of the roles mean?

The first person you add should be the primary contributor to the successful conduct of a sponsored project and responsible for the design, conduct or reporting of the research or other results and accomplishments. The person may also be responsible for the technical, regulatory and financial aspects of the project. This person will have the role **Lead Principal Investigator**. **Do not exit a new proposal without identifying the Lead Principal Investigator**.

Exactly one person on the proposal must have this role before the proposal can be successfully submitted for routing. Additional Research Team members should only be added to the proposal when their contribution is significant or critical to the work and/or as required by the sponsor.

* *Principal Investigator:* This is the Co-PI role, an individual considered to be a primary contributor to the successful conduct of a research project and responsible for the design, conduct or reporting of the research. This role should only be selected if the sponsor allows multiple project PIs. This role requires certification of the proposal in addition to the Lead PI.
* *Investigator:* This individual contributes but is not fundamental to the research project. This role does not require the person to certify the proposal.
* *Postdoctoral Research Associate:* This individual has received a doctoral degree and serves on the research project.
* *Fellow:* This individual is a student, pre or postdoc, applying for a fellowship or support for dissertation research whose mentor is the Lead Principal Investigator on this proposal.
* *Graduate Research Assistant:* A post baccalaureate student who serves on the project.
* *Clinical Research Coordinator:* This individual has significant responsibility for the conduct of a human subjects study. Responsibilities may include study subject recruitment, arranging subject visits, informed consent, regulatory documents, case report forms, and meeting with study monitors.
* *Project Manager:* An individual is identified in this role on a limited basis such as on program project grants or on a clinical trial.
* *Technical Staff:* This individual performs standardized or routine measurements, analyses or procedures in support of the research project.
* *Undergraduate Student:* This role defines an undergraduate student who does not meet the definition of Fellow.
* *Administrative Contact:* This individual has proposal edit rights, but is not named on the budget (e.g., department contract and grant manager).
* *Administrative Assistant:* This role is used on a limited basis on eligible funding opportunities, for example, program project or state contracts.
* *Proposal Editor*: Grants simultaneous permissions equal to the Proposal Creator in the SP record and 424 record.
* *Other Key Participant:* This designation accommodates project participants whose role title differs from those above. After selecting Other Key Participant, a field labeled "Role Title" appears beneath the Role. Enter the participant's custom title into the Role Title field. The participant's department will be included in the routing list on the Approving Departments screen.
* *Other Participant (no routing):* This designation serves the same purpose as Other Key Participant, except that the participant's department is excluded from the routing list on the Approving Depts screen.
1. How do I calculate Person Months, Sponsored Effort % and Cost Shared Effort % for personnel listed on the Investigators/Research Team screen?

Please see the Cayuse Training Materials website for specific guidance regarding this screen:

<http://oregonstate.edu/research/osraa/cayuse-training-materials>

**Cayuse Budget Screen:**

1. For a modular grant, does the Cayuse SP budget information screen pull from or link to the paired Cayuse 424 proposal application budget?

The SP budget screen won’t pull the basic, high-level information from the PHS 398 Modular budget form in 424, so you may wish to just enter the direct and indirect costs into the Summary view in SP.

However, if you use the RR Budget form in 424 to build your modular budget form (even though the RR Budget doesn’t go to the sponsor), you could use the Auto-fill option to pull that budget detail into SP for your proposal reviewers.

1. For Cayuse 424, what are the F&A rate defaults? Can/should these be changed?

The F&A rates are determined by the Indirect Cost Type selected from the drop down menus for each budget category. The default rates for each indirect cost type are based on OSU’s current federally negotiated indirect cost rate agreement and the accompanying implementation memo found on our website. If the sponsor has a limited rate then that rate should be entered in Section H. of the RR Budget. If the sponsor does not allow indirect costs, enter 0 as the rate in Section H of the RR Budget.

1. With the new SP Budget screen options, which option should I be using? Is an additional budget spreadsheet attachment still required?

Please see the detailed guidance documents located at the bottom of this page: <http://oregonstate.edu/research/osraa/cayuse-training-materials>

**A budget spreadsheet and budget justification should still be attached to SP, unless the budget detail and budget justification are included in a paired 424 proposal.**

1. I am attempting to enter budget information into my proposal, but the Entire Project budget fields will not allow entry?

When the number of budget periods in the project has been set to 1, the Entire Project budget fields are gray and do not allow entry. This is due to the fact that these numbers are one and the same as Period 1 budget numbers. Only when 2 or more budget periods are selected do the Entire Project budget fields become accessible. The number of budget periods is designated using the drop down at the top of the Budget screen. For more information, please see the detailed guidance documents located at the bottom of this page: <http://oregonstate.edu/research/osraa/cayuse-training-materials>

**Cayuse SP Approving Departments Screen/Routing:**

1. PI is traveling / unavailable to certify the proposal due to Cayuse access issues. Is this certification required? Can Proposal Editor provide certification in PI’s stead?

**Proposal Certification is required without exception for all project proposals**. The Certification represents the following legally binding commitments by the PI:

* *The information in the proposal is true, complete and accurate to the best of my/our knowledge;*
* *I am in compliance with OSU's Conflict of Interest and Misconduct in Research Policies;*
* *I have completed an annual Conflict of Interest disclosure, or updated it for any activities that might reasonably appear to be affected by the proposed project (unless I am not required to complete such a disclosure);*
* *All previous award progress, technical and final reports have been completed and submitted;*
* *I am not currently debarred or suspended by the Federal government;*
* *I and my co-investigators have followed OSU Policies and Procedures;*
* *I and my co-investigators acknowledge my/our ongoing obligation to assign to OSU any rights to trademarks, inventions, technology, or software (or improvements thereto) developed using OSU resources, whether in connection with the matters disclosed in this form or not, and by submitting this form, I make that assignment.*

If issues are encountered which prevent proposal certification, the PI, Co-PI or Proposal Editor should contact the Office of Sponsored Research and Award Administration immediately for assistance.

1. My proposals continue to route to an incorrect department or unit for review and authorization. How can this be corrected?

The Award Admin Dept is the first unit in the routing order and should be selected on the General Info screen. The subsequent departmental units are added based on the affiliations of the PIs and other personnel added to the Investigators/Research Team screen and Cost-share Units designated on the Budget screen.

An incorrect Award Admin Dept designation would cause incorrect routing for review. Incorrect departmental designation for a PI or other project personnel could also cause an error in the review routing. When adding personnel to the Investigators/Research Team screen, be sure to confirm that the unit that is auto-filled into the Dept field for that individual is the correct approving department. If this unit is not correct, you may click in the Dept field to select a different unit.

PIs with multiple affiliations, who are required to obtain approvals from more than one of their affiliated units, may require manual department selection for proposals based on the research project details. See the next FAQ for how to add them.

1. How can I add an additional department/college to review my proposal? When should this be done?

Additional department and college level review may be added to the proposal on the Approving Departments screen of the SP proposal. Simply search for the desired Department/College and select when located.

Note that it is not necessary to manually add college units to the Approving Departments screen if a department under that college is already listed. College or other oversight units will be automatically added by the system for each approving department listed in this screen.

1. What does it mean if a department is listed for review but there are no reviewers’ names listed?

A department will be listed in the routing sequence with no names when there are currently no Proposal Approvers assigned for the ORG Code within the Cayuse database. Generally, this is characteristic of an ORG Code which has been made obsolete and is no longer used due to organizational restructuring. It is recommended that the PI verify that correct departmental affiliations have been selected for the research team and that the correct Award Admin Department has been selected on the General Info screen. If these have been confirmed, please contact Office of Sponsored Research and Award Administration promptly for resolution.

**Cayuse 424:**

1. How do I export a linked 424 proposal for submission?

Export permissions are not available to the Lead PI, PI or Proposal Editor roles. This is an action reserved for OSRAA staff, once a proposal has been approved. If an export file will be needed for submission to the Sponsor, please place a submission note in the SP file advising OSRAA staff of such.

1. What is the difference between the Copy and Transform functions? When should they be used?

Copy will copy the exact same 424 proposal preparation. This function is useful if one would like to submit more than one proposal option for the same RFP. You can copy the backbone or skeleton of the original proposal and then make adjustments to it for the alternate project option.

Transform will copy the 424 proposal but allow the PI to designate a new RFP. This function is useful if one would like to submit the same project proposal for different opportunities, funding agencies.

1. I was able to access the 424 proposal but now am unable to locate or enter the proposal to make updates. How can this be corrected?

424 proposal permissions are controlled by the role identifications in the SP proposal as well as the SP proposal status. The table below shows permissions for typically used roles and how they change with the status of the proposal.

| **Role in SP** | **Routing State** | **424 Permissions** |
| --- | --- | --- |
| Proposal Creator | Unsubmitted | List, Read, Write, Attach, Break Lock, Delete, Print, Change Permissions, Add User/Group, Remove User/Group |
| Proposal Editor | Unsubmitted | List, Read, Write, Attach, Break Lock, Delete, Print, Change Permissions, Add User/Group, Remove User/Group |
| Lead PI and PI | Unsubmitted | List, Read, Write, Attach, Print, Break Lock |
| Other Research Team | Unsubmitted | None (name not listed in 424 permissions) |
| Proposal Creator | Submitted | List, Read, Attach, Print, Break Lock |
| Proposal Editor | Submitted | List, Read, Attach, Print, Break Lock |
| Lead PI and PI | Submitted | List, Read, Attach, Print, Break Lock |
| Other Research Team | Submitted | None (name not listed in 424 permissions) |

If updates or corrections are needed after a proposal has been submitted, and for which “write” access is required, please contact the OSRAA Reviewing Officer for assistance by email or phone.