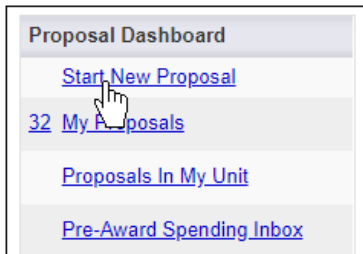
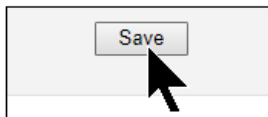


Creating a Proposal

1. From the start page, click on **Start New Proposal** beneath **Proposal Dashboard**.



2. Fill out Sponsor Information and General Information for your proposal. All fields marked with a red asterisk are required. You can click on the search icon for help with locating information for the field.
3. Click **Save** at the bottom of the page.



Sponsor Information

- **Sponsor (required):** This is usually the sponsor whose name will be on the check to the institution, or to whom the central administration office will send invoices. If the sponsor is not listed, complete the registration form found via this link <https://research.oregonstate.edu/osraa/forms-and-rates> on our website.
- **Funding Opportunity/Sponsor Application Number (optional):** Enter the alphanumeric opportunity or sponsor application number. These numbers are generally provided by the sponsor.
- **Sponsor Program Name (optional):** Enter the website address of the guidelines or instructions associated with the sponsor's application.
- **Prime Funding Agency (optional):** Enter the name of the prime funding agency if your institution is receiving a subgrant or subcontract from an intermediate source. For example, if NIH awards a grant to Cayuse University, and Cayuse University awards a subgrant to your institution, then NIH would be the prime funding agency.

General Proposal Information

Admin Unit (required): Select the lead unit/department that will manage the project. This should not be the College.

Primary Administrative Contact (required): Select the research assistant or other designee who will serve as the contact person for this project during post-award.

Short Project Name (required): Enter the title used for reference in Cayuse SP. This is equivalent to the proposal name in Cayuse 424.

Project Start and End Dates (required): Select a start and end date for the project.

Activity Code (optional): Click to choose the appropriate activity type from the pop-up window. You have the option of choosing: Research, Basic Research, Development, Other Sponsored Activity, or Research Training.

Proposal Type (required): Pre-proposal, Renewal, Continuation, or Supplement are the choices.

- Preproposal:
- Renewal: (competitive): Select if requesting new dollars for continuation of an existing award to establish a new budget period.
- Continuation: Select if requesting release of dollars previously committed by the sponsor for an existing contractor grant.
- Supplement: Select if requesting additional new dollars, extending period of performance, or requesting a change in the scope of work on an existing award.

Instrument Type (required): Select the appropriate agreement type: Grant, Cooperative Agreement, Contract, Incoming Subaward.

How will this proposal be submitted (optional): Select the submission method for the proposal. Choose one of the following: Cayuse 424, Grants.gov forms, FastLane, Sponsor website, Email, Paper, Research.gov

Affiliated Units (optional): Select units at your institution that will contribute space, personnel, or equipment to this project. Choose: **Click Here to Choose Affiliated Unit** to add a Unit. If a unit is not needed, uncheck the unit, and click **Select** at the bottom of the list.

Sponsor Deadline (required): Enter the date by which the proposal must be postmarked or received by the sponsor.

Title of Project (required): Enter the full title of the proposal that is being submitted to the funding agency. This title should match the title on the cover letter, face page, and abstract to the sponsor.