

How to Start a Cayuse Proposal (Lead PI Only)

1. Login to Cayuse using your TTUHSC eRaider and password. To get to Cayuse you can click the link (<https://ttuhsc.cayuse424.com/>) found on the OSP website. Once logged in you will see a Cayuse landing page like the one below.



cayuse
Research Suite

Logged in as: /

Cayuse Research Suite

3.9.1

Research Administration Modules

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

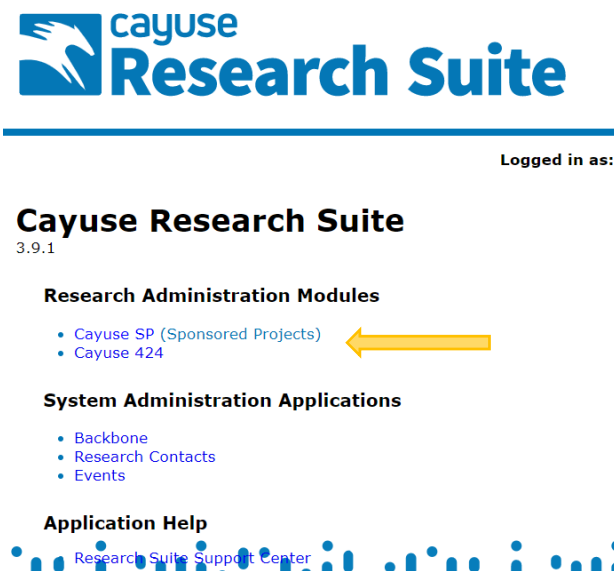
System Administration Applications

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

Application Help

- [Research Suite Support Center](#)

2. Click on **Cayuse SP (Sponsored Projects)** found on the Cayuse landing page.



cayuse
Research Suite

Logged in as:

Cayuse Research Suite

3.9.1

Research Administration Modules

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

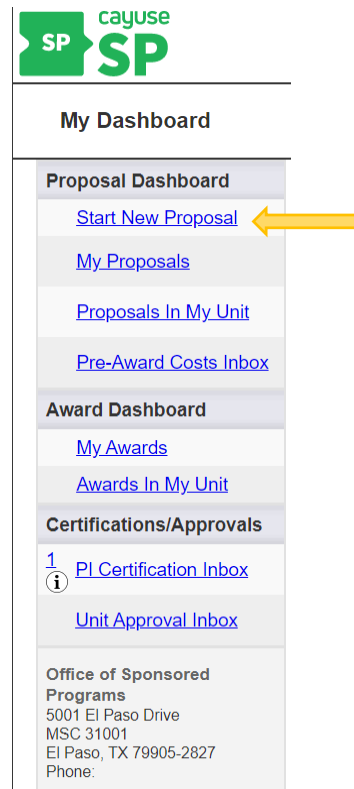
System Administration Applications

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

Application Help

- [Research Suite Support Center](#)

3. Click on the [Start New Proposal](#) link found on the left-hand side of the Cayuse landing page.



4. Complete the following fields which can be found in the middle of your screen (please see page three for a sample of the screen):

- Sponsor (if TTUHSCEP will be a subawardee, enter the name of the lead institution)
- Funding Opportunity/Sponsor Application No.
- Prime Funding Agency (only needed if TTUHSCEP will be a subawardee)
- Admin Unit
- Primary Administrative Contact
- Short Project Name
- Project Start Date
- Project End Date
- Activity Code (click on "Activity Code" and a dropdown menu will appear)
- Proposal Type
- Instrument Type
- Submission Method
- Sponsor Deadline
- Project Title

**** Click the "Save" button which can be found at the bottom of the screen ****

***** Sample Screen for #4 Listed on Page 2 *****

***** All proposals must be started by the Principal Investigator a minimum of 30 days prior to the agency deadline.*****

Please complete all required fields on this page then click **SAVE** (found at the bottom of the page).

Please select "Sponsor Not Listed" if the Sponsor or Prime Funding Agency is not available.

NOTE: To avoid system issues, proposals will be paired by OSP. **PIs should NOT pair proposals.**

* Indicates Required Fields

Sponsor Information

* Sponsor: ⓘ

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

General Proposal Information

* Admin Unit

* Primary Administrative Contact:

Proposal Owner:

Project No:

* Short Project Name: (internal reference name)

* Project Start Date:

* Project End Date:

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

* Proposal Type:

* Instrument Type:

How will this proposal be submitted?

Select Submission Method:

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#) ****DO NOT Click or Choose an Affiliated Unit****

* Sponsor Deadline: Time:


Postmark: Receipt:

* Title of Project:


PLEASE DO NOT CREATE A PAIRED PROPOSAL, PAIR or UNPAIR A PROPOSAL

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

5. After clicking “Save” the list below will appear on the left-hand side of your screen. Click on **ONLY** the seven (7) links marked with an arrow below and complete the required information shown on the right-hand side of the screen. Any link that specifies “(OSP Only)” should only be completed by OSP.

Item List 20-0023 

View or Edit completed sections by clicking the name next to the check.

 [General Project Information](#) >>

[Principal Investigators and Senior Key Personnel](#) ←

[Budget \(OSP Only\)](#) ****OSP ONLY****

[Lead Principal Investigator Certifications and Assurances](#) ←

[Regulatory Compliance](#) ←

[Subawardees](#) ←

[Export Control](#) ←

[Intellectual Property](#) ←

[Additional Project Information](#) ←

[Proposal Attachments \(OSP Only\)](#) ****OSP ONLY****


[Approving Departments/Units \(OSP Only\)](#) ****OSP ONLY****

[Submission Notes \(optional\)](#)









 ****Do NOT Click Submit for Routing****

6. A green checkmark will appear as each section is completed and saved. As a reminder, please **do not** complete any sections labeled “OSP Only” and please **do not** click the “Submit for Routing” button. Once you have completed the required sections your Item List should look similar to this:

My Dashboard **Reportin**

Item List 20-0023 

View or Edit completed sections by clicking the name next to the check.

-  [General Project Information](#)
-  [Principal Investigators and Senior Key Personnel](#)
- [Budget \(OSP Only\)](#)
-  [Lead Principal Investigator Certifications and Assurances](#)
-  [Regulatory Compliance](#)
-  [Subawardees](#)
-  [Export Control](#)
-  [Intellectual Property](#)
-  [Additional Project Information](#) >>
- [Proposal Attachments \(OSP Only\)](#)
- [Approving Departments/Units \(OSP Only\)](#)
- [Submission Notes \(optional\)](#)

 ****Do NOT Click Submit for Routing****

7. Once you receive the green checkmarks for the seven required sections, your proposal will have been successfully started. The system will automatically notify OSP that you have started a proposal. You DO NOT have to click the “Submit for Routing” button. You can expect to hear from your assigned OSP research administrator within two business days.