Cayuse Tips

1. **How do I login to Cayuse training platform?** The Cayuse Research Suite can be found at https://unlv-t.uat.cayuse.com/. Use your UNLV single-sign on (ACE ID) username and password to log in.

2. **Who do I contact if I encounter login issues?** Please contact ospcayuse@unlv.edu.

3. **I want to submit a proposal. How do I start?** You will want to start by creating a proposal in Cayuse Sponsored Projects. Once you are logged in, click on "+ Start a New Proposal" from the Sponsored Projects page.

4. **Why is my name showing my legal name, rather than my preferred name?** Cayuse uses automation for the creation/update of users throughout the entire system via a file from Workday HR. For this reason, we need all user's legal names to populate Cayuse user profiles. To add your preferred name, go to my profile (top right dropdown under name) > type in name under Preferred Name.

5. **Where do I go for help in using Cayuse Sponsored Projects?** Cayuse Sponsored Projects has an orange question mark in the bottom right corner. This is Cayuse's Help tool and it can be very helpful with basic navigation in Cayuse Sponsored Projects. For specific help contact the OSP office.

6. **Should there be a difference between the Short Project Title and Title of the Project?** The Short Project Title is a title used for reference. It will appear in your Proposal dashboard, as well as the dashboard of your approvers. The Title of the Project is 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.

7. **How do I generate the project title?** To help in identifying the different projects we suggest the following naming convention – Sponsor due date, Last name, First name of PI, Acronym of sponsor, few words of the actual proposal title.

8. **What are the different proposal types?**
   - **If the Proposal is a Renewal, Continuation, Supplement** – you need to select "This Proposal **IS** related to existing proposals or awards (Add Proposal to Project)".
     o You will then identify the existing Cayuse Award that the proposal should be linked to.
   - **If the Proposal is New** – you need to select "This Proposal **IS NOT** related to any existing proposals or awards (Create New Project)".
   - **If the Proposal is a Resubmission or Revision (and the Previous Proposal is in Cayuse)** – you need to select "This Proposal **IS** related to existing proposals or awards (Add Proposal to Project)".
     o You will then identify the existing Cayuse Proposal that the proposal should be linked to.
   - **If the Proposal is a Resubmission or Revision (and the Previous Proposal is not in Cayuse)** – you need to select "This Proposal **IS NOT** related to any existing proposals or awards (Create New Project)".

9. **Which investigator roles must certify a proposal in Cayuse Sponsored Projects?** In Cayuse Sponsored Projects, the Lead PI and other Principal Investigators must certify the proposal. Without certification, OSP will not submit your proposal to the sponsor.
10. **How do I check the status of my proposal?** If you initiated the proposal or are listed on the Investigators/Research Team tab, go to My Proposals and select the Submitted Proposals tab. If you did not initiate the proposal and are not listed on the Investigators/Research Team tab, go to Proposals in My Unit. The status will be displayed to the far right.
11. **Will I receive email notifications from Cayuse?** Email notifications are sent to the Lead PI, Research Team, and all Approvers when an electronic proposal is submitted in Cayuse for routing, certifications and approvals.
12. **How far in advance of the sponsor deadline does my proposal need to be completed?** All proposals should be completed and routed in Cayuse at least five (5) business days prior to the deadline day to allow a full review by the team.
13. **What needs to be submitted with my proposal?** Along with completing all the mandatory sections (designated with a red asterisk *), the proposal should be accompanied with a detailed budget and budget justification.
14. **Who can edit a proposal?** Although only one person can edit at a time, access to view/edit can be added under the proposal 'Access'.
15. **What happens if I am traveling or unavailable. Can I appoint a delegate to review and approve proposals?** Cayuse does not allow delegates but since the application is available from a browser, the approver can log in from any location. Additionally, it is strongly recommended that at least two approvers be established for each unit.