

Cayuse SP -User Guide

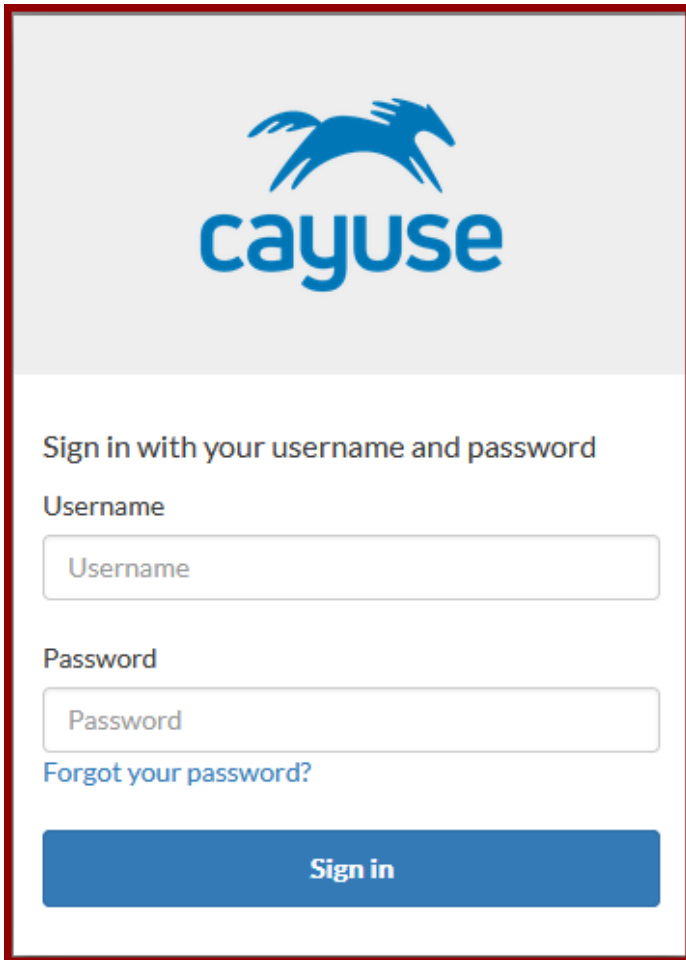
The Office of Sponsored Programs (OSP) at UNLV uses Cayuse SP to manage all sponsored projects. Cayuse SP captures and organizes sponsored project information. Proposals must be created in Cayuse SP for all sponsored projects.

Cayuse SP is used to begin a proposal, develop a proposal, complete UNLV's internal approval process, and submit the project application. All Principal Investigators (PIs) must use Cayuse SP for their proposal to be eligible for submission to the sponsor. From the landing page, click on the 'Product' hyperlink and select Sponsored Projects from the dropdown.

Logging into Cayuse SP

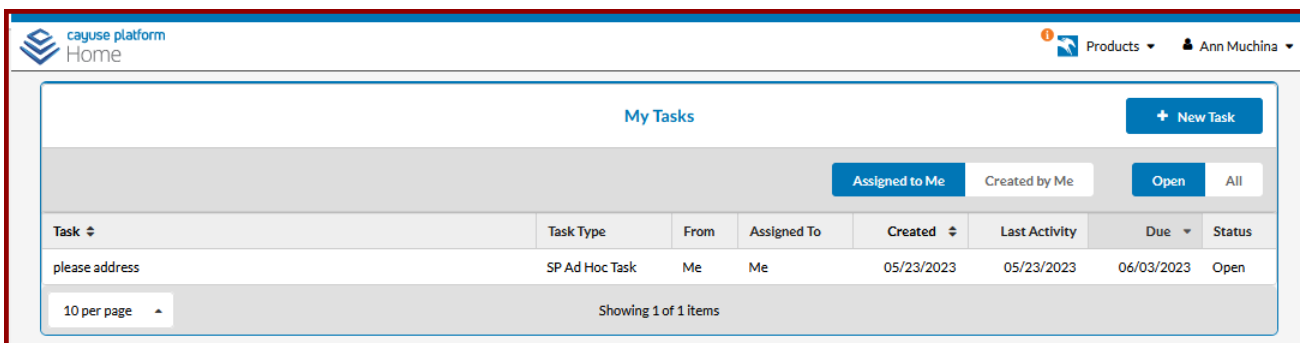
The Cayuse Research Suite can be found at <https://unlv-t.uat.cayuse.com/>.

Use your UNLV single-sign on (ACE ID) username and password to log in.



The image shows the Cayuse login page. At the top is the Cayuse logo, which features a blue silhouette of a horse in mid-gallop above the word "cayuse" in a blue, lowercase, sans-serif font. Below the logo is the text "Sign in with your username and password". There are two input fields: "Username" and "Password", each with a light gray border and a placeholder text of the same name. Below the password field is a blue link that says "Forgot your password?". At the bottom of the form is a large blue button with the text "Sign in" in white.

Once you log in, the system will direct you to a home screen that if you have any tasks.



The image shows the Cayuse platform home screen. The top left corner has the "cayuse platform Home" logo. The top right corner shows a notification icon, a "Products" dropdown menu, and the user's name "Ann Muchina" with a dropdown arrow. The main content area is titled "My Tasks" and includes a "+ New Task" button. Below this are two filter buttons: "Assigned to Me" (selected) and "Created by Me". There are also "Open" and "All" buttons. A table lists tasks with columns for Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status. The table contains one row: "please address", "SP Ad Hoc Task", "Me", "Me", "05/23/2023", "05/23/2023", "06/03/2023", and "Open". At the bottom, there is a "10 per page" dropdown and the text "Showing 1 of 1 items".

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
please address	SP Ad Hoc Task	Me	Me	05/23/2023	05/23/2023	06/03/2023	Open

Cayuse SP -User Guide

The screenshot shows the 'My Tasks' section of the Cayuse SP interface. It features a table with columns for Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status. A single task is displayed: 'please address' with Task Type 'SP Ad Hoc Task', Assigned To 'Me', Created '05/23/2023', Last Activity '05/23/2023', Due '06/03/2023', and Status 'Open'. A dropdown menu is open over the 'Assigned To' column, showing options: Home, Sponsored Projects, Proposals (S2S), and Admin. The page also includes a '10 per page' selector and 'Showing 1 of 1 items'.

Cayuse SP Dashboard

Once you have clicked into Cayuse SP (Sponsored Projects) from the landing page, you will be directed to the Cayuse SP dashboard.

The dashboard allows you to set different views based on your role/preference by clicking on the set view button.

The screenshot shows the 'SP Dashboard' section of the Cayuse SP interface. It features a navigation bar with 'Proposals', 'Projects', 'Awards', 'Reporting', and 'More'. Below the navigation bar is a 'SP Dashboard' section with a '+ Start New Proposal' button. The dashboard displays six summary cards: '5 In Development', '0 Under Review', '0 Approved', '207 Submitted to Sponsor', '0 Under Consideration', and '485 Funded'. Below the summary cards is a table with columns: Project Title, Proposal #, PI, Status, Sponsor, Prime Sponsor, Admin Unit, Project Start Date, Project End Date, Proposal Type, and Inst. The table contains four rows of data.

<input type="checkbox"/>	Project Title	Proposal #	PI	Status	Sponsor	Prime Sponsor	Admin Unit	Project Start Date	Project End Date	Proposal Type	Inst
<input type="checkbox"/>	7/1/23, Smith Last Name, Kelly PI, NIH, HIV Research	23-19375-P0001	--	In Development	--	--	--	--	--	--	--
<input type="checkbox"/>	Training-Muchina-2023	23-19374-P0001	Ann Muchina	In Development	Arthritis National Research Foundation	--	--	7/3/2023	12/29/2023	New	
<input type="checkbox"/>	testing one two June	23-19373-P0001	--	In Development	--	--	--	--	--	--	
<input type="checkbox"/>	testing 4	23-19369-P0001	--	In Development	--	--	--	7/5/2023	7/5/2024	New	

- Cayuse SP also has filters that allow you to narrow down proposals by their status;
 - **In Development** – proposals are being filled out by researchers
 - **Under Review** – proposals are being internally reviewed
 - **Approved** – proposals are approved for submission.
 - **Under Consideration** – sponsors have contacted institution with interest
 - **Submitted to Sponsor** – proposals were submitted to sponsor
 - **Funded** – proposals were accepted by the sponsor
 - **Closed** – proposals were closed by an admin for some other reason

Cayuse SP -User Guide

Proposals Projects Awards Reporting More

SP Dashboard + Start New Proposal

5 In Development
Proposals are being filled out by researchers

0 Under Review
Proposals are being internal reviewed

0 Approved
Proposals are approved for submission

207 Submitted to Sponsor
Proposals were submitted to sponsor

0 Under Consideration
Sponsors have contacted your institution with interest

485 Funded
Proposals were accepted by the sponsor

3136 Closed
Proposals were closed by an admin for some other reason

Search: Status: in development See assigned to me only Assign selected Set View Download to CSV

<input type="checkbox"/>	Project Title	Proposal #	PI	Status	Sponsor	Prime Sponsor	Admin Unit	Project Start Date	Project End Date	Proposal Type	Instrument Type
<input type="checkbox"/>	7/1/23, Smith Last Name, Kelly PI, NIH, HIV Research	23-19375-P0001	--	In Development	--	--	--	--	--	--	--
<input type="checkbox"/>	Training-Muchina-2023	23-19374-P0001	Ann Muchina	In Development	Arthritis National Research Foundation	--	--	7/3/2023	12/29/2023	New	--
<input type="checkbox"/>	testing one two June	23-19373-P0001	--	In Development	--	--	--	--	--	--	--
<input type="checkbox"/>	testing 4	23-19369-P0001	--	In Development	--	--	--	7/5/2023	7/5/2024	New	--
<input type="checkbox"/>	12345 Testing	23-19368-P0001	--	In Development	--	--	--	--	--	--	--

- Statuses within the proposal.

Proposals Projects Awards Reporting More

7/1/23, Smith Last Name, Kelly PI, NIH, HIV Research
[My Active Projects](#) / [7/1/23, Smith Last Name, Kelly PI, NIH, HIV Research](#) / [23-19375-P0001](#)

My Actions

Complete Review

Route for Review

Proposal Summary

PI: -- Sponsor: -- Project Start Date: --

Admin Unit: -- Prime Sponsor: -- Project End Date: --

Sponsor Deadline: -- Instrument Type: --

Total Sponsor Costs: --

▼

- In Development
- Under Review
- Approved
- Submitted to Sponsor
- Under Consideration
- Funded
- Closed

Proposal Form Routing History Access Tasks Notes Attachments Links Admin Only

All changes save automatically

- You also have the option to filter using the magnifying glass.

Cayuse SP -User Guide

SP Dashboard + Start New Proposal

5 In Development
Proposals are being filled out by researchers

0 Under Review
Proposals are being internal reviewed

0 Approved
Proposals are approved for submission

207 Submitted to Sponsor
Proposals were submitted to sponsor

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Sponsors have contacted your institution with interest

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Proposals were accepted by the sponsor

3136 Closed
Proposals were closed by an admin for some other reason

Search: See assigned to me only Assign selected Set View Download to CSV

	Status	Sponsor	Prime Sponsor	Admin Unit	Project Start Date	Project End Date	Proposal Type	Instr
50% of Total Salary Costs Be Paid to Individuals YN								
Abstract	development	--	--	--	--	--	--	
Admin Unit								
Amount or % of Cost Share		Arthritis National Research Foundation	--	--	7/3/2023	12/29/2023	New	
Applicable Partners YN	development							
Attachment or URL								
cayuse-org-finder3	development	--	--	--	--	--	--	

Starting a New Proposal

cayuse Sponsored Projects Products Ann Muchina

Proposals Projects Awards Reporting More

SP Dashboard + Start New Proposal

All fields marked with a red asterisk * are required. When a section is complete, a green check mark appears next to the section on the menu. The system autosaves as you move through the fields.

To help in identifying the different project 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.

Create New Proposal ✕

This proposal is not related to any existing proposals or awards (Create New Project)

Enter a title for your project:

This proposal is related to existing proposals or awards (Add Proposal to Project)

Cayuse SP -User Guide

General Information

General Information is the first section and is editable during proposal development, before the proposal is submitted for routing.

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)”.
 - 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)”.
 - 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)”.

7/1/23, Smith Last Name, Kelly PI, NIH, HIV Research
My Active Projects: 7/1/23, Smith Last Name, Kelly PI, NIH, HIV Research 23-19375-P0001

My Actions	Proposal Summary	In Development
<button>Complete Review</button> <button>Route for Review</button>	PI: -- Sponsor: -- Project Start Date: -- Admin Unit: -- Prime Sponsor: -- Project End Date: -- Sponsor Deadline: -- Instrument Type: -- Total Sponsor Costs: --	Project: 23-19375

Proposal Form Routing History Access Tasks Notes Attachments Links Admin Only

All changes save automatically

Proposal Sections	General Information
<ul style="list-style-type: none">General Information 6Sponsor 3Key Personnel 6Budget 7Subawards 1Performance Sites 3Regulatory Compliance & COI 5Export Control 7Intellectual Property 6Top Tier Tracking & Community Benefit 5Required Routing Documents 4OSP Internal Use 1	<p>NOTE: Required fields are indicated by asterics (*) and must be completely filled in to move on.</p> <p>Legacy Proposal Number <input type="text"/></p> <p>General Proposal Information</p> <p>Proposal Title:* <input type="text"/></p> <p>Proposed Project Start Date:* Proposed Project End Date:* Requested Amount:* <input type="text"/> <input type="text"/> <input type="text"/> <small>Indicate the estimated start date. Indicate the estimated end date.</small></p> <p>Project Type:* <input type="text"/></p> <p>Proposal Type:* <input type="text"/></p> <p><small>New: A proposal submitted for the first time typically undergoes competitive, peer-review process by the sponsor. Resubmission: A proposal that was previously submitted but not selected for funding. Renewal: A request for additional years and funding, subsequent to a current award. Renewals are subject to a competitive, peer review process by the sponsor. Continuation: An annual submission that triggers the next non-competitive segment of funding from a sponsor. Revision: A request for an increase in support in a current budget period and undergoes a peer review. Supplemental: Is a noncompetitive award that provides additional funding to a currently funded grant. Pre-Proposal: Establishes a foundation for discussion, it does not commit the PI or the University to anything.</small></p>

Cayuse SP -User Guide

Sponsor

This section captures certain information about the sponsor, deadline, submission deadline, OSP, etc., and will be used to complete the project application.

The screenshot shows the 'Sponsor' section of a proposal form. At the top, there are 'My Actions' (Complete Review, Route for Review) and a 'Proposal Summary' header with a status dropdown set to 'In Development'. Below this is a summary table with fields: PI, Sponsor, Project Start Date, Project End Date, Admin Unit, Prime Sponsor, Instrument Type, Sponsor Deadline, and Total Sponsor Costs. The 'Project' field is linked to '23-19375'. A navigation bar includes 'Proposal Form', 'Routing', 'History', 'Access', 'Tasks', 'Notes', 'Attachments', 'Links', and 'Admin Only'. A note states 'All changes save automatically'. The main content area is titled 'Sponsor' and contains 'Sponsor Information' with two columns of dropdown menus: 'Sponsor' and 'Prime Sponsor (if applicable)'. Below these are 'Submission Deadline' and 'OSP Required Internal Deadline' fields with explanatory text. A left sidebar lists 'Proposal Sections' with counts: General Information (6), Sponsor (3), Key Personnel (6), Budget (7), Subawards (1), Performance Sites (3), Regulatory Compliance & COI (5), Export Control (7), Intellectual Property (6), Top Tier Tracking & Community Benefit (5), Required Routing Documents (4), and OSP Internal Use (1).

Key Personnel

This section is used to build a research team by adding the existing college personnel that will devote meaningful effort to the project.

The screenshot shows the 'Key Personnel' section of a proposal form. It features a navigation bar with 'Proposal Form', 'Routing', 'History', 'Access', 'Tasks', 'Notes', 'Attachments', 'Links', and 'Admin Only'. A note states 'All changes save automatically'. The main content area is titled 'Key Personnel' and includes instructions: 'Starting with the Principal Investigator, identify all Key Personnel who will be working on the proposed project.' It also contains a 'Note' about automatic prompting for certain roles and a link for 'Conflict of Interest / compensated outside service annual disclosures'. A '+ Add Team Member' button is shown with '0% of total credit has been allocated'. Below is a form for adding personnel with fields for 'Name', 'Role', and a table for 'Internal Association' with columns for 'Credit', 'Cost Share Effort', and 'Sponsored Effort', each with sub-columns 'C', 'A', and 'S'. A '+ Add Internal Association' button is also present. At the bottom, there are two questions with radio button options: 'Is this a Multi-PD/PI application?' and 'Will this proposal be routed through a Board of Regents approved research center or institute?'. A link for a list of Board of Regents approved research centers and institutes is provided.

Cayuse SP -User Guide

Budget

The Budget section is used to develop the sponsored project proposal budget. The Lead-PI and project team work collaboratively to develop the budget, following the sponsor solicitation budget.

The screenshot shows the 'Budget' section of the Cayuse SP interface. On the left is a 'Proposal Sections' sidebar with a list of sections and their respective counts: General Information (6), Sponsor (3), Key Personnel (6), Budget (7), Subawards (1), Performance Sites (3), Regulatory Compliance & COI (5), Export Control (7), Intellectual Property (6), Top Tier Tracking & Community Benefit (5), Required Routing Documents (4), and OSP Internal Use (1). The 'Budget' section is highlighted in blue. The main content area is titled 'Budget' and contains a 'Summary Budget' section with three input fields: 'Total Project Direct cost*', 'Total Project Indirect Cost (F&A)*', and 'Total Project Cost*'. Below these is a dropdown menu for 'Type of Project (Function)*'. A note states: 'Please review this document as a guide for determining the correct NACUBO Classification for (Function) Award Set-up for Sponsored Program Activities'. Another note explains 'Facilities and Administrative (F&A) costs are infrastructure and administration costs associated with the conduct of research and other sponsored projects that cannot be readily and specifically identified with a particular project. It is UNLV's policy to include full F&A costs on all externally funded projects.' There is a dropdown for 'Facilities & Administrative (F&A) Costs:*'. A note below reads: 'If requesting an F&A waiver/reduction, utilize (LINK). Upon completion, send to PI's OSP Contact to initiate and review request. (ADD F&A Policy)'. There are two radio button questions: 'Does this budget reflect a sponsor imposed salary cap (e.g., DHHS)?*' with 'Yes' and 'No' options, and 'Cost Sharing' with 'Is Cost Share Required?*' and 'Yes'/'No' options.

Subawards

Subawards provide funds to subrecipients to carry out part of an award made to UNLV. They do not include payments to vendors (businesses, contractors or individuals) for goods and services. Additionally, proposed subawards must be (1) allowable by the solicitation and (2) proposed to external organizations.

The screenshot shows the 'Subawards' section of the Cayuse SP interface. The 'Proposal Sections' sidebar is the same as in the Budget section, but 'Subawards' is highlighted in blue with a green checkmark icon. The main content area is titled 'Subawards' and contains the text: 'If this proposal involves one or more Subawards, please identify each subrecipient, the proposed subaward amount and upload the following documents:'. A bulleted list follows: 'Subrecipient(s) Budget(s)', 'Subrecipient(s) Budget Justification(s)', and 'Letter(s) of Commitment signed by the Subrecipient's Authorized Official'. Below this is a radio button question: 'Will there be subaward(s)?*' with 'Yes' and 'No' options. A note below reads: 'Link to determination of sub vs vendor pdf'.

Performance Sites

The Performance Sites section identifies the location where your sponsored project activities will occur at each location.

The screenshot shows the 'Performance Sites' section of a proposal form. The left sidebar lists various sections with their respective counts: General Information (6), Sponsor (3), Key Personnel (6), Budget (7), Subawards (1), Performance Sites (3), Regulatory Compliance & COI (5), Export Control (7), Intellectual Property (6), Top Tier Tracking & Community Benefit (5), Required Routing Documents (4), and OSP Internal Use (1). The 'Performance Sites' section is currently selected and highlighted in green. The main content area contains the following text and questions:

Please identify where proposed work will take place.

Will the proposed work be conducted On-Campus?*

Yes
 No

Will ONLY personnel conduct the entirety of their work at a off-campus facility (e.g., leased space, clinic)*

Yes
 No

Will the proposed work be performed at a foreign location(country) ?*

Yes
 No

Regulatory Compliance & COI

The Regulatory Compliance and COI sections help ensure Lead-PIs and their research team have taken the proper steps regarding research on human subjects and the use of hazardous material in research. The questions in the COI section are required to determine whether members of the Research Team or the institution are involved in activities that may impose an actual or perceived conflict of interest.

The screenshot shows the 'Regulatory Compliance & COI' section of a proposal form. The left sidebar lists various sections with their respective counts: General Information (6), Sponsor (3), Key Personnel (6), Budget (7), Subawards (2), Performance Sites (3), Regulatory Compliance & COI (5), Export Control (7), Intellectual Property (6), Top Tier Tracking & Community Benefit (5), Required Routing Documents (7), and OSP Internal Use (1). The 'Regulatory Compliance & COI' section is currently selected and highlighted in green. The main content area contains the following text and questions:

Human Subjects

Does this research involve Human Subjects?*

Yes
 No

Animal Subjects

Does this research involve Live Vertebrate Animals?*

Yes
 No

Risk Management & Safety – Research Materials

Check all that apply for Risk Management & Safety:*

Will you be performing off-campus field work?*

Yes
 No

Conflict of Interest

NOTE: A Conflict of Interest (COI) is a situation in which an employee's professional judgment and objectivity may be compromised or biased by financial or other personal considerations.

A conflict of commitment or effort occurs when an employee's participation in outside activities, whether paid or unpaid, involves a commitment of time that may interfere with his or her ability to meet institutional responsibilities. [UNLV Conflict of Interest/Compensated Outside Service](#)

Does the Principal Investigator/Project Director/Co-PI have a significant financial or other interest related to the project that could influence his/her University responsibilities?*

Yes
 No

Cayuse SP -User Guide

Export Control

If you answer 'Yes' to any of the following questions, the Lead Principal Investigator must work with the Export Control Office to determine that any research affected by the Export Control Act complies with its regulations and reporting requirements far enough in advance to obtain an export license, should one be required.

Proposal Form		Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only
All changes save automatically									
Proposal Sections		Export Control							
General Information	6	Note: It is the responsibility of the PI to identify here any items, technology, or activities that might implicate federal export control regulations, please answer the questions below as it relates to this project.							
Sponsor	3	Export is defined as an actual shipment or transmission of items out of the United States. This includes standard physical movement of items across the border by truck, car, plane, rail, or hand-carry.							
Key Personnel	6	Technology and software may be exported or reexported both physically or electronically, such as through email, telephone discussions, fax, posting on the internet, and a variety of other non-physical means.							
Budget	7	Re-export is the shipment or transfer to a third country of goods, technology or software originally exported from the United States and a Deemed Export is the release of technology to a foreign national in the United States, even though the release took place within the United States.							
Subawards	2	Deemed exports may occur through such means as foreign nationals involved in certain activities, foreign students or scholars conducting research, visiting scholars, demonstration, trade shows, conferences, oral briefing, telephone call or messages, faxes, as well as the electronic transmission of non-public data or posting non-public data on the Internet.							
Performance Sites	3	Will the project involve sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (examples include: GPS, biologicals, diagnostic kits, reagents)*							
Regulatory Compliance & COI	5	<input type="radio"/> Yes							
Export Control	7	<input type="radio"/> No							
Intellectual Property	6	Will the project involve travel outside the U.S.?							
Top Tier Tracking & Community Benefit	5	<input type="radio"/> Yes							
Required Routing Documents	7	<input type="radio"/> No							
OSP Internal Use	1	Will you be collaborating with any foreign entity or persons?*							
		<input type="radio"/> Yes							
		<input type="radio"/> No							
		Is foreign national/non-U.S. citizen participation restricted?*							
		<input type="radio"/> Yes							
		<input type="radio"/> No							
		Will the project result in the export of information, equipment, materials, software or technology to another country?*							
		<input type="radio"/> Yes							
		<input type="radio"/> No							
		Will the project result in equipment, technology, materials, or software specifically designed, modified, or adapted (even slightly) for a military purpose?*							
		<input type="radio"/> Yes							
		<input type="radio"/> No							
		Will you be restricted from publication, require a non-disclosure agreement (NDA), or, receive, use or create any proprietary technical data?*							
		<input type="radio"/> Yes							
		<input type="radio"/> No							

Cayuse SP -User Guide

Intellectual Property

The Intellectual Property section aids the Lead-PI and project team in identifying potential intellectual property concerns associated with their project. The Lead-PI will determine if their project has the potential to develop intellectual property or patents, or impact pending patents, trademarks or other licenses.

Proposal Form		Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only
All changes save automatically									
Proposal Sections		Intellectual Property							
General Information	6	Please answer the questions below regarding Intellectual Property related to this project.							
Sponsor	3	Will this project involve, or does it have the potential to involve, intellectual property?*							
Key Personnel	6	<input type="radio"/> Yes							
Budget	6	<input type="radio"/> No							
Subawards	2	Does the research in this proposal involve any filed patents?*							
Performance Sites	3	<input type="radio"/> Yes							
Regulatory Compliance & COI	5	<input type="radio"/> No							
Export Control	7	Does the research in this proposal involve any issued patents?*							
Intellectual Property	6	<input type="radio"/> Yes							
Industry Clinical Trials (Non-NIH)	1	<input type="radio"/> No							
Top Tier Tracking & Community Benefit	5	Will this research use any materials obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material?*							
Required Routing Documents	7	<input type="radio"/> Yes							
OSP Internal Use	1	<input type="radio"/> No							

Industry Clinical Trials (Non-NIH)

The Industry Clinical Trials (Non-NIH) section aids the Lead-PI and project team in identifying potential MOU needs as well as address sponsor funding expenses associated with their project.

Proposal Form		Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only
All changes save automatically									
Proposal Sections		Industry Clinical Trials (non-NIH)							
General Information	6	NOTE: This section is only to be completed if you are conducting a clinical trial.							
Sponsor	3	Is there a collaboration agreement/MOU needed?							
Key Personnel	6	<input type="radio"/> Yes							
Budget	6	<input checked="" type="radio"/> No							
Subawards	2	Will the sponsor provide any equipment, drugs, or devices for the study?							
Performance Sites	3	<input type="radio"/> Yes							
Regulatory Compliance & COI	5	<input checked="" type="radio"/> No							
Export Control	7	What is the maximum amount for the budget to be expected under this contract?							
Intellectual Property	6	<input type="text"/>							
Industry Clinical Trials (Non-NIH)	✓	Please include :							
Top Tier Tracking & Community Benefit	5	● Phase I uses a small group of human patients (20–80) to evaluate safety and identify side effects.							
Required Routing Documents	7	● Phase II uses a larger group (100–300) to test effectiveness and further evaluate safety.							
OSP Internal Use	1	● Phase III uses a large group (1,000–3,000) to confirm effectiveness, monitor side effects, compare to commonly used treatments, and collect safety informatio							
		Please exclude :							
		● Phase IV is a post-market study that collects more information on risks, benefits, and optimal use.							

Top Tier & Community Benefit

The Community Benefits section is used to determine (1) the impact of a sponsored project on the community and (2) its relation to UNLV's strategic goals, mission and vision.

Proposal Form
Routing
History
Access
Tasks
Notes
Attachments
Links
Admin Only

All changes save automatically

Proposal Sections	Top Tier Tracking & Community Benefit
General Information 6	What is the total headcount of GA's budgeted for the entire project period?*
Sponsor 3	<input style="width: 100%;" type="text"/>
Key Personnel 6	What is the total headcount of Post Doc's budgeted for the entire project period?*
Budget 6	<input style="width: 100%;" type="text"/>
Subawards 2	In meeting the Top Tier 2.0 , if your Indisciplinary proposal is focused on the following Research topics and includes two or more colleges, please check one of the boxes below for tracking purposes:
Performance Sites 3	Interdisciplinary Research Topics (Choose one):*
Regulatory Compliance & COI 5	<input type="radio"/> Addictions
Export Control 7	<input type="radio"/> Aging and Health Disparities
Intellectual Property 6	<input type="radio"/> Entertainment & Media Research Development & Education
Industry Clinical Trials (Non-NIH) ✓	<input type="radio"/> Neuroscience
Top Tier Tracking & Community Benefit 5	<input type="radio"/> Racial Equity and Social Justice
Required Routing Documents 7	<input type="radio"/> Sustainability in Arid Lands
OSP Internal Use 1	<input type="radio"/> Ubiquitous Data
	<input type="radio"/> Other
	<input type="radio"/> Not Applicable
	Institutional eligibility focus (Choose all that apply):*
	<input style="width: 100%;" type="text"/>
	<u>Community</u>
	NOTE: The Carnegie Classification for Community Engagement is defined as "the collaboration between institutions of higher education and their larger community for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.
	The purpose of community engagement is the partnership of college and university knowledge and resources with those of the public and private sectors to enrich scholarship, research, and creative activity; enhance curriculum, teaching and learning; prepare educated, engaged citizens; strengthen democratic values and civic responsibility; address critical societal issues; and contribute to the public good."
	The Carnegie Classification aligns with the Vision, Mission, and Goals of the University.
	Are you working with community partners / stakeholders?
	<input type="radio"/> Yes
	<input type="radio"/> No
	Does your project include serving the following (Choose all that apply):*
	<input style="width: 100%;" type="text"/>

Cayuse SP -User Guide

Required Routing Documents

The Required Routing Documents section outlines all the documents that need to be attached based on the data provided. Abstract/Scope of work, Budget and Budget Justification will always be required.

The screenshot shows the 'Required Routing Documents' section of the Cayuse SP interface. On the left is a sidebar with 'Proposal Sections' including General Information (6), Sponsor (3), Key Personnel (6), Budget (6), Subawards (2), Performance Sites (3), Regulatory Compliance & COI (5), Export Control (7), Intellectual Property (6), Industry Clinical Trials (Non-NIH) (checked), Top Tier Tracking & Community Benefit (5), Required Routing Documents (7, highlighted), and OSP Internal Use (1). The main area contains several document upload fields: 'Abstract/Scope of Work*' (with a text area and instructions), 'Budget*' (with a file upload button and a 10MB limit note), 'Budget Justification*' (with a file upload button and a 10MB limit note), 'Subrecipient Budget*' (with a file upload button), 'Subrecipient Budget Justification*' (with a file upload button), and 'Letter of Commitment signed by the Subrecipient's Authorized Official*' (with a file upload button). At the bottom, there are radio buttons for 'Attachment', 'URL', and 'Not Applicable' to indicate how funding opportunity guidelines will be provided.

Logout

Once you are done, logout of the system.

The screenshot shows the Cayuse SP user interface. The top navigation bar includes 'Sponsored Projects' and 'Products' with the user name 'Ann Muchina'. Below the navigation bar, there are tabs for 'Proposals', 'Projects', 'Awards', 'Reporting', and 'More'. The main content area displays '7/1/23, Smith Last Name, Kelly PI, NIH, HIV Research' with a link to 'My Active Projects'. On the left, there are 'My Actions' buttons for 'Complete Review' and 'Route for Review'. The 'Proposal Summary' section shows fields for PI, Admin Unit, Sponsor, Prime Sponsor, Sponsor Deadline, Total Sponsor Costs, Project Start Date, Project End Date, and Instrument Type. On the right, a user profile dropdown menu is open, showing the user's email, university, and timezone, with a 'Log Out' button highlighted in yellow.