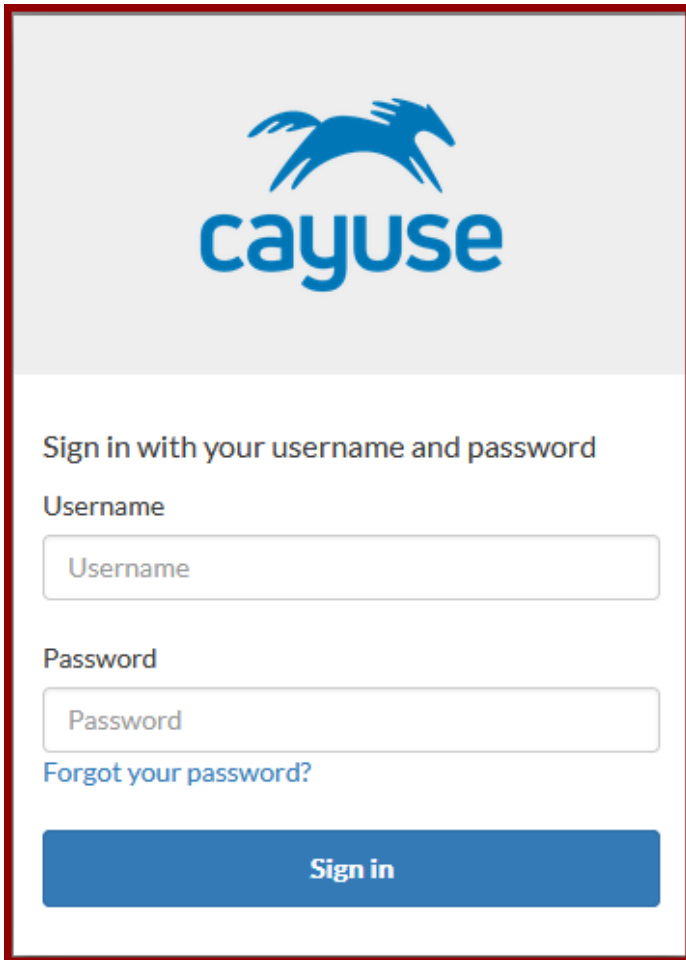**Cayuse SP -User Guide**

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.
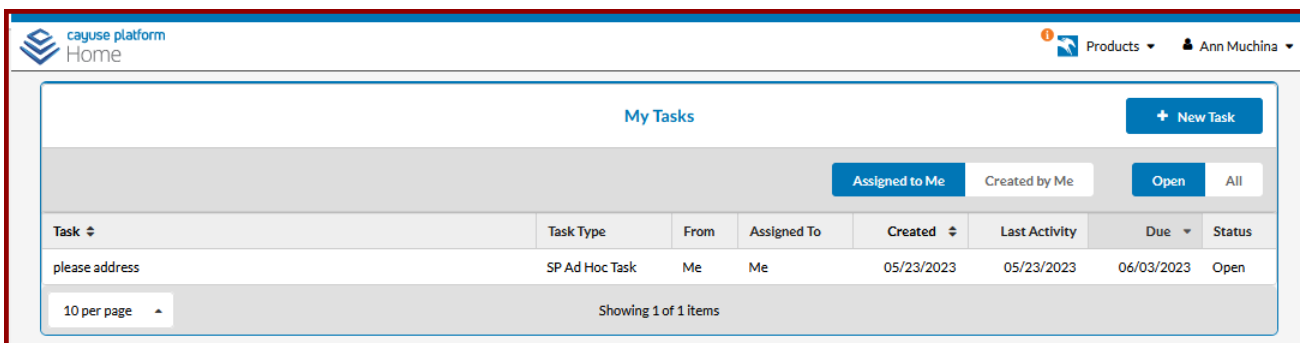
Logging into Cayuse SP

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.

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

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.

- 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

- Statuses within the proposal.

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

Starting a 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.

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)".

Sponsor

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

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.

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.

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.

Performance Sites

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

Proposal Form	Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only

All changes save automatically

Proposal Sections

Section	
General Information	❻
Sponsor	❸
Key Personnel	❻
Budget	❼
Subawards	✅
Performance Sites	❸
Regulatory Compliance & COI	❺
Export Control	❼
Intellectual Property	❻
Top Tier Tracking & Community Benefit	❺
Required Routing Documents	❹
OSP Internal Use	❗

Performance Sites

Please identify where proposed work will take place.

Will the proposed work be conducted On-Campus?*
- Yes
- No

Will UNLV 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.

Proposal Form	Routing	History	Access	Tasks	Notes	Attachments	Links	Admin Only

All changes save automatically

Proposal Sections

Section	
General Information	❻
Sponsor	❸
Key Personnel	❻
Budget	❼
Subawards	❷
Performance Sites	❸
Regulatory Compliance & COI	❺
Export Control	❼
Intellectual Property	❻
Top Tier Tracking & Community Benefit	❺
Required Routing Documents	❼
OSP Internal Use	❗

Regulatory Compliance & COI

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

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
- Sponsor ❸
- Key Personnel ⑥
- Budget ❼
- Subawards ❷
- Performance Sites ❸
- Regulatory Compliance & COI ❺
- Export Control ❼
- Intellectual Property ⑥
- Top Tier Tracking & Community Benefit ❺
- Required Routing Documents ❼
- OSP Internal Use ❗

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.

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.

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.

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.

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 postingnon-public data on the Internet.

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)*
- ○ Yes
- ○ No

Will the project involve travel outside the U.S.?*
- ○ Yes
- ○ No

Will you be collaborating with any foreign entity or persons?*
- ○ Yes
- ○ No

Is foreign national/non-U.S. citizen participation restricted?*
- ○ Yes
- ○ No

Will the project result in the export of information,equipment, materials, software or technology to another country?*
- ○ Yes
- ○ No

Will the project result in equipment, technology, materials, or software specifically designed, modified, or adapted (even slightly) for a military purpose?*
- ○ Yes
- ○ No

Will you be restricted from publication, require a non-disclosure agreement (NDA), or, receive, use or create any proprietary technical data?*
- ○ Yes
- ○ No

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.

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.

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**
- 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) ✔
- Top Tier Tracking & Community Benefit **5**
- Required Routing Documents **7**
- OSP Internal Use **❗**

What is the total headcount of GA's budgeted for the entire project period?*

What is the total headcount of Post Doc's budgeted for the entire project period?*

In meeting the Top Tier 2.0, if your Indiscplinary proposal is focused on the following Research topics and includes two or more colleges, please check one of the boxes below for tracking purposes:

Interdisciplinary Research Topics (Choose one):*
- ○ Addictions
- ○ Aging and Health Disparities
- ○ Entertainment & Media Research Development & Education
- ○ Neuroscience
- ○ Racial Equity and Social Justice
- ○ Sustainability in Arid Lands
- ○ Ubiquitous Data
- ○ Other
- ○ Not Applicable

Institutional eligibility focus (Choose all that apply):*

Community

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?
- ○ Yes
- ○ No

Does your project include serving the following (Choose all that apply):*

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.

Logout

Once you are done, logout of the system.