

Cayuse ORED Internal Funding Program Instructions August 2018

Cayuse is a web-based system for submission of applications to external funding agencies. Cayuse SP is designed to allow the electronic creation, tracking, and management of proposals and awards along with other aspects of research operations. Proposals for internal funding are now submitted via the Cayuse SP system.

The instructions below are intended for submissions to UA internal funding programs only. The responses below may not be applicable when preparing a proposal for an external agency.

The Office for Proposal Development (OPD) administers the Internal Funding Programs for the Office for Research and Economic Development (ORED). The Cayuse SP sites direct applicants to contact their OSP Grant Specialist. **However, faculty should contact [Angie Shotts](#) or [Kim Skelton](#) when preparing a proposal for an internal funding program instead of contacting the Grant Specialist.**

Instructions:

Go to <http://ovpred.ua.edu/cayuse/>, click on “Log in to Cayuse”, and log in using your myBama credentials.

Click on Cayuse SP. This is the only portion of the Cayuse Suite you will use when submitting a proposal for an internal funding program.

*** Indicates a required field in Cayuse. Fields without a red asterisk may be left blank.**

Below are responses to common questions when preparing a submission for internal funding. This document does not address every question in Cayuse SP. Responses to fields not listed below will vary to reflect the proposed project and/or the faculty members participating in the project.

After going into Cayuse SP, start the process of completing your IPF (Internal Processing Form) by click on Start New Project in the left column.

Sponsor Information

Sponsor: ORED Internal Funding

General Proposal Information

Admin Unit: enter the PI’s department. This section is used to determine the electronic routing process for college and department approvals.

Primary Admin. Contact: usually the PI. This is the person who will answer questions about the application.

Project Short Name: RGC Small Grant 2019 Area X: *project title*. Indicate if you are submitting to Area A, B, or C.

Project Start Date: 01/01/2019

Project End Date: 12/31/2020

Activity Code: click to see choices. Research Basic and Research Applied will be the most common responses.

Proposal Type: New

Instrument Type: (not required by Cayuse but is required for submissions to ORED funding programs) Internal UA Funding

Sponsor Deadline: 09/21/2018 1:00 p.m. Central

Title of Project: same as Project Short Name listed above

Click "Save". A green check will appear next to General Information. Additionally, your proposal number is now available in the left column above the list of items that must be completed before you can submit your proposal.

Continue answering questions so that each section listed in the left column has a green check indicating it is complete. Below are responses for some of the questions. Responses to fields not listed below will vary to reflect the proposed project and/or the faculty members participating in the project.

Investigators/Research Team

Role: select Principal Investigator for all PIs and co-PIs to ensure the internal routing is correct.

Person Months: 0

Sponsored Effort %: 0

Allocation of Credit: Allocation of credit must total 100% for all proposals. This is the number that will determine the percentage of a proposal that will be reflected on the faculty members' FAR and Digital Measures reports.

Budget

Budget Form: Summary

Budget Periods: 2

Current Period: 01/01/2019 – 12/31/2019

Entire Project: 01/01/2019 – 12/31/2020

The total amount requested is all that is required in the Cayuse system. To enter the total amount of your proposed budget, uncheck the Use calculated values box to the left of TOTAL SPONSORED PROPOSED COSTS. Once complete, you will be able to manually enter the budget amount. You will need to answer the other required budget related questions in this section. Required fields are indicated by an asterisk (*). F&A Rates are "0" for this program.

Proposal Abstract

Field of Science code: select the code that best describes the research or creative activity of the project

Proposal Attachments

You will upload a single document for your ORED proposal. The document name must be formatted as: **PIlastPIfirst2019AreaX**. Example: JonesBob2019Area A.

When all sections are completed, you will click on Submit for Routing (left column). You will be asked to verify this change. Once you click yes, you will be taken to the Proposal Routing Status Screen. From there, you will click Certify Proposal in order to electronically record your proposal certification.

Contact [Angie Shotts](#) or [Kim Skelton](#) with questions when submitting to this program.