

Cayuse Information

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.

Faculty who have not submitted an internal or external grant at UA before are encouraged to obtain access to Cayuse early in the proposal submission process. Contact **Jennifer Mills** in the Office for Sponsored Programs at jsmills@research.ua.edu or 348-7163 with your myBama ID. A myBama login is required to create a Cayuse account.

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 Research Development (ORD) administers the Internal Funding Programs for the Office for Research and Economic Development (ORED). The Cayuse SP sites directs applicants to contact their OSP Grant Specialist. **However, faculty should contact [Charlotte Nix](#) when preparing a proposal for an internal funding program instead of contacting their Grant Specialist.**

Instructions:

Step 1:

Go to <http://ovpred.ua.edu/cayuse/>, click on “Log in to Cayuse”, and log in using your myBama credentials. If you have issues, try changing the browser or enabling cookies.

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.**

After going into Cayuse SP, start the process of completing your Internal Processing Form (IPF) by clicking on “My Dashboard” (upper left part of page), then select “Start New Proposal”.

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.

Sponsor Information

Sponsor: click magnifying glass, enter “ORED Internal Funding”, Search, click “ORED Internal Funding” to fill.

Continue filling sections with a red asterisk.

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: OREDSGP2021AreaX: *project title*. Indicate if you are submitting to Area A, B, or C.

Project Start Date: 01/01/2021

Project End Date: 12/31/2022

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), select Internal UA Funding

Sponsor Deadline: 10/1/20 1:00 p.m. Central

Title of Project: same as Project Short Name listed above

Ignore questions related to pairing this internal proposal. There is not a red asterisk for this question.

Click "Save". A green check  will appear next to **General Information**. 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.

You must click "Save" at the bottom of each section after completing the required fields. In some instances you will answer a question to complete the section. Example: you will click "No Subcontractors" for the Subcontractors section if applicable to your project.

Investigators/Research Team

Role: select Lead Principal Investigator, then Principal Investigator for co-PIs (if applicable) to ensure the internal routing and departmental approvals are 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: 1 (1 - two year period)

Current Period: 01/01/2021 – 12/31/2022

Entire Project: 01/01/2021 – 12/31/2022

Cost Share: No

F&A Rate: 0%

The total amount requested is all that is required in the Cayuse system. Enter the total requested amount in the **Sponsored Direct Cost** field, this will populate other required fields for you.

Under "Additional Resources and Supplemental Compensation", select "No." Cost share match is not currently associated with the ORED Small Grant Program.

Continue completing each Item List (on left of page). Remember required fields are indicated by an asterisk (*).

Other Project Information

Skip the first question (no asterisk). The second question is required. If your project is related to one of the four UA research institutes (Cyber, Life, Transportation or Water) make the appropriate selection, otherwise select "None of the Above".

Location of Sponsored Projects

Indicate which Center (if any) with which your research is affiliated and the percentage. Click Add to get a green check mark.

Proposal Abstract

An abstract is not required. You may skip questions 1 and 2.

Field of Science code: select from the drop down menu 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: **PIlastPIfirst2021AreaX**. Example: JonesBob2021AreaA. Browse for your saved file and Add to upload into Cayuse.

Approving Units

Verify the approving units, contacts and approval order. Select "Authorize Unit Listing" to save.

Submission Notes

This section is not required.

When all sections are complete (you will see a  next to each section), you will click on "Submit for Routing" (left column). You will be asked to verify this change. Once you select "yes", you will be taken to the Proposal Routing Status screen.

Step 2:

The PI must certify all proposals in Cayuse before the electronic IPF will be routed for college and departmental approvals.

PI Certification (hidden until the PI has completed the IPF, click the "Submit for Routing" step.)

On the left side of screen, select **PI Certification Inbox**. Under the "to be certified" tab, click the proposal number and then certify proposal. Then select submit certification.