IPF Process
Office for Sponsored Programs
March 22, 2021
Cayuse Research Suite is used by the UA Office of Sponsored Projects to manage proposal submissions to funding agencies and track awards for the campus. This guide has been developed to help you navigate Cayuse SP to create a new proposal record (Internal Processing Form).
Steps to submitting

1. Notify OSP Specialist of submission and begin working on proposal documents
2. Log into Cayuse Initiate and Complete IPF
3. Submit IPF for Routing
4. PI & Co-PI Certifications/Department and OSP Approvals
5. Submit Proposal
Notify OSP

To get the ball rolling....

For any sponsored project including contracts:

- Review funding announcement and note any cost share requirements
- Note the due date, time, and time zone
- Inform your OSP Grant Specialist as soon as you are aware of the submission

Your Specialist needs

- Send an email with the link to the announcement / solicitation with the due date and when you plan to submit
- Request set-up in Cayuse if you have never submitted at UA (contact erasupport@ua.edu)
- Budget information (rough draft is fine to start)
- Consortium / Subcontract Information (if applicable): There will be forms that need to be completed
  - Name of Institution
  - Name and information of PI
  - Contact information for OSP staff at institution
IPF Scenario

March 15th -
- Rhonda Researcher is submitting to NIH with a **due date of April 15th**
- She has two Co-PIs - 1 is at UA in Nursing and 1 is at Mississippi State University
- Rhonda wants to give ALRI institute credit and her UA Co-PI wants to give Center for Innovative Research in Autism credit
- Rhonda emails her SW Grant Specialist and her OSP Grant Specialist to notify them of her intent to submit and sends a copy of the link to the funding announcement or attaches it.
- Rhonda also informs the Grant Specialists of her budget needs and that she will have a Co-PI at MSU so that the Grant Specialist can send the required documents to the MSU PI and OSP to be completed and to let them know when the documents are due to UA OSP prior to submission

April 8th -
- Receive completed documentation from MSU PI and OSP
- The budget is finalized
- Rhonda initiates IPF, sends it to routing and certifies

April 12th -
IPF is fully routed through all approvers and certified by Co-PI at UA

April 13th -
Final documents sent to Specialist or uploaded into application package

April 14-15th-
Proposal submitted by OSP
The more PI's and Senior Personnel from different departments you have at UA = the longer the routing will take

Each UA PI/Co-PI/Senior Personnel named must certify the IPF

Each Department of the PI/Co-PI/Senior Personnel must approve during routing

If you have a subcontract - allow enough time to send the required forms and request the required documentation for the application to have final documents 2 days prior to deadline
Getting Started:
Use Mozilla Firefox for best results.
Login to https://ua.cayuse424.com with your MyBama Login and Password
(if you receive an error message when you login, please contact
erasupport@research.ua.edu to verify your account has been created in Cayuse)
Cayuse Landing Page:
Click on Cayuse SP (Sponsored Projects)
Navigating Cayuse SP

**Dashboards** -

- **Proposal** - allows you to view, create and edit proposals and related items.
- **Award** - allows you to view awards and related items.
- **Certifications/Approvals** - where you find proposals you need to certify in order to:
  - Begin the routing process
  - Submit to OSP for review of the proposal before it is submitted to the funding agency

**My Dashboard** - Get fast access to proposals, awards and routing certifications or approvals

- Start New Proposal
- My Proposals
- Proposals In My Unit
- Pre-Award Spending Inbox
- My Awards
- Awards In My Unit
- PI Certification Inbox
- Unit Approval Inbox

**Welcome to Sponsored Projects**

*Use the Proposal Dashboard to:*
- Start a new proposal
- Edit and track proposal records you have created or on which you are named as a contributing member
- View proposal records in administering units to which you have been granted Proposal Data Access
- Authorize preliminary award requests in your role as a Pre-Award Spending Approver

*Use the Award Dashboard to:*
- View awards on which you are listed as a member of the Research Team
- View awards in administering units to which you have been granted Award Data Access

*Use the Certifications/Approvals Dashboard to:*
- Certify proposal records on which you are cited as the Lead PI or PI
- Authorize proposal records in your role as a unit IPF Approver

**Administrative Support**

Contact the Office for Sponsored Programs for policies and procedures regarding the management and administration of research and sponsored activities. We serve as your primary contact for information about funding opportunities, research proposal development, budget development, award administration and more.

**Technical Support**

For technical issues in Cayuse SP, contact Cayuse Support at one of the following:
- Email: support@cayuse.com
- Phone: 303-697-2100

Also refer to the [Cayuse Research Suite Support website](https://support.cayuse.com) for frequently asked questions, product documentation and other technical information.
Once you are in SP, click on My Dashboard and pick Start New Proposal from the drop down menu.
Once you choose **Start New Proposal** from the drop down menu, you will see a blank IPF form.
Click on the Sponsor tab and search for the Sponsor name. The Sponsor is the entity that is working directly with UA on the project. **HINT**: When you see the search bar, you will be able to type and then search from a list. Click on the Sponsor name to add it to the IPF. If you do not see the sponsor, contact erasupport@research.ua.edu to have the sponsor added to Cayuse.
**Complete IPF**

**Sponsor Information**

- **Funding Opp. No.** - Type the FOA number
- **Sponsor Program:** Type the name of the program if you know it
- **Proposal Guideline URL:** Type in URL to guidelines in available
- **Prime Funding Agency:** If flow through from another agency, type name of agency that will provide funding. (i.e. subaward from another institution but funding from NSF. NSF would be entered as the Prime. It can also be used for contracts where the prime sponsor is a federal agency)
Admin Unit: Click on the Admin Unit field and search for the department of the Lead PI.

Primary Administrative Contact: If you know the name of your departmental admin responsible for Sponsored Projects search for their name. If you do not know the dept. admin name, use the Lead PI name.

Click on the Sponsor name to add it to the IPF. If you do not see the admin's name, contact erasupport@research.ua.edu to have them added to Cayuse.
General Proposal Info

Project Details

Short Project Name: Type the title of the proposal

Project Start/End Dates: Enter the proposed period of performance

Activity Code: Choose the appropriate activity code based on the project.

Proposal Type: Choose from:

Instrument Type: Choose from:
Submission Method: Choose from

Affiliated Units: **DO NOT USE**

Sponsor Deadline: Enter the deadline the proposal is due to the Sponsor

Title of the Proposal: Title of the Proposal - same as Short Title

Click Save Button
After you save the initial General Information screen, you will see your proposal number in the top left corner and you will now see the list of IPF tabs that need to be completed. You will know you have completed all tabs if you receive a green check mark for each tab. You will not be able to route the proposal until you have green check marks for all tabs except Submission Notes, which is optional.
Last Name: Click on the field and search by last name of each additional UA research team member. Once you click on the name from the list, the contact information will auto populate. You will need to give each member the role of PI (Cayuse version of Co-PI). A research team member should only be added if they are receiving shared credit. Even if they are listed as Senior Personnel in the application, for the IPF, use the Principal Investigator designation.
Last Name: Click on the field and search by last name of Lead PI. The first person entered will automatically be given the role of Lead PI. Once you click on the name from the list, the contact information for the PI will auto populate.
Allocation of Credit: Click on the field and enter the amount of shared credit each investigator/Senior Personnel should receive. (This is the percentage of the amount of the proposal and award that will show up in reports and Digital Measures for that PI). The total amount should equal 100%.

All other fields should be "0."
Complete IPF

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**Budget**

- Choose **summary** from the drop down menu
- Choose the number of budget periods (years)
- Enter the dates for the first year under **Current Period** and the total period of performance for **Entire Project** will auto populate from the General Information tab
- Check yes/no regarding cost share
- **F&A Rate:** Choose the appropriate F&A rate for the project (this should be approved by OSP prior to IPF initiation)
- **Comments:** State any funding limitations i.e. "Salary not allowed," "Equipment grant," etc.
Current Period
- **Sponsor Direct Costs** = put the amount of total direct costs in year 1
- **Base for F&A Rate**: enter the modified total direct cost from year one (this excludes tuition, equipment, participant support costs)

Entire Project
- **Sponsor Direct Costs** = put the total amount of directs costs for all years
- **Base for F&A Rate**: enter the total modified total direct cost from all years

You should see a total that matches your total budget +/- $1 due to rounding

**Supplemental Compensation**: Answer yes/no
Prior approval is required for supplemental compensation
A detailed budget is required for every sponsored project (this will be attached to proposal attachments).

Even if you need to provide a modular budget in the application, a detailed budget should be attached. You will use this to enter the budget in Cayuse.

A detailed budget is required for all subcontractors. This budget will be attached in proposal attachments and will not be entered manually into Cayuse.
Complete IPF

2

Conflict of Interest

- Answer each question by checking yes/no.

Please complete the questions below.

Researchers who do not have a current Conflict of Interest Disclosure on file will need to submit a completed UA Conflict of Interest form to the Office for Research Compliance.

Please note: COI disclosures are effective one year from date of approval.

* Indicates Required Fields

1. I understand that every member of the research team must have a current financial conflict of interest disclosure on file with the Office for Research Compliance, as described above, prior to submission of this proposal.
   - [ ] Yes
   - [ ] No

2. Has the University or has a University-related foundation received a cash or in-kind gift for the use or benefit of any member of the research team from an entity that owns or has the right to commercialize a product, process, or technology studied in this project?
   - [ ] Yes
   - [ ] No

3. I understand that in addition to the Conflict of Interest policy, the University also has a policy on the Disclosure of External Activity by Faculty and Other Research Grant and Contract Eligible Employees.
   - [ ] Yes
• Answer each question regarding human and animal subjects.
• Check the boxes that apply regarding research materials.
Complete IPF

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Subcontractors

- If you have subcontracts, click in the box and search for the name of the institution/company. You can add as many subcontractors as needed. Click on "Add Subcontractor."
- If you cannot find them when you search, contact your Grant Specialist or erasupport@ua.edu to have them added in Cayuse.

"If you do not have subcontractors, click "No Subcontractors"
Complete IPF

Export Control

- Answer each question as yes/no
- If you answer yes, additional questions may appear to provide more detail.
Complete IPF

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Intellectual Property

- Answer each question as yes/no.
- If you answer yes, additional questions may appear to provide more detail.
Answer each question as yes/no depending on whether or not your project is affiliated with one of the following Research Institutes:

Choose an answer from the dropdown menu regarding Research Initiatives.

Use the Institute Credit excel form to designate Institute credit. Credit for Institutes must equal 100%. This form is attached under proposal attachments.
Only answer the Centers Section.

Choose from the dropdown menu regarding Board approved Research Centers.

Assign the percentage of credit for each Center. (Total must equal 100%)

You may choose multiple Centers.

If no Research Center is affiliated with the project, choose "none" from the dropdown menu and 100%

List of Board Approved Research Centers can be found at the link below
• Provide a brief abstract for review by Department approvers

Complete IPF

Proposal Abstract

- The abstract should be plainly written and in sufficient detail to summarize your research.
- Do not include ANY institutional or sponsor proprietary information in the abstract, such as a description of a potentially patentable invention (e.g., a new and useful process, machine, article of manufacture, composition of manufacture, or related improvements). If there is proprietary information related to this work, you must contact the Office for Innovation and Commercialization.

Abstract:

[Blank text area]
Proposals Attachments

- Attach proposal materials such as:
  - detailed budget
  - budget justification
  - scope of work
  - subcontractor documents
  - Institute credit form

- Use the dropdown menu to identify the document type. If you cannot find the appropriate type, choose "other."
Check approving units to make sure they are correct regarding departments of all named PI/Co-PI's (Senior Personnel receiving credit)

If they are correct, click "authorize unit listing"

This is the routing order for the IPF
When you have green checkmarks on all sections of the IPF, you will see a **submit for routing** button. You will not see this button as "live" until all sections of the IPF have a green check mark except for submission notes.

**Click the submit for routing button when you are ready to route the proposal for approval.**
Submit for Routing

Answer "Yes" to submit to routing
Once you click "yes" to submit to routing, you will be taken to the administration screen and you will see a **Certify Proposal button. Click Certify Proposal.**
If you can agree to the statements listed in the certification, click the **submit certification** button.
The **PI Certification Inbox** is located in the "My Dashboard" section. Click on the PI Certification Inbox to see what proposals need your certification (this is for all PI's/Co-PI's/Senior Personnel that are listed on the IPF.)
Any proposals awaiting your certification can be found in the **PI Certification Inbox** under the **To Be Certified** tab. Click on the IPF number to open the IPF and you will see the certify proposal button. Follow the steps above.
Submit Proposal

Saved Cayuse SP Proposal

Proposal Number

PDF Viewer - Displays a summary of the IPF record

Paired Cayuse 424 Proposal - If the proposal is submitted through 424, the application package will be paired to the IPF. You will see this pairing icon. You can click on this icon to go directly to application package.
Proposal Status

To check the status of your proposal in Cayuse, log in to Cayuse and and under My Dashboard, click on My Proposals.
Under **My Proposals**, there are two tabs labeled **Unsubmitted Proposals** and **Submitted Proposals**. For IPF's that have not been submitted for routing, you will see the IPF # under **Unsubmitted Proposals** tab.
IPF's that have been submitted to routing will appear in the **Submitted Proposals** tab. You will be able to see the status of each proposal under the status heading. You will also be able to see your role on the proposal.
You can click on the IPF # and it will take you to the **Proposal Routing Status** screen. On this screen, you can see who has certified the proposal as well as who has approved or still needs to approve the IPF. You can also see the status history which shows all actions taken on the IPF.
If you are not the Lead PI, you can still see the proposal in your My Proposals in box.