IPF Process
Office for Sponsored Programs
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

*Recommendation is to please allow 2 weeks minimum notice of submission.
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
**NIH IPF Scenario**

**March 15th -**
- Rhonda Researcher is submitting to NIH with a **due date of April 15th**
- She has two Co-PI's - 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).

Step 1
Cayuse Landing Page: Click on Cayuse SP (Sponsored Projects)
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
- PI Approval Inbox

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

Navigating Cayuse SP

Initiate IPF

Welcome to Sponsored Projects:

To use the Proposal Dashboard:
- 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.

To use the Award Dashboard:
- 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.

To use the Certifications/Approvals Dashboard:
- 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: 503-97-2110

Also refer to the Cayuse Research Suite Support website 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.
Complete IPF
2

**Sponsor Information**

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 icon, 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.
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.
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:

2 Complete IPF

General Proposal Info

Project Details
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."
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.
**Complete IPF**

2

**Budget**

**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

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**Supplemental Compensation**: Answer yes/no

Prior approval is required for supplemental compensation
Cost Share
If cost share is required by the Sponsor, please click **yes** in response to "Is cost sharing committed to this project?"

If cost share is not required, please click **no**.

A detailed cost share budget should be developed with your OSP Specialist and approved by all departments/schools committing cost share prior to completing this section.

*Attach the detailed cost share budget in the proposal attachments for review by approvers.*
**Internal Cost Sharing**

Use this section for any cost sharing committed by UA.

**Department** -

- **Add Unit** = choose the **department** that is responsible for the specific cost share amount (please note: you will need to add a unit for each department that is committing cost share)

- **Central Admin unit** = add the unit entitled "**Central Admin Unit**" to account for fringe and F&A related to total cost share committed

**Cost share will always have an entry for the department and Central Admin if salary and/or F&A is charged on cost share**
Internal Cost Sharing - department unit
- Click add unit
- Period Total = put the amount of cost share committed by the specific unit minus fringe and F&A for the first year
- Project Total: enter the total amount of cost share committed by the specific unit for the entire project minus the fringe and F&A

Commitment Type
Choose mandatory from the drop down menu for all entries

Internal Cost Sharing - central admin unit
- Click add unit to add another unit
- Period Total = put the amount of fringe and F&A on the cost share by all departments for the first year
- Project Total: enter the total amount of fringe and F&A on the cost share by all departments for the entire project
Internal Cost Sharing - department unit
  • Match Type = Choose "cash matching"

Internal Cost Sharing - Central Admin unit
  • Match Type = Choose "cash matching"
Complete IPF

2

Budget

Internal Cost Sharing - all units
- Account - enter "TBD"
- Comment - add any comments regarding the type of charges to cost share
View of cost share units when completed:

**Unit 1** - department responsible for cost share expenses minus fringe and F&A
- (there could be multiple units/entries if multiple departments are committing cost share)

**Unit 2 - Central Admin Unit** - showing all fringe and F&A costs on cost share

Cost share from multiple internal collaborators (departments)
Third Party Cost Sharing: Organization - add the name of each outside Organization/Institution providing cost share on the project. Complete all other fields similar to internal cost share.
A detailed budget, including any cost share, 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.

For multiple internal collaborators providing cost share, please be sure to identify each unit and the proportional amount they are contributing.
• Answer each question by checking yes/no.
• Answer each question regarding human and animal subjects.
• Check the boxes that apply regarding research materials
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

2

Intellectual Property

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Have you disclosed any of this research to the Office for Innovation and Commercialization or any other Intellectual Property Office (on or off campus)?</td>
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<td>2. Does this research involve any exchange of confidential or proprietary information?</td>
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<td>3. Does the research in this proposal involve any issued patents?</td>
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<td>4. 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?</td>
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<td>5. Will this research use anything that is licensed to another entity?</td>
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<td>6. Is this proposal an SBIR (Small Business Innovative Research Program) or an STTR (Small Business Technology Transfer Program)?</td>
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<td>7. Is this project federally funded?</td>
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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.
Location of Sponsored Activities

- 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.
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.
Route IPF

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.
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.
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 an 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.