Checklist for Submitting a Research Proposal through CAYUSE
Start this process at least 5 Days in advance of deadline!!!

Reminder: As of 7/1/2010, all proposals will have to be entered into CAYUSE regardless of how they are submitted to the agency; this is because CAYUSE will serve as Sponsored Projects Review's (SPR) database for proposals.

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1. Getting Started/Logging In

Go to: http://www.uri.edu/research/tro/offices/sponproj/index.html
Click on the Cayuse logo

First time users should follow the link at the bottom to get password. You will need to use your E-Campus user name or the e-mail address in your E-Campus profile. If you have trouble with this, please contact a system administrator – Franca 4-5891, Mary Kate 4-2775 or Sanjay at 4-7496

2. Initiating the Proposal

There are two kinds of proposals – (A) proposal submitted through G.G & (B) proposals not submitted through G.G.

(A) Proposals Submitted through Grants.gov

1. Go to Opportunities tab
2. Enter opportunity number in keyword filter -- if the opportunity does not come up, you'll have to retrieve it.
3. To retrieve an opportunity, pick Retrieve Opportunities at the top of the page. Enter opportunity number. The pop up will disappear and you will be back at the opportunity page and it will either say 1 opportunity retrieved or 0 opportunity retrieved. If you get 0 opportunities contact SPR.
4. Once opportunity has been retrieved, enter the opportunity number in the keyword filter
5. Click the green plus sign on the left side of the opportunity to create the proposal.
   - The title here is not the official title and we ask that you use a naming convention to help us out by starting with an acronym for the college, i.e., HHS, CELS, A&S, GSO, ENG, BUS, PHM, NUR
   - Choose PI -- if you do not see a name in the box, click "show all"; when the full list appears place your cursor in the box and enter just the first letter of the PI last name and search for the PI's name. If you don't find it, call SPR for assistance.
   - Click drop down for institution – URI
   - Choose the number of years for your budget (this can be changed later)
   - Validation type should automatically come up and you shouldn't change this

(B) Proposals not Submitted through Grants.gov

- Go to Proposal Tab
- Click on green plus tab at the top of the page to create a Proposal
- Choose Non Federal
  - Enter a name for the proposal (doesn't need to be official title);
  - Choose PI -- if you do not see a name in the box, click "show all"; when the full list appears place your

cursor in the box and enter just the first letter of the PI last name and search for the PI's name. If you don't find it, call SPR for assistance.
    - Click drop down for institution – URI
    - Choose the number of years for your budget (this can be changed later)
- Validation type should be Non Federal
- Go to documents and add: proposal in pdf; budget in Excel; all other required documents should be added separately in pdf format – transmittal; revenue/cost sharing; sub award agreements etc.
- Go to **#9 Validating and Routing for Approval**.
- SPR will assist in submitting in the way that is required by the agency.

3. Delegation

If more people than just the PI need access to the proposal (co-I, administrative asst etc.), you will need to give them permission:

- At the top right corner of the proposal, you will see an orange key – choose that;
- Click the green plus sign to add a user and give the appropriate permissions – automatically list, read, write, attach, break lock and print are assigned. Break lock means that if someone walks away from the proposal without signing out, you can break the lock to access it. This is very useful.

4. Preparing for a Sub Award

To include a sub award in a proposal, URI needs the Sub Recipient Monitoring/Letter of Intent Form along with a scope of work, budget and budget justification. At this time, you should have your collaborator fill out their information based on options below.

There are two options for getting sub award information into a Cayuse proposal:

- **Go to subawards.com and prepare a sub award (this is free and we recommend it)**
  Send the link subawards.com to your collaborator. They will need to register with the site. When they've completed the information, they will export a file that you will be able to link to your proposal. It will import key personnel, performance site along with the budget and budget justification.
- **Send the Sub Awardee the Sub Award RR form**
  Go to SPR Website and download Sub Award RR Form and send to your collaborator. This PDF will provide the sub award budget and justification. They will send you back the PDF form and you will be able to link it to your proposal. This method requires that you add some information.

5. Key Personnel Profiles & Performance Sites

Go to RR Key Personnel on left hand bar

- Click the + to expand the PI Key Personnel Information;
- If info is not complete, go to People tab and complete information there, go back to proposal and delete; information (x symbol) and refill information by clicking on pencil and reselecting PI's name;
- Click on gear symbol to go to Manage Principle Investigator;
- Check box at the top, if you want to include PI's performance site in the Performance Site information
- Enter Role (PI should be preselected);
- Enter type of appointment (i.e., Cal = 12, or Academic = 9 & Summer 3)
- Upload Biosketch here and select Close;
- To enter additional Key Persons that are URI personnel, go to Manage Key Persons and Add Key Person.
- Select Role; Enter type of Appt; & upload biosketch.
- Do not enter Key Personnel from Subcontracts here – you will import their information with the subcontract.
- If you want to add a consultant as a Key Person, you will need to add their identity – go to People Tab;
- Click on the green plus sign (right side at top)
- Add Name and other information but do not give an institutional association
- Go back to Proposal and add as a key person as above.

Go to RR Performance Sites

- If you selected the PI's performance site above, you should see it here.
- If you plan to include a subcontractor's performance site, do not enter it here, you will upload that with your subcontract information.

6. Developing a Budget

For a number of reasons, we've found it is best to complete the budget in Excel on our budget template and to enter that information directly into Cayuse. Sponsored Projects Review can assist you with developing a budget.

7. Importing Sub Award Information

- Your collaborator will send you either a CAYUSE file from Subcontracts.com or a PDF of the Sub Award RR.
- DO NOT IMPORT FILE DIRECTLY INTO THE PROPOSAL. This is because you want to check it for errors first before importing the errors to your proposal.
- Go to Proposal List and use the import sub award link at the top of the page. We do not recommend that you import this file directly into your proposal. Instead, import it in the main Proposal list and link it to your proposal. This is so you don't import any errors into your proposal.
- A pop up browser box will appear and you can locate the file on your computer and import.
- Look at the file to make sure there are no errors. If you cannot easily resolve the errors, call SPR
- At the point you are satisfied with the sub award file, go into your proposal and go to RR Sub Award Budget Attachment. At the top, you'll see an option to link the sub award. A box with all sub award options appears and you should pick the appropriate file.
- Cayuse will ask if you want to import the performance site and key personnel.
- Go to budget to make sure it reflects the total with the sub award.

8. Complete CAYUSE Forms and Upload Science

- Start at the top of the left hand bar at the SF424 RR;
- Begin completing the information in the form;
- Under #5 for "Person to be Contacted" click on pencil on the left to auto fill Franca Cirelli's information; you can do the same thing on #19 for "authorized rep" to auto fill Mary Kate DeMarco's information.
- Continue from top to bottom through each section of the proposal uploading files as required.
- At this point it is good to start looking at the Error/Warning bar at the bottom. If you click on it, it will open up and show you exactly where all your error and warnings are located.

9. Add Required Documents

Under Proposal Summary at the bottom of the left hand bar, go to the Documents Section – this is the place to upload documents that will not be submitted to the agency. At a minimum, you will need to upload:

- A transmittal sheet signed by all URI PI's (Dean and Dept. Chair approval now obtained through CAYUSE).
- A detailed version of your budget in Excel on URI's template.
- The Revenue/Cost Sharing Form

10. Validating and Routing for Approval (start at a minimum five days in advance of submission deadline)

Validating a Proposal

You will want to validate a proposal when you have 0 errors (warnings are typical and won't prevent a proposal from being accepted by the agency). You cannot submit a proposal with errors – *the proposal will be rejected*. If you continue to have errors that you cannot resolve, contact SPR immediately.

- To validate go to Proposal Management at the bottom of the left hand bar and to Electronic Submission.
- Click validate proposal. Assuming all is well, start routing chain.

Routing for Approval:

- To create a routing chain for your proposal go to Proposal Management and then Routing & Approval
- The PI is automatically set up as the first step in the chain.
- The next stop is the Department Chair (if applicable); click on the green plus sign to bring up a window to insert the Department Chair's name.
- The Dean's Office (or VP if applicable) is the next stop – *do not route to Dean by name* – look under "D" for Dean's Office, (college name here); the Dean's Office has a series of delegates who will review and approve the proposal. If you have questions, contact your Business Manager.
- Next look for Sponsored Projects Review and add as final stop on chain
- When ready, check the PI box – this will send an e-mail to the next stop on the chain. In the case of a department chair, it is probably wise to also send an e-mail of your own because all the information in Cayuse was uploaded from E-Campus and in some cases the e-mails are not the most often used. You will get an e-mail if the address bounces or if there is no e-mail listed for the individual you've routed it to. We have tested the Dean's Offices and they are all set – with backups.
- As soon as the PI checks their box, the proposal is locked down so no one can make changes. This is so SPR can approve the proposal. The PI can continue to work on their narrative outside of Cayuse and can attach it when SPR has given its approval.
- At this point it is a good idea to give your contact in SPR a call or e-mail to let them know you have started the routing process. SPR can look at a proposal at any point.

11. Submitting

When SPR gives their approval, the proposal will be routed back to the PI with e-mail notification. At this point the PI can submit the proposal. SPR can also submit for the PI if that is their preference.

- To submit go to Proposal Management and then Electronic Submission
- Click on Validate and Submit