

Cayuse SP - User Guide - October 20, 2023

The Office of Research, Sponsored Programs Administration uses Cayuse SP to manage all sponsored project proposals. Cayuse SP captures and organizes sponsored project information that will be used for proposal development, KSU/KSURSF internal approval process, and to complete the project application. Proposals must be created in Cayuse SP for all sponsored projects.

Terms to Know

- **Sponsor:** The sponsor is the agency or organization on the solicitation you are pursuing. This is the organization to which your application will be submitted.
- **Prime Funding Agency:** the organization from where the research funds originate (for Federal grants, cooperative agreements, and contracts, this is the Federal agency providing the research funds).
- **Funding Opportunity/Sponsor Application No.:** The alphanumeric funding opportunity or sponsor application number. The number is generally provided by the sponsor on the solicitation. Not all solicitations have an opportunity number. If the solicitation does not have a number-enter n/a for not applicable.
- **Admin. Unit:** The Admin Unit is the lead department at KSU responsible for the sponsored project. This is typically the Lead-PI's department.
- **Primary Administrative Contact:** Enter the name of the Grants Manager/Pre Award Specialist who will serve as the primary administrative contact person for this project.
- **Sponsor Deadline:** The date and time the proposal must be postmarked or received by the sponsor. This information is found in the solicitation.
- **Title of Project:** The full title of the proposal that is being submitted to the funding agency. This title should match the title on the cover letter, face page, and abstract to the sponsor.
- **Proposal Type(s)**
 - **New** - Select if this is a distinct project not associated with an existing sponsored project.
 - **Preliminary Proposal** - Select if this is a brief document generated for the main purpose of indicating interest in a future project. For example, a letter of intent is a type of preliminary proposal.
 - **Non-Competing Continuation** - Select if requesting release of dollars previously committed by the sponsor for an existing sponsored project or grant.
 - **Supplement** - Select if requesting additional new dollars on an existing award. This may include a change to the scope of work or project period.

- Resubmission - Select if this is a revision and a new submission of a previously submitted proposal.
- Revision (competitive) - Select if requesting a budget increase for expansion of the project's scope or research protocol.
- Renewal (competitive) - Select if requesting new dollars for continuation of an existing award to establish a new budget period.
- Recurring Contract - Select if requesting funding to continue a longstanding program that the sponsor expects to fund.
- **Instrument Type(s)**
 - Contract - an agreement for the procurement of goods and services.
 - Grant - assistance funding towards the development of research for the public good.
 - Fellowship - A merit-based award given to an applicant for advanced study or training.
 - Cooperative Agreement - A legal instrument of financial assistance between a Federal sponsor or pass-through entity and an applicant. It is distinguished from a grant in that it provides for substantial involvement between the Federal sponsor or pass-through entity and the applicant in carrying out the activity.

[Frequently Asked Questions \(FAQ\)](#)

1. **Does every proposal I submit have to be entered into Cayuse?**
 - a. Yes. This software helps KSU SPA and your Department track proposals being submitted. Cayuse also helps our office track funds following award!
2. **What is the difference between a Sponsor and a Prime Sponsor?**
 - a. A sponsor is the funding agency who is providing funding *directly* to KSU, while the prime sponsor is the funding agency providing funding to the agency who is *directly* funding KSU. For example, if the **FBI** is giving **Harvard** \$500,000, who is then awarding KSU \$150,000 - the **PRIME SPONSOR is the FBI**, while the **SPONSOR is Harvard**.
3. **How do I know my 'Admin. Unit'?**
 - a. Your *Admin Unit* is the specific department you work/teach in. For example, if you are a professor of Mathematics, you work in the College of Science and Mathematics but your Department is 'Mathematics'. Your *Admin Unit* would be 'Department of Mathematics'.
4. **How do I ensure that my Co-PI(s) sees the proposal and has permissions to approve/certify the proposal in Cayuse routing?**
 - a. The PI should be listed as the "*Lead Principal Investigator*" and all Co-PIs should be listed as "*Principal Investigator*". This ensures all senior personnel receive notification to approve/certify the proposal when routing.
5. **How do I get back into a proposal?**
 - a. If you are a Lead-PI and want to get back into a proposal, click on *My Proposals* located under *Proposal Dashboard* on the left side bar menu. This will send you to a list of proposals that you have started or have access to.
6. **How do I approve a proposal for my unit?**
 - a. If you are an approver who has been notified that you need to review and approve a proposal, click *Unit Approval Inbox* located under *Certifications/Approvals* on the left side-bar menu.
7. **How do I approve a proposal as a PI/Co-PI?**

- a. If you are the Lead-PI on a proposal and ready to certify your proposal, you will click on the *PI Certification Inbox* located directly under *Certifications/Approvals* on the left side-bar menu. The PI Certification Inbox is only for Lead-PI's who have proposals ready to be certified and routed for approval.
- b. **The Lead-PI must certify their proposal to begin the KSU internal approval process.**

Sponsored Programs Administration

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Thank you!

