Office of Research & Economic Development
Internal Funding Programs

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Overview

Institutional approval of ORED-sponsored internal funding program proposals is handled through Cayuse SP. (Internal funding submissions do NOT use Cayuse 424.) The use of Cayuse SP to obtain institutional approvals replaces the use of the paper USA Transmittal Form and is consistent with the processes established for proposal submission to external agencies. This applies to the following ORED-sponsored internal funding programs:

- Faculty Development Council Fellows
- Faculty Development Council Grant
- Research and Scholarly Development Grant
- Seed Grant in Support of the Arts and Humanities

Proposals can be created in Cayuse SP as soon as a submission is planned. Users can save the proposal without routing it and return later to enter more information and upload attachments. It is best practice to start the process well in advance of the due date. Users should also be aware that routing for institutional approvals can take time depending upon faculty and administrator availability, and should plan accordingly.

New Cayuse SP users will need to request account creation. This can be done by going to the Sponsored Projects Administration website and using the green "Cayuse Research Suite Change Request" button.
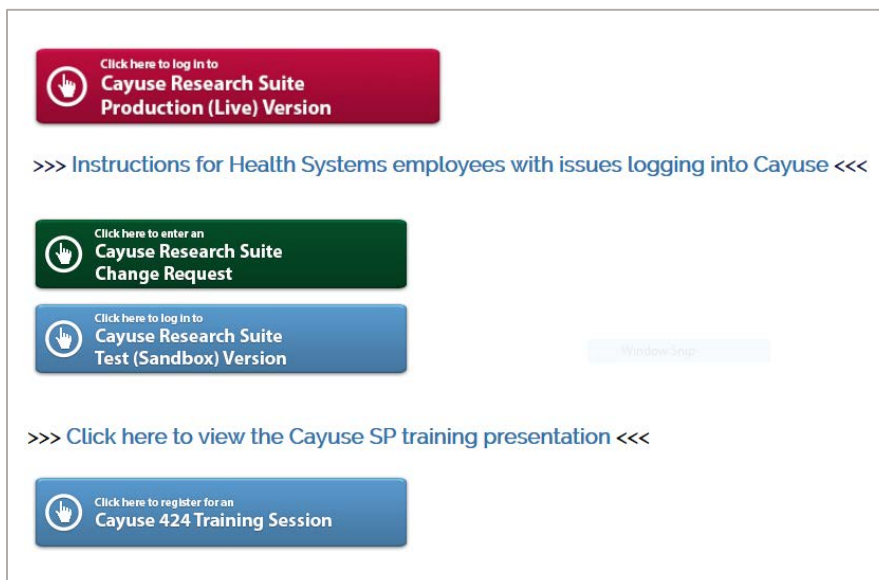
The following information will assist in completing information in Cayuse SP to obtain institutional approval. All fields within Cayuse SP designated with an asterisk (*) must be completed in each "page" to advance to routing the information.

The information presented below pertains only to the specific field information required for routing ORED-sponsored internal funding proposals and does NOT detail every field that needs completion.

[Cayuse SP Page] Start New Proposal

Sponsor Information

- Sponsor: when the keyword search box pops up, select the "No Sponsors" button
- Sponsor Program Name: type in the appropriate program
    - Faculty Development Council Fellows
    - Faculty Development Council Grant
    - Research and Scholarly Development Grant
    - Seed Grant to Support the Arts & Humanities

General Proposal Information

- Admin Unit: select the applicant's (e.g. PI's or graduate student's) department
- Grant Administrator: select the Departmental/School/College grant administrator
- Project Start/End Dates: Are dependent upon the program, but the start date is frequently the month following the month in which the proposal was submitted. End date would be either one year or 18 months from the start date, depending on the program.
- Activity Code: Internal Competition
- Proposal Type: Internal Competition
- Instrument Type: Grant
- How will this proposal be submitted? Other
- Sponsor Deadline: Use the program deadline provided in the guidelines.

When this page is saved, a green check mark will appear in the left hand menu by "General Information," and the full list of sections will be displayed.

[Cayuse SP Page] Investigators/Research Team

- Add the applicant with a role of Lead Principal Investigator.
- If the applicant is not requesting time on the grant, the Person Months and Sponsored Effort % and will be 0. Twelve month employees are not able to request summer time.
- Add the College Grant Administrator in a Proposal Editor Role (Person Months and Sponsored Effort % will be 0).

[Cayuse SP Page] Budget

Overview

- Budget Form: Detailed
- # of Budget Periods: 1
- Current Period: dates should be the first year of the Entire Project
- F&A Rates: 0%
- **NOTE: You need only enter a budget for the amount of funding you are requesting from ORED.** If you are getting the remainder of the project funding from elsewhere, that does not need to be listed in the budget within Cayuse SP.

[Cayuse SP Pages] Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, and Intellectual Property

- Must be completed accordingly.

[Cayuse SP Page] Proposal Abstract

- It is not necessary to make this abstract publically available.
- Upload your 150 word abstract.

[Cayuse SP Page] Proposal Attachments

- Attach a copy of the application package (compiled PDF that will be submitted via InfoReady Review).

[Cayuse SP Page] Approving Units

Add Approving Unit

- Unit: Research Comm, Dvlp & Lrng
- **IMPORTANT – Research Comm, Dvlp & Lrng must be designated as the final approver in the routing order before authorizing the unit listing.** E.g. 1. Is department level; 2. Is unit level; and 3. Is Research Comm, Dvlp, & Lrng.

If all of the items on the left-hand menu list show a green checkmark the proposal is ready to Submit for Routing.