

Picture Guide #1: Reviewing and Approving Proposals in Cayuse SP

1. You will receive an email from Cayuse Administration informing you that a proposal has been routed to you for review.

Please Review Proposal 25-0016-P0001 Angie Test 7/22/24



Cayuse Administration <do-not-reply@cayuse.com>
To: Rochat, Angela

EXTERNAL EMAIL: Do not open attachments or click on links if you do not recognize the sender.

Dear Daniel Dean:

Proposal 25-0016-P0001 for project Angie Test 7/22/24 has been routed for internal review.

Because you are a member of Bellarmine College of Liberal Arts, you are required to review based on the following questions and answers:

- Please indicate the approver for the Principal Investigator. = Bellarmine College of Liberal Arts (BCLA)

To review this proposal, please log in to [Cayuse Sponsored Projects](#).

2. Click on the hyperlink and when prompted enter your LMU username and password.

3. Once in the system a dashboard will be displayed showing the proposal(s) that require your approval. They will be displayed with a hyperlink under “My Tasks.” Click on the hyperlink for that proposal and it will take you directly to it for review.

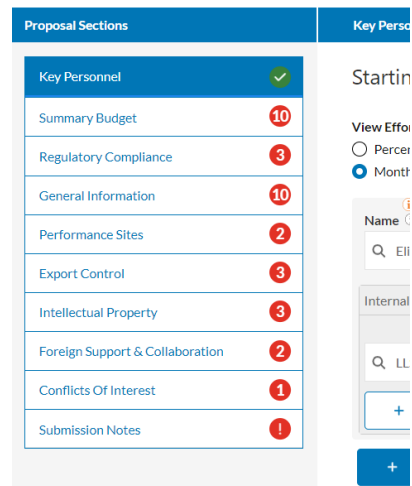
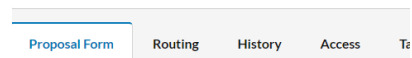
Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Review Proposal for Assistant Vice Provost for Research - 24-0030-P0001	Other			03/11/2024	09/16/2024		Closed
Review Proposal for Assistant Vice Provost for Research - 24-0037-P0001	Other			03/25/2024	09/16/2024		Closed

4. In the proposal, go to “Proposal Sections” in the left bottom side of the screen.

Red circles indicate that the section needs review, as you click through and review each of the sections the circles will change from red to green.

Reviewers must click on each section to change the status from red to green indicating that the section has been opened and reviewed.

Continue working down the list and go to each section until complete. The screen automatically starts with ‘Key Personnel.’



5. Proposal Sections – This is the series of sections that you will review for approval.

A. Key Personnel – Review the PI and CO PI information in the proposal.

PI and CO-PI effort contributed to the project is shown by months for **only the first year of the**

Starting with the Principal Investigator, identify all Key Personnel who will be working on the proposed project.

View Effort
 Percentage
 Months

Name Role

Internal Association	Sponsored Effort			Cost Share Effort			Total Effort
	C	A	S	C	A	S	
<input type="text"/>	mos	mos	mos	mos	mos	mos	0 mos

+ Add Internal Association

+ Add Team Member

Does the PI require a PI Eligibility Waiver?*

Yes
 No

You can find the LMU PI Eligibility Policy [here](#).

I am requesting an exception to be allowed to act as PI on this proposal. I confirm that my Chair and Associate Dean or Dean have been informed of my intent to submit and have given their approval and support. I will bear the managerial and programmatic responsibility for the project, as outlined in detail in the Proposal Certification Text.

I acknowledge and agree to the above statement.*

project. Please refer to the budget section for the outlying years, if a multiyear project.

Note: If the PI or Co-PI require an **eligibility waiver** to submit grants on behalf of LMU. The policy will be displayed here for reference and a box will be activated for the PI or CO PI to acknowledge that they have read the policy and received the appropriate approval from their department and

school/college.

B. Summary Budget – Review the budget information about the project.

Summary Budget

Total Direct Costs:* Total Indirect Costs:* Total Sponsor Costs:*

Choose the number of budget years:*

1 Year 2 Years 3 Years 4 Years 5 Years

Budget Year 1

Total Direct Costs:* Total Indirect Costs:* Total Sponsor Costs:*

Budget Year 2

Total Direct Costs:* Total Indirect Costs:* Total Sponsor Costs:*

Please select IDC rate:*

Allowable (43.9%)
 Allowable but restricted.
 Unallowable.

Provide an explanation for the restricted or unallowable IDC:*

Upload a detailed proposal budget:*

Upload a budget justification:*

Click on the proposal budget and budget justification to review for details.

Indirect Cost rate information is displayed showing the rate and any restrictions.

Indirect cost information is displayed here. If indirect costs are ‘allowable but restricted’ information will be provided in the box. If a PI has an **approved waiver of cost share**, the document will be in the attachment section of the proposal.

Cost Sharing

Does the budget contain cost-sharing as a portion of the project or program costs?*

- Yes
 No

Upload a document detailing the cost share. Be sure to include: request category, amount, and who is responsible for the funding.*

Drag and drop new files or click to select from file system...

Is the cost share being provided by the PI's Unit/College?*

- Yes
 No. Cost share is being provided by another Unit/College.

Indicate the Unit/College responsible for providing the cost share funds:*

Is the cost share mandatory or voluntary?*

- Mandatory
 Voluntary

Is the cost share cash or in-kind? *

- Cash
 In-kind
 Both

Is the cost share internal only or cited to the funder?*

- Internal
 Cited to sponsor

Internal Cost Share:*

External Cost Share:*

Total Cost Share:*

have cost sharing secured before routing a proposal for approval. The approval process serves as a verification of cost sharing commitment for the project.

Cost sharing and the source of it will be available for review by clicking on the attached document.

If cost sharing is being provided by an external department, a dropdown box will show the unit supplying the cost share.

External units will be notified during the approval process to verify their support. PIs must

Course Release

Is the PI requesting course release?*

- Yes; Course release has been approved by the Chair and Dean.
 No

Please explain course release requested; semester(s) and year(s):*

Sabbatical

Does the budget include support for Sabbatical?*

- Yes; Sabbatical has been approved by the Chair and Dean.
 No

When will Sabbatical be taken; semester(s) and year(s):*

Does this project require construction or renovation costs?

- Yes; Construction/renovation plans have been approved by the Vice President for Campus Operations.
 No

Course Release / Sabbatical Requests – As applicable, course release(s) and sabbatical requests will be verified during the approval process. Text boxes will be displayed to provide detail about the number of courses and time.

Chairs and Deans must approve all course release(s) prior to routing a proposal for approval. The approval process serves as a verification process that it was approved prior to routing.

Construction / Renovation

If the project includes capital projects, the VP for Campus Operations will receive an email notification about the project. PIs must work with Campus Operations prior to the approval process for approval of capital projects.

6. Regulatory Compliance – Review the Information pertaining to Human Subjects, Animal Subjects, and Research Materials. These are yes/no questions about regulatory compliance.

7. General Information – Review general information, such as sponsor, proposal title, start and end dates, coding of research activities for HERD data collection, ORSP staff involved in the project, and a draft of the proposal. Below shows some of the information for review.

General Information

Sponsor Information

Sponsor: ⓘ * National Science Foundation x v
Prime Sponsor (Fiscal Agent): ⓘ City of Culver City x v
Sponsor Deadline: * 9/4/2024

If sponsor name does not appear in this search box, please choose Organization Not Found and enter the sponsor name in the field below.
If prime sponsor name does not appear in this search box, please choose Organization Not Found and enter the sponsor name in the field below.

Sponsor Assistance Listing Number (ALN): N/A
Formerly known as the CFDA Number

Funding Opportunity/Sponsor Application No:
Sponsor Guideline URL:

Program Name: Large Research Grants

Is there an institutional limit on the number of proposals that can be submitted this opportunity?
 Yes
 No

General Proposal Information

Proposal Title: * Parent Program

ORSP Legacy Number (if applicable):
ORSP Team Member: * Jennifer Bindel x v
Does the following Unit need to be notified of proposal? None x

Project Start Date: * 10/1/2024
Project End Date: * 9/30/2025
Submission Date: 9/4/2024

Please note that **federal proposals** being submitted through our legacy Cayuse 424 (now S2S) system will be displayed in this section. Clicking on the link to the proposal will take you to that system, if further review is needed. However, all the information is in the Cayuse SP record for review. Cayuse S2S is a direct link to Grants.Gov the federal grants system for submitting most federal proposals.

Submission Method: * Cayuse Proposals (S2S) x v

Proposals S2S Link

Proposals (S2S) Record: [TEST 2 w/PS2S - 8.30.24 - Investigator, Irene](#) x
Status: Not Submitted

Late notifications (ORSP received information about the submission less than 8 business days prior to the deadline) and **retroactive proposals** (submitted by the PI without institutional review) will be noted in this section. ORSP is only able to do a compliance review for **late notification** proposals.

Retroactive proposals were submitted without review and is being approved post submission. In some cases, the award may already be at the institution.

8. Performance Sites – Review performance site information.

The ORSP Compliance Coordinator is notified when there is a ‘yes’ answer and will work with the PI about guidance and requirements that may be needed for off-site research projects. The hyperlink for LMU’s ‘Plan for Safe and Inclusive Working Environments’ is displayed.

Performance Sites

Will (Institution) personnel conduct any of the proposed work off-campus?*

Yes
 No

Off-Campus Location:

Engineering lab

Is this project funded by the National Science Foundation?*

Yes
 No

Click [here](#) for LMU’s Guidance and Plan for Safe & Inclusive Working Environments for Off-Campus or Off-Site Research for NSF-Funded Projects.

Will any portion of the project be performed by a Subrecipient?*

Yes
 No

Subrecipients / Subawards –

The last question in this section asks if there are any subrecipients / subawards associated with the proposal. If the answer is ‘yes’ an additional Proposal section will be displayed to review this information.

9. Subawards (if applicable) – Review the information about the subrecipient(s) including name, budget and budget justification, statement of work, and total amount requested.

Please identify each Subrecipient and upload the following documents:

- Subrecipient’s Statement of Work
- Subrecipient’s Budget and Budget Justification
- Letter of Commitment signed by the Subrecipient’s Authorized Official

How many Subrecipients are included on this project?

One Two Three Four Five

Subrecipient Name(s):

Organization Not Found ✖

Subrecipient Attachment(s) (10 MB limit)

Drag and drop new files or click to select from file system...

Name of Organization(s) Not Found:

Enter names of any subrecipient organizations that do not appear in the Subrecipient Name(s) search above.

Subrecipient Budget

Total Subrecipient Amount:

Total amount for all subrecipients.

For multiple subrecipients, list each by name and total amount requested.

Name of Subrecipient 1:

Total amount requested:

Name of Subrecipient 2:

Total amount requested:

10. Export Control – Review the set of questions related to export control.

Export Control

Will this funding have non-disclosure or confidentiality agreements or have publication restrictions?*

Yes
 No

Will you be traveling outside of the U.S.?*

Yes
 No

Will your project include any foreign nationals, including international scholars or students in the U.S.?*

Yes
 No

By answering yes, the ORSP Compliance Coordinator is notified to work with the PI on export controls guidance and requirements, as needed.

11. Intellectual Property – Review the IP section.

Intellectual Property

Do you think this research has the potential for a patent?*

Yes
 No

Click [here](#) to review LMU's Intellectual Property Policy.

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?*

Yes
 No

Click [here](#) to review LMU's Intellectual Property Policy.

Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a commercial entity?*

Yes
 No

This section has hyperlinks to LMU's Intellectual Property policy for further clarification and guidance, as needed.

12. Foreign Support – Review Foreign Support section.

Foreign Support & Collaboration

Will you have any monetary or non-monetary affiliations, associations, or activities with foreign nationals or organizations (including research, conferences, con:*

Yes
 No

Will any significant scientific element of this project occur outside the United States?*

Yes
 No

Describe activities that will occur outside the United States:*

Wrapping Christmas gifts in Brazil.

By answering yes, the ORSP Compliance Coordinator and Associate Provost for International Programs and Partnerships are notified about the

proposal and will work with the PI on foreign support guidance and requirements, as needed.

13. Conflicts of Interest – Review the Conflicts of Interest section.

Conflicts of Interest

Are you applying for federal funding?*

Yes
 No

Because you selected yes, you will need to complete [LMU's Financial Conflicts of Interest Disclosure Form](#) before your application is submitted.
Click [here](#) to review LMU's Conflicts of Interest Policy.

Coordinator will work with applicants where needed for the disclosure form.

By answering yes, LMU's Financial Conflict of Interests policy and disclosure form are displayed. ORSP Compliance

14. Submission Notes – If there are any notes that may be pertinent to the proposal from the PI or ORSP office they may be entered here. Otherwise, it will be blank.

Submission Notes

Submission Notes

Enter any additional comments on this proposal:

Additional submission notes.

These notes are visible to all users with access to the proposal record.

TABS

Move to Tabs, as needed.

The screenshot shows a web interface for proposal management. At the top, there is a header with the text 'Proposal Form' and 'Total spent: \$0.00'. Below this is a horizontal menu with several tabs: 'Proposal Form', 'Routing', 'History', 'Access', 'Tasks', 'Notes', 'Attachments', 'Links', and 'Admin Only'. The 'Proposal Form' tab is currently selected. Below the menu, there are two main content areas. The left area is titled 'Proposal Sections' and the right area is titled 'Submission Notes'. The 'Submission Notes' area is highlighted in blue, indicating it is the active section.

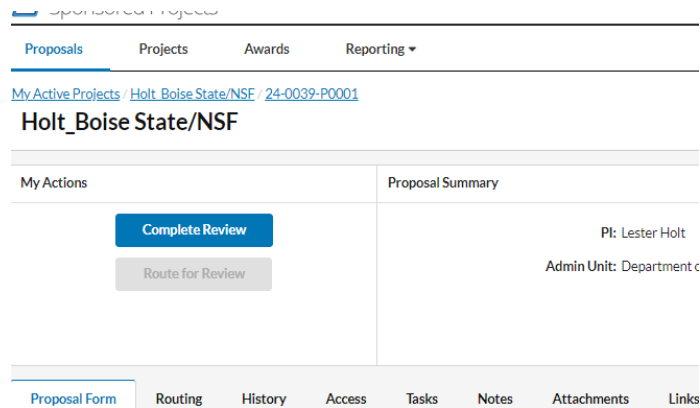
Two Tabs that may require review are the following:

- 1. Routing Tab** – Can display messages that other reviewers have added to the proposal during the routing process.
- 2. Attachments** – Other proposal attachments may be added here, such as IDC Waivers, email correspondence, or other information not uploaded in the proposal sections above.

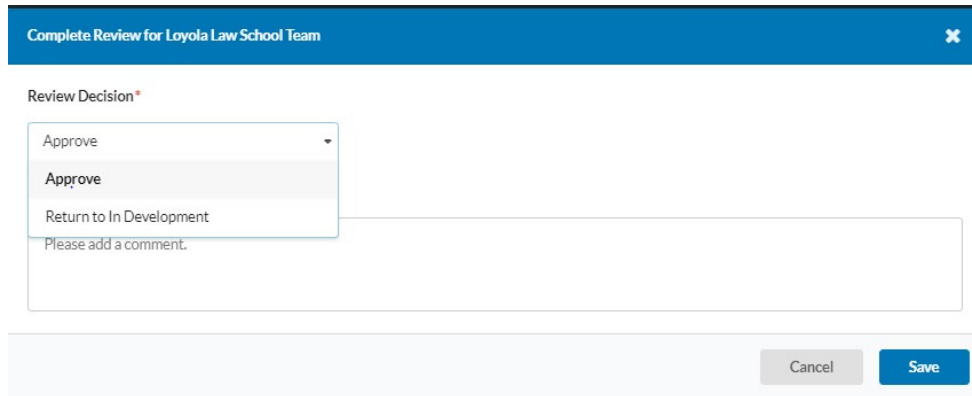
All tabs, except “Admin Only” are accessible for review.

7. Go to the “My Actions” section in the top left corner of the screen and select the blue ‘Complete Review’ button.

If you are a Chair or Associate Dean/Dean or Supervisor/VP of the PI you will ‘complete review:’



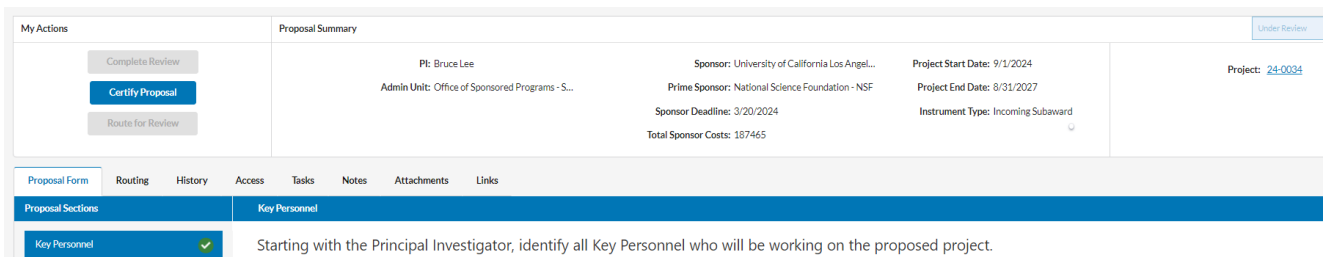
A popup box will be displayed to select the Review Decision.



Return to In Development (not approved) – Moves the proposal back to “in development” to address issues or concerns for approval prior to submission.

Comments entered in the text box screen will be visible to everyone on the routing chain.

If you are the PI you will certify the proposal after reviewing all sections:



A popup window will show and ask you to certify:

Confirm Certification

I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge.
- Any false, fictitious, or fraudulent statements or claims may subject the university, and the investigators, to criminal, civil or administrative penalties.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies and contractual obligations in administering the resultant award.
- All parties have agreed to cost share commitments made in this proposal.
- I meet Principal Investigator eligibility requirements at UMN -link policy.
- I have met with my department chair and dean to obtain approvals for any course release or sabbatical request in this proposal.
- If applicable, I understand that due to time constraints this proposal was only given a basic compliance review for sponsor regulations and university policies, because it was received less than 8 business days prior to the sponsor deadline.
- If applicable, I understand that compliance for sponsor regulations and university policies occurred retroactively after submission to the sponsor without review by ORSP.
- I have reviewed applicable compliance requirements, including those related to the IRB, the IACUC, the responsible and ethical conduct of research, research integrity, export controls, research security, and foreign influence, and I will comply with the requirements.
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.

Confirm my Certification

Comment

Cancel Certify

8. Log out of the system – In the top right corner of the screen, go to your name and log out of the system.

Notes:

- Information in the Proposal Form can only be altered or changed while it is routing by ORSP team member without sending it back through the review process. If it needs changes by the PI, the status will need to be changed to “In Development,” then changes can be made, and the proposal will be sent back through to “under review.” Communication with the team on the route may be necessary to avoid any confusion.
- Once a proposal is **approved it does not notify everyone via email**. Users must log into the system to verify approval has been received prior to submission.
- **Cost Share** Commitments are approved during the routing of the proposal. If the cost share is coming from a different department, then the PI’s, such as the Provost, then the outside department will be receive a notification that a commitment of funds/effort was made on their behalf in the proposal. This information should be negotiated with all parties during the budget development process prior to approval of the proposal for submission.
- **PI Eligibility** is completed within the system. PI’s requesting a waiver need to talk to their chair and dean before starting to work on any proposal. The Cayuse SP process confirms and approves the waiver for the PI.
- **File of Record for Proposals** – Cayuse SP serves as the file of record for proposals where pertinent information can be uploaded to the record and stored, such as Institutional

Commitment Forms, budget modifications, no costs extensions so that there is a complete record of information that can be accessed by PIs and Post Award Administration.

- **Attachments Tab** – add the ITA, Final Narrative, Final Budget (if changed from approval), and other relevant documents
- **HERD data** is collected allowing for reporting functionality, please work with the ORSP office to properly tag research categories.
- **Routing chains** are built automatically.
- **Award Notification to PAAA is automatic** from the system. End of Award notification forms and email process to PAAA.