



-CAYUSE- RESEARCH ADMINISTRATION SOFTWARE

Presented by: Office of Research -
Sponsored Programs Administration





What is Cayuse SP?

A system for creating proposals, reviewing/approving proposals and submitting proposals to various sponsors for grant funding.

SP is used for internal approval/routing purposes.

Cayuse Research Suite

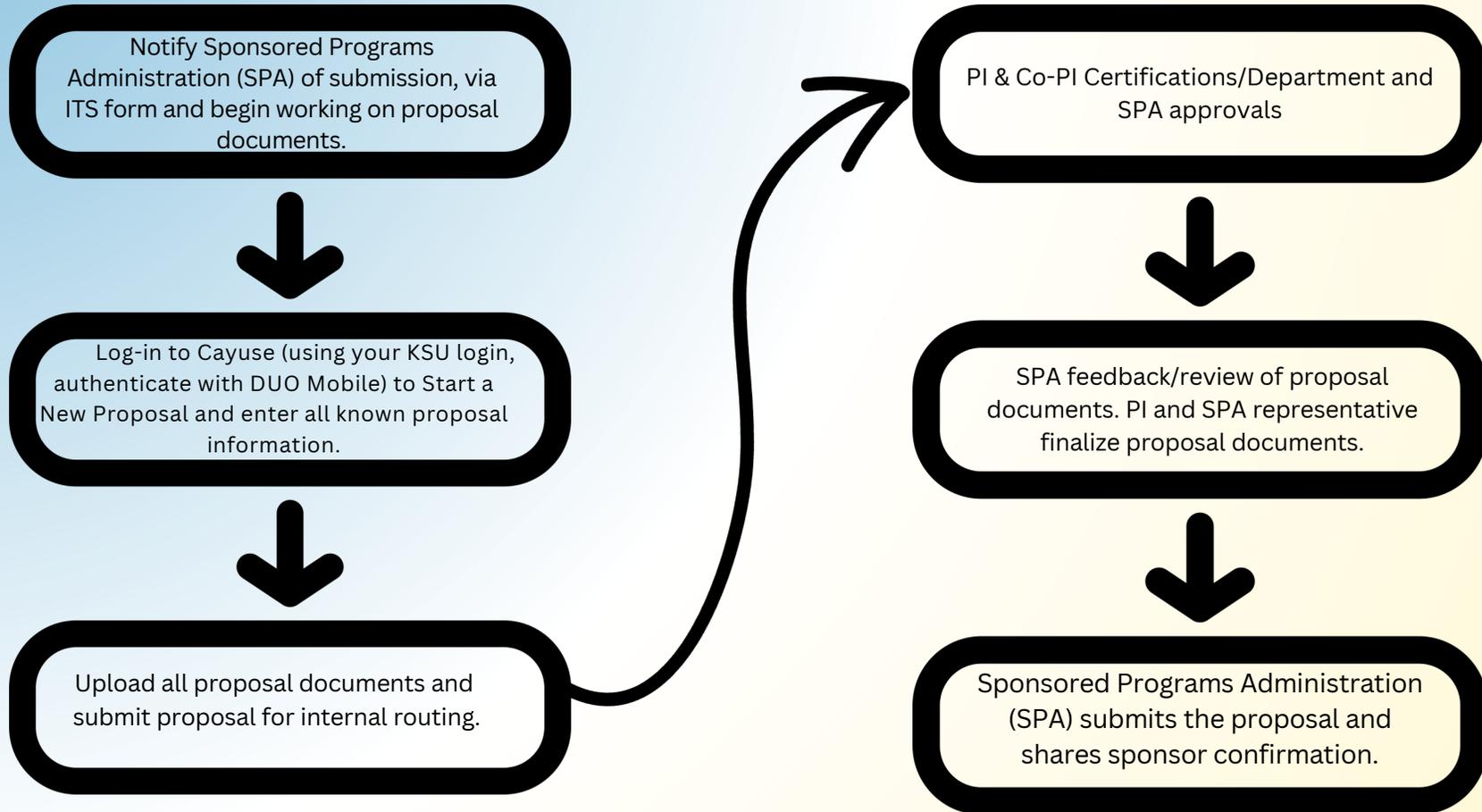
3.9.1

Research Administration Modules

- **Cayuse SP** (Sponsored Projects)
- Cayuse 424



Proposal Steps



1

Get the Ball Rolling

- To start, reach out to your Dean/Chair or Research Development and Strategic Initiatives (RDSI), as needed, to inform them of your decision to apply for a grant.
 - Next, inform our office by submitting an ITS form on our website.
<https://research.kennesaw.edu/sponprog/preaward-planning/communicate-intent.php>
 - After submitting an ITS, start your new proposal in Cayuse SP.
- And finally, start working on the proposal documents while also taking note of any questions you might have for your Pre Award Specialist.

1

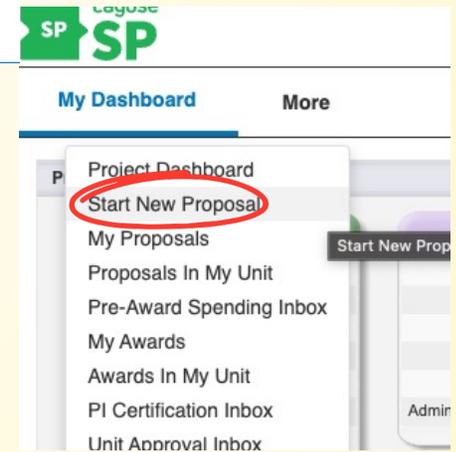
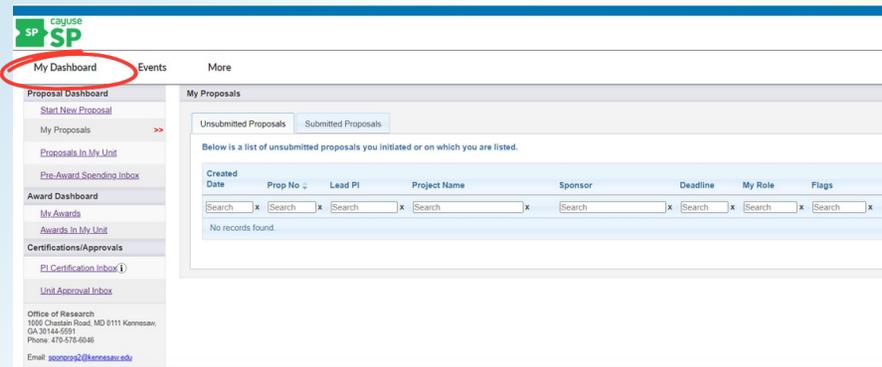
Get the Ball Rolling

Cayuse Research Suite

3.9.1

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424



2 Complete proposal information in Cayuse

Carefully enter all known information, into the respective fields.

note

If the box does not have a red * - that information is not required but recommended.

After entering the proposal information, click “Save”.

note

**Do not ‘Pair’ your proposal, this is for SPA use
ONLY.**

Create a Paired Proposal



Pair with a 424 Proposa



Un-Pair with 424 Proposa



Save

>> Start New Proposal

Please complete the required fields and click Save.

* Indicates Required Fields

Sponsor Information

* Sponsor: ⓘ 🔍

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency: 🔍

General Proposal Information

* Admin Unit: 🔍

* Primary Administrative Contact: 🔍

Proposal Owner:

Project No:

* Short Project Name: (internal reference name)

* Project Start Date: mm/dd/yyyy

* Project End Date: mm/dd/yyyy

Activity Code: [Click Here to Choose Activity Code](#)

* Proposal Type: ▼

* Instrument Type: ▼

How will this proposal be submitted?

Select Submission Method: ▼

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

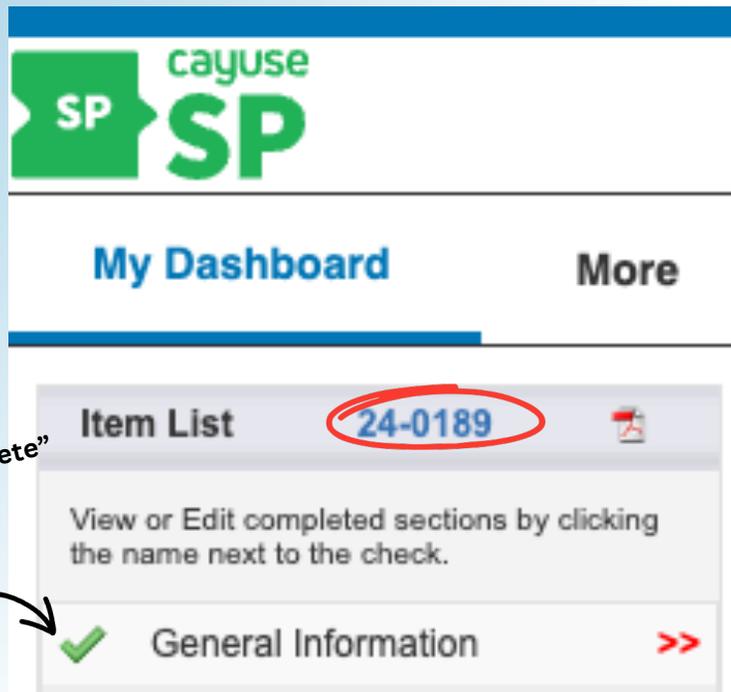
* Sponsor Deadline: Time: Eastern ▼

Postmark: Receipt:

* Title of Project:

Un-Pair with 424 Proposal

2 Send your Pre Award Specialist your assigned ***blue*** Proposal Number.



The screenshot shows the Cayuse Research Suite interface. At the top, there is a blue header with the 'cayuse' logo and 'SP' in a green box. Below this is a navigation bar with 'My Dashboard' and 'More'. The main content area is titled 'Item List' and features a red circle around the proposal number '24-0189'. Below the title, there is a green checkmark next to the text 'General Information' and a red double arrow '>>' to its right. A red hourglass icon is visible in the top right corner of the 'Item List' section.

Here's that "all fields are complete" checkmark!

As you build your proposal and information is completed correctly, the 'Item List' on the left will reflect a green check mark.

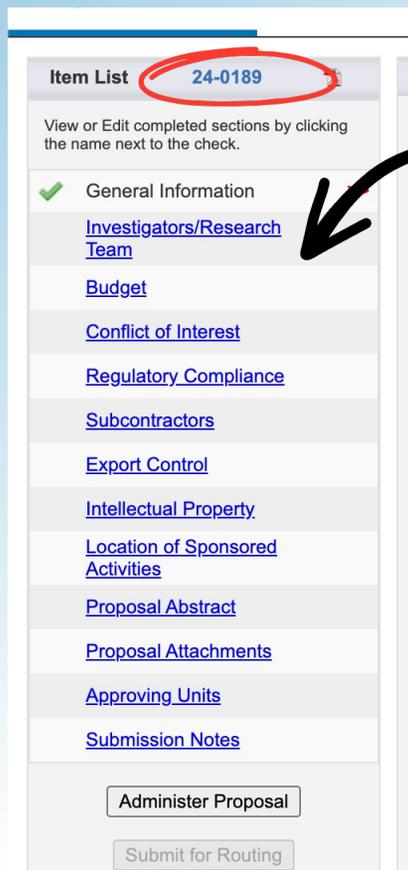
3

Complete information tabs, on the left side of the proposal screen!

Put Lead PI & Co-PIs here!

All senior personnel need to be entered, if they are KSU affiliated.

if a member of your senior personnel team is new to KSU, please reach out to your Pre Award Specialist to have them entered into the Cayuse system



Item List **24-0189**

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information
- [Investigators/Research Team](#)
- [Budget](#)
- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

Submit for Routing



View or Edit completed sections by clicking name next to the check.

- [General Information](#)
- [Investigators/Research Team](#) >>
- [Budget](#)
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- [Proposal Attachments](#)
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- [Submission Notes](#)

PLEASE NOTE: Designated as Principal Investigator in Cayuse is only for internal routing of the proposal. Please discuss your contribution to the proposal with the Lead Principal Investigator.

Please provide the information for each member of the project team, starting with the Lead Principal Investigator.

Use the link to calculate effort.

NOTE: The sum of allocated credit on this proposal is currently 0%.

Add Personnel Information

* Last Name:	<input type="text"/>	* Unit:	<input type="text"/>
* First Name:	<input type="text"/>	* Role:	Lead Principal Investigator ▾
Phone:	<input type="text"/>	* Sponsored Effort %:	<input type="text"/>
Email:	<input type="text"/>	Cost Shared Effort %:	<input type="text"/>
* Person Months:	<input type="text"/>	Allocation of Credit %:	<input type="text"/>

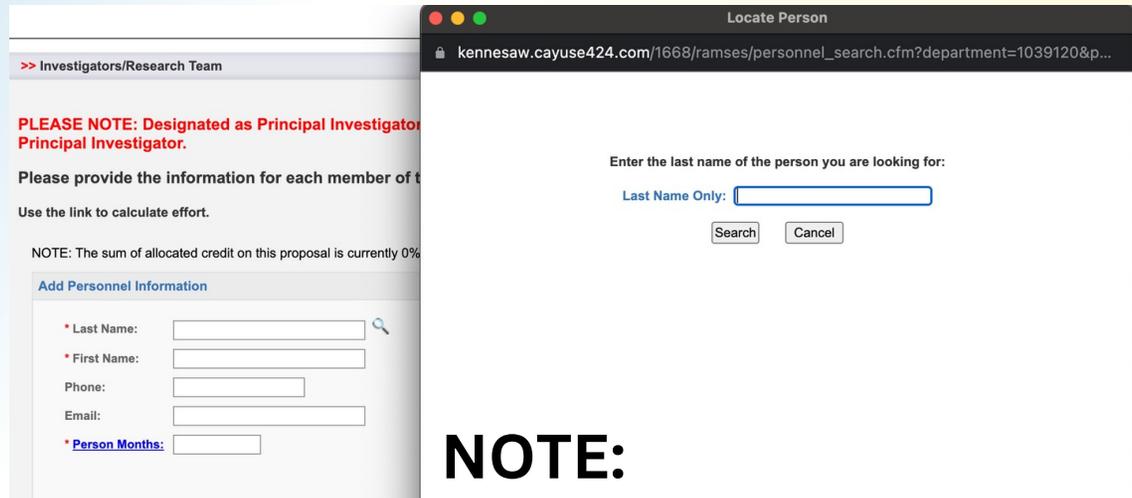
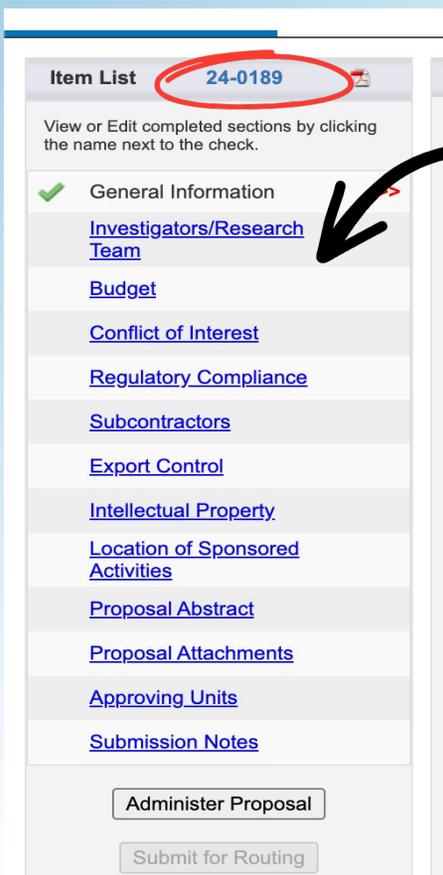
Save Personnel

3

Complete information tabs, on the left side of the proposal screen!

Investigators/Research Team

Put Lead PI & Co-PIs here!



NOTE:

PI = 'Lead Principal Investigator'

Co-PI(s) = 'Principal Investigator'

Entering information this way ensures that all senior personnel & their specific departments can certify/approve the proposal!

3

Complete information tabs, on the left side of the proposal screen!

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- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

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Submit for Routing

Add Personnel Information

* Last Name:

* First Name:

Phone:

Email:

* Person Months:

* Unit:

* Role:

* Sponsored Effort %:

Cost Shared Effort %:

Allocation of Credit %:

The PI & Co-PI information will auto-populate into the respective fields.

Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months
22.22%	0%	22.22%	0%	2

When entering 'Person Months' & 'Sponsored Effort' - indicate each senior personnel's contribution for the FIRST budget period.



3

Complete information tabs, on the left side of the proposal screen!

Budget

Item List **24-0189**

View or Edit completed sections by clicking the name next to the check.

- ✓ [General Information](#)
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- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

Enter budget information here!

NOTE:

***Budget Form:** Summary (do not change this)

***# of Budget Periods:** (use drop down to indicate how many years are being proposed)

>> Budget

Change the Budget Form drop-down to *Summary* and complete the budget form. Use *Autofill* if you have a paired 424 proposal.

* Indicates Required Fields

Overview

Lead PI: _____ Sponsor: National Science Foundation (NSF)

* Budget Form: **Summary**

Select one of the above:
Summary: View direct costs, indirect rates, bases and totals (default setting)
Detailed: View specific budget categories, indirect rates, bases and totals
Autofill: View detailed budget data autofilled from 424 proposal

* # of Budget Periods: 1

Start	End
08/01/24	07/31/26

Comments: (512 chars max)

Current Period = First year of project date(s)

3

Complete information tabs, on the left side of the proposal screen!

Budget

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- [Investigators/Research Team](#)
- [Budget](#) >>
- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

indicate if the proposal will include cost sharing here!
(if you think you have costshare or cash matching, please touch base with your Pre Award Specialist before indicating 'yes' or 'no'.)

Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?

Yes No

F&A Rates

	Current Period	Entire Project
F&A Rate (1):	0.000 %	0.000 %
F&A Rate (2):	0.000 %	0.000 %
F&A Rate (3):	0.000 %	0.000 %
Use calculated values: <input checked="" type="checkbox"/>	* Effective Rate: 0.000 %	

* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

KSU's standard F&A rate (indirect costs) is 44.00%

Input the correct F&A rate for the current period & the entire project (if more than 1 year)
If you are unsure if your proposal's sponsor allows for indirect costs, please reach out to your Pre Award Specialist for assistance in determining the correct information.

3

Complete information tabs, on the left side of the proposal screen!

Budget

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- [Budget](#) >>
- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

Budget Categories Enter "total direct costs" here!

(for Year 1)

	Current Period	Entire Project
SPONSOR DIRECT COSTS:	\$ 0	\$ 0
BASE for F&A Rate (1):	\$ 0	\$ 0
BASE for F&A Rate (2):	\$ 0	\$ 0
BASE for F&A Rate (3):	\$ 0	\$ 0
INDIRECT COSTS (F&A):	\$ 0	\$ 0
FEE:	\$ 0	\$ 0
TOTAL SPONSOR PROPOSED COSTS:	\$ 0	\$ 0
Internal Cost Sharing:	\$ 0	\$ 0
Third-Party Cost Sharing:	\$ 0	\$ 0
TOTAL PROJECT COSTS:	\$ 0	\$ 0

Additional Resources

Do you need additional resources that are not included in the proposal budget to conduct this project?
 Yes No

Enter "indirect cost base" here!
(for Year 1)

If you intend to use other KSU resources or any other external resources, indicate that here.

screenshot from budget sheet

Total Other Costs	\$ 0	
9. Subawards	\$ 0	
TOTAL DIRECT COSTS	\$ 0	
INDIRECT COSTS	\$ 0	
TOTAL PROJECT COSTS (directs + indirects)	\$ 0	
Indirect Cost Base	\$ -	\$ -

Enter the indirect amount. The formula is already written using federally ne below in blue in cell B29. See OR if there are questions.

IDC rate: 44.00%

** F&A costs should auto calculate **
make sure it matches your budget sheet!



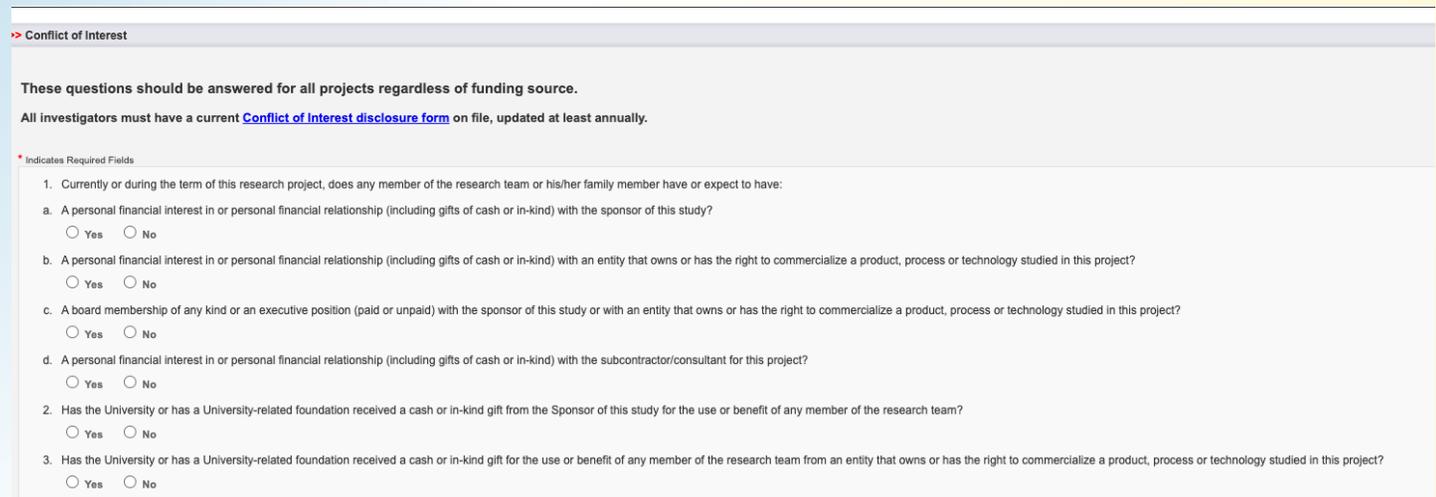
Press 'Save'!



3

Complete information tabs, on the left side of the proposal screen!

Conflict of Interest



Conflict of Interest

These questions should be answered for all projects regardless of funding source.
All investigators must have a current [Conflict of Interest disclosure form](#) on file, updated at least annually.

* Indicates Required Fields

- Currently or during the term of this research project, does any member of the research team or his/her family member have or expect to have:
 - A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with the sponsor of this study?
 Yes No
 - A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with an entity that owns or has the right to commercialize a product, process or technology studied in this project?
 Yes No
 - A board membership of any kind or an executive position (paid or unpaid) with the sponsor of this study or with an entity that owns or has the right to commercialize a product, process or technology studied in this project?
 Yes No
 - A personal financial interest in or personal financial relationship (including gifts of cash or in-kind) with the subcontractor/consultant for this project?
 Yes No
- Has the University or has a University-related foundation received a cash or in-kind gift from the Sponsor of this study for the use or benefit of any member of the research team?
 Yes No
- Has the University or has a University-related foundation received a cash or in-kind gift for the use or benefit of any member of the research team from an entity that owns or has the right to commercialize a product, process or technology studied in this project?
 Yes No

**Answer these questions, if you are unsure of the answer,
please reach out to your Pre Award Specialist.**



Press 'Save'!

3

Complete information tabs, on the left side of the proposal screen!

Regulatory Compliance

Item List 24-0189

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- [General Information](#)
- [Investigators/Research Team](#)
- [Budget](#)
- [Conflict of Interest](#)
- Regulatory Compliance** >>
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

>> Regulatory Compliance

Please provide answers to the following questions regarding work with human subjects, animal subjects, and/or hazardous materials.

If this proposal includes the use of hazardous research materials, please check the appropriate category under Research Materials. Biological hazards will require protocol approval through the [Institutional Biosafety Committee](#).

For more information about approval for work with human subjects, please consult the [Institutional Review Board](#).

For more information about approval for work with animal subjects, and which animals require approvals, please consult the [Institutional Animal Care and Use Committee](#).

* Indicates Required Fields

Human Subjects ***if the answer is yes, indicate if IRB is pending or not due at time of submission OR if you have already received IRB approval***

Does this research involve HUMAN SUBJECTS?
 Yes No

Animal Subjects

Does this research involve ANIMAL SUBJECTS?
 Yes No

Research Materials

Does the proposal involve research with any of the following? (please check all that apply)

- Potential biological or chemical hazards; Radioactive materials; Nanomaterials; Dual use research of concern
- Use of materials provided by the sponsor or any other party to the award?
- Will your project include sensitive data acquisition, collection or storage or an agreement with an external entity that may need data compliance?
- Will your project require significant data storage, equipment, software or computational resources?
- None of the above

Human Subjects

Does this research involve HUMAN SUBJECTS?
 Yes No

Have you received or applied for IRB approval?
 Yes No

Please indicate your reason for not submitting an IRB application:

- Not required at proposal submission (JIT)
- Submission is pending



If you have IRB questions or need further assistance with IRB processes, please reach out to Dr. Kristine Nowak. (knowak@kennesaw.edu)

Answer these questions, if you are unsure of the answer, please reach out to your Pre Award Specialist.



Press 'Save'!

3

Complete information tabs, on the left side of the proposal screen!

Subcontractors

Item List **24-0189**

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- ✓ [General Information](#)
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- Subcontractors >>
- [Export Control](#)
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

>> Subcontractors

If this proposal involves subcontractors (for which funds are requested), please add them below by typing the subcontractor's name into the text field and clicking *Search*.

Provide the following information on the Proposal Attachments screen:

1. Subcontractor's Statement of Work
2. Subcontractor's Detailed Budget
3. Subcontractor's Budget Justification
4. Subrecipient Commitment Form signed by an authorized official of the Subcontractor's institution
5. Letter of Commitment signed by an authorizing official of the Subcontractor's institution (Needed only if the sponsor required it)

NOTE: If no subcontracts are proposed, please click the *No Subcontractors* button to complete this section.

Add Subcontractor

Subcontractor:

List of Subcontractors: (to edit the list, remove the entry and re-select)

There are no subcontractors added to the proposal

Does your proposed project include a subaward being awarded to another institution/company?

If not, select "No Subcontractors".

If yes, and your subcontractor is not listed in the system, let your Pre Award Specialist know!

3

Complete information tabs, on the left side of the proposal screen!

Export Control

Item List **24-0189**

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- [Investigators/Research Team](#)
- [Budget](#)
- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#) >>
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

>> Export Control

Please find out from the PI whether any project work will be conducted outside the US or with non-US citizens/green cardholders. If yes, please complete this tab.

* Indicates Required Fields

1. Have you signed or been asked to sign a DoD Form 2345 Militarily Critical Technical Data Agreement related to this project?
 Yes No
2. Do you anticipate that the project work may involve:
 - a. Sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (examples include: GPS, biologicals, diagnostic kits, reagents)
 Yes No
 - b. Travel outside the US?
 Yes No
 - c. Transmitting funds (through payments, for example) or goods or technology to any of the following countries on the [OFAC list](#).
 Yes No
3. Some types of research may have export control implications even if all work is conducted within the U.S.
Do you anticipate that the project work may involve:
 - a. Non-commercial encryption or information security software?
 Yes No
 - b. Any equipment, technology, materials or software specifically designed, modified, or adapted (even slightly) for a military purpose or that may involve national security?
 Yes No
 - c. Any classified materials, equipment, technology or data?
 Yes No

Answer these questions, if you are unsure of the answer, please reach out to your Pre Award Specialist.



Press 'Save'!

3

Complete information tabs, on the left side of the proposal screen!

Intellectual Property

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- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#) >>
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

>> Intellectual Property

Please answer the following questions regarding Intellectual Property.

If this is an *SBIR* or *STTR*, you must answer questions 6 and 7.

* Indicates Required Fields

1. Have you disclosed any of this research to the Intellectual Property Office?
 Yes No
2. Does the research in this proposal involve any filed patents?
 Yes No
3. Does the research in this proposal involve any issued patents?
 Yes No
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?
 Yes No
5. Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a commercial entity?
 Yes No
6. Is this proposal an SBIR (Small Business Innovative Research Program)? ★
 Yes No
7. Is this proposal an STTR (Small Business Technology Transfer Program)? ★
 Yes No

Are you working on the proposal with an industry business partner? If so, are you submitting for either of these grant programs?

Answer these questions, if you are unsure of the answer, please reach out to your Pre Award Specialist.

DON'T FORGET!

Press 'Save'!

3

Complete information tabs, on the left side of the proposal screen!

Location of Sponsored Activities

Item List **24-0189**

View or Edit completed sections by clicking the name next to the check.

- ✓ [General Information](#)
- ✓ [Investigators/Research Team](#)
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- ✓ [Subcontractors](#)
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- Location of Sponsored Activities >>
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

The sum of percentages in all locations must equal 100%. It currently adds up to 0.00%. Please add or remove locations accordingly.

On-Campus Locations:

If any sponsored activities occur on campus, please enter below each on-campus location and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: %

There are no on-campus locations added to the proposal.

Out-of-State Locations:

If any sponsored activities occur in other U.S. States, please enter below each state and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: %

There are no out-of-state locations added to the proposal.

In-State County Locations:

If any sponsored activities occur in-state, please enter below each in-state county location and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: %

There are no in-state county locations added to the proposal.

Out-of-Country Locations:

If any sponsored activities occur out of the United States, please enter below each country and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: %

There are no out-of-country locations added to the proposal.

If 50% or more of the work will take place on campus, indicate Kennesaw or Marietta and put 100%.
If more than 50% of the work will take place off-campus, estimate percentages for on-campus and off-campus using the location questions.

If you are unsure about the correct way to complete this page, please reach out to your Pre Award Specialist



**Press
'Add'!**

4

Enter your Proposal Abstract

Item List **24-0189**

View or Edit completed sections by clicking the name next to the check.

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- ✓ [Regulatory Compliance](#)
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- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Location of Sponsored Activities](#)
- Proposal Abstract >>
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

>> Proposal Abstract

* Indicates Required Fields

Please provide a summary of your project for a general audience in the field below.

1. Abstract:

2. Please select a label from the list below that describes the type of research, scholarly, or creative work contained in this proposal:

- ✓ Select one...
- Computer and Information Sciences
- Aerospace, Aeronautical, and Astronautical Engineering
- Bioengineering and Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Electrical, Electronic, and Communications Engineering
- Industrial and Manufacturing Engineering
- Mechanical Engineering
- Metallurgical and Materials Engineering
- Other Engineering
- Atmospheric Science and Meteorology

Save Reset

Copy & Paste into this box & then select a label from the drop down that ***most accurately*** summarizes your proposed research.



Press 'Save'

5

Upload Proposal Documents

The Proposal Attachments section is the location where all proposal documents are saved.

All proposal documents uploaded and stored in Cayuse SP can be accessed and viewed by members of a project team (PI and Co-PIs), internal approvers at the College, and SPA, as well as other individuals who have been granted access to the project.

Generally* Required Documents:

- Funding Opportunity/sponsor solicitation
- Proposal Narrative/Description
- Proposal Summary/Abstract
- Budget
- Budget Justification
- Facilities document
- Senior Personnel Documents
- References/Bibliography
- Sponsor guidelines for IDC, if applicable
- Subaward information, if applicable
- Letters of Support, if applicable



Item List **24-0189**

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- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- Proposal Attachments >>
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

5

Upload Proposal Documents

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- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- Proposal Attachments >>
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

>> Proposal Attachments

For routing, please attach the following:

- Abstract/summary/SOW
- Excel internal budget
- Budget justification
- Funding guidelines

Other documents should be attached as necessary/available.

Add Attachment

Click Browse to select a file: **Choose File** No file chosen

Document Type: **Select Document Type**

No attachments have been added.

For routing, please attach the following:

- Abstract/summary/SOW
- Excel internal budget
- Budget justification
- Funding guidelines

Other documents should be attached as necessary/available.

Add Attachment

Click Browse to select a file: **Select Document Type**

Document Type: **Select Document Type**

- ✓ Select Document Type
- Abstract
- Budget
- Budget (internal)
- Budget Justification
- Cost Share Commitment Letter
- Draft Agreement
- Executed/Signed Agreement
- F&A Waiver
- Letter of Intent
- Other
- Preproposal
- Proposal
- Proposal Announcement Guidelines
- Proposed subcontract
- Research Plan/Scope of Work
- Subcontractor Budget
- Subcontractor Budget Justification
- Subcontractor Letter of Intent

Add

No attachments have been added.

Click 'Choose File' - select the file for uploading. Then select the document type from the drop down. *please use 'Other' for documents that are uploaded that don't fit the types listed.



Press 'Add'

6

After uploading Proposal Attachments...

Item List **24-0189** 

View or Edit completed sections by clicking the name next to the check.

- ✓ [General Information](#)
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subcontractors](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)

Approving Units >>

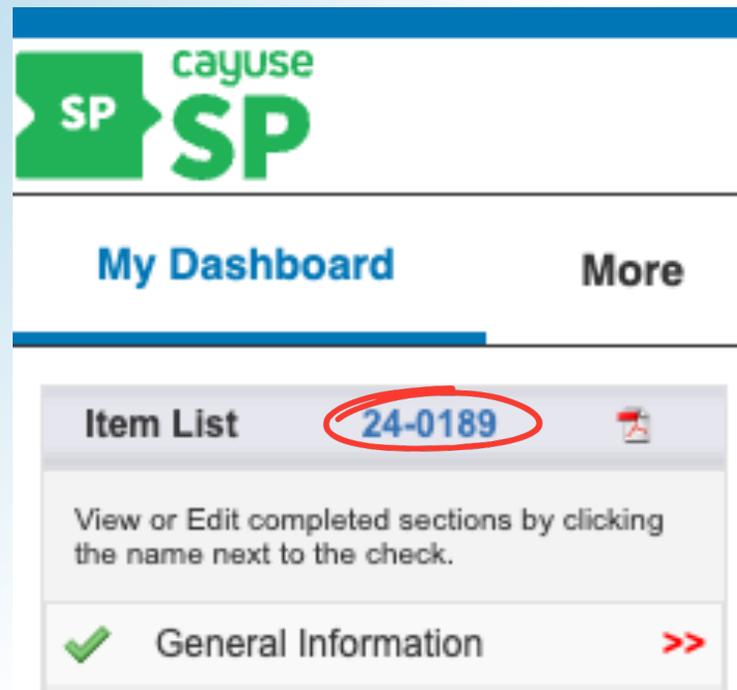
[Submission Notes](#)

Administer Proposal



6

If you haven't already - send your Pre Award Specialist your assigned ***blue*** Proposal Number.



The screenshot shows the 'My Dashboard' for a Pre Award Specialist (SP) in the cayuse system. At the top, there is a 'cayuse SP' logo. Below the logo are two tabs: 'My Dashboard' (selected) and 'More'. The main content area is titled 'Item List' and contains a table with one row. The proposal number '24-0189' is circled in red. Below the table, there is a message: 'View or Edit completed sections by clicking the name next to the check.' The table row includes a green checkmark, the text 'General Information', and a red double arrow '>>'.

Item List	24-0189	
 General Information		>>

6

Trust...BUT Verify!

Item List **24-0189** 

View or Edit completed sections by clicking the name next to the check.

- [General Information](#)
- [Investigators/Research Team](#)
- [Budget](#)
- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)

Approving Units >>

[Submission Notes](#)

Administer Proposal

Do all sections reflect their green checkmarks? 

Is all the entered information correct?

Go back and...
VERIFY!



7

Confirm Approving Units

Item List **24-0189**

View or Edit completed sections by clicking the name next to the check.

- ✓ [General Information](#)
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subcontractors](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- Approving Units >>
- [Submission Notes](#)

Administer Proposal

All proposals must receive internal approval before SPA can review and submit to the sponsor.
The Approving Units section identifies the internal approvers for each proposal and establishes the proper sequence for routing the proposal.

note

The approval units for personnel added on the Investigators/Project Team page automatically populate in the approving units list.
The auto populated units cannot be changed.

>> Approving Units

The units listed below will be notified to authorize this proposal record.
Make sure every affiliated unit is listed on this screen before submitting the proposal record for routing.
Sponsored Programs will authorize this proposal on behalf of KSU/KSURSF.

~~Add Approving Unit~~

Unit: Add Unit

DO NOT Add an Approving Unit, without discussing the proposal with your Pre Award Specialist

7

Confirm Approving Units

****this is an example, does NOT reflect any departments at KSU****

Item List **24-0189**

View or Edit completed sections by clicking the name next to the check.

- [General Information](#)
- [Investigators/Research Team](#)
- [Budget](#)
- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- Approving Units >>
- [Submission Notes](#)

Administer Proposal

List of Approving Units: (to edit the information, remove first, then add back)

Routing Order ⁱ	Unit Code	Unit	Role(s)
1	SB	Business	Admin Unit, Lead Principal Investigator
2 <input type="checkbox"/>	CONTEd	Continuing Education	Principal Investigator
3 <input type="checkbox"/>	WED	Workforce and Economic Dev	Rollup From - CONTEd
3 <input type="checkbox"/>	IT	Information Technology	Other Approving Remove
3 <input type="checkbox"/>	HR	Human Resources	Other Approving Remove
4 <input type="checkbox"/>	ACAD	Academic Affairs	Rollup From - SB, Rollup From - WED
5 <input type="checkbox"/>	ECAG	Executive Cabinet Approval Group	Other Approving Remove

Generally, the Routing Order auto-populates as follows:

- Lead Principal Investigator
- Principal Investigator(s) (aka Co-PIs)
- Department Level Approval (Chair, Co-Chair)
- College Level Approval (Dean, ADR)
- Office of Research

7

Confirm Approving Units

Item List **24-0189**

View or Edit completed sections by clicking the name next to the check.

- ✓ [General Information](#)
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subcontractors](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- Approving Units >>
- [Submission Notes](#)

Administer Proposal

Add Approving Unit

Unit:

List of Approving Units: (to edit the information, remove first, then add back)

Routing Order ⁱ	Unit Code	Unit	Role(s)
1	1039120	RES-Office of Research	Admin Unit, Lead Principal Investigator

After confirming the Approving Units and the Routing Order, click “Authorize Unit Listing”!

After authorizing, the “Submit for Routing” box should be available for selection!

BEFORE

[Submission Notes](#)

AFTER

✓ Approving Units >>

[Submission Notes](#)

8

Submit the Proposal for Routing

Item List **24-0189**

View or Edit completed sections by clicking the name next to the check.

- ✓ [General Information](#)
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Conflict of Interest](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Subcontractors](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Location of Sponsored Activities](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)

Approving Units >>

[Submission Notes](#)

Administer Proposal

>>Submission Confirmation

Are you sure you wish to submit this Proposal Record?

Clicking YES will do four things:

1. the Proposal Record will be locked and can no longer be edited (except by the Admin Unit);
2. the Proposal Record will be routed to all affiliated units for review and concurrence; should any of these units reject the Proposal Record you will be notified by email of the rejection and for what reason(s);
3. the PI(s) will be notified by email that they must certify the Proposal Record in Cayuse Sponsored Projects; and
4. ultimately, the Proposal Record will arrive in Sponsored Programs for final review and approval.

Throughout these steps you, your PI, and any other contributing members listed on the Proposal Record will be able to track its review and approval status in Cayuse Sponsored Projects.

Once all affiliated units have approved the Proposal Record, you will receive an email indicating that it was successfully routed and received in Sponsored Programs. If the proposal can be electronically submitted then no further action is required on your part. However, if the Sponsor requires any part of the proposal be submitted in paper copy, then any such copies, with original signatures as required, must be forwarded to Sponsored Programs for a complete submission to be accomplished.

Yes No

**If all information is correct,
select 'Yes'!**

9

Certify your Proposal!

My Dashboard

Mo

Proposal Dashboard

[Start New Proposal](#)

[23 My Proposals](#)

[Proposals In My Unit](#)

[Pre-Award Spending Inbox](#)

Award Dashboard

[My Awards](#)

[Awards In My Unit](#)

Certifications/Approvals

[1 PI Certification Inbox](#)

[Unit Approval Inbox](#)

Office of Research

1000 Chastain Road, MD 0111
Kennesaw, GA 30144-5591
Phone: 470-578-6046

Email: spnprog2@kennesaw.edu

Proposal Routing Status

Proposal: [24-0189](#)

Sponsor: National Science Foundation (NSF)

Submission Deadline: 12/31/2023

Project:

Prime Sponsor:

Proposed Begin-End Dates: 8/01/2024 - 7/31/2026

Lead PI: [Jennifer Dunn](#)

Instrument Type: Contract

Proposed Total Amount: \$ 0.00

Admin Unit: RES-Office of Research

Specialists:

Project Title: TBD

[View IPF](#) [Certify Proposal](#) [Administer Proposal](#)

Approvals

Compliance

Status History

Pre-Award Spending

Awards

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the Office of Research.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Jennifer Dunn	Lead Principal Investigator	Not Yet Reviewed

You're done - in Cayuse!





Office of Research -
Sponsored Programs Administration

Contact Us!

General Questions?
spnprog@kennesaw.edu

Administrative Questions?
klawre52@kennesaw.edu -or- rkinney6@kennesaw.edu