



## 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/KSUSRF 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 sub

- 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 [redacted] 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 [redacted] and a [redacted] ?**
  - a. A sponsor is the funding agency who is providing funding [redacted] to KSU, while the prime sponsor is the funding agency providing funding to the agency who is [redacted] 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 [redacted] 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 [redacted] 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 [redacted] and all Co-PIs should be listed as [redacted]. This ensures all senior personnel receive notification to [redacted] 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 [redacted] located under [redacted] on the left side bar menu. This will send you to a list of proposals that [redacted] 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 [redacted] located under [redacted] on the left side-bar menu.
7. **How do I approve a proposal as a PI/Co-PI?**

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