Navigation

The landing page for the Research Suite can be found at: https://bsu.cayuse424.com. From there, you are able to access Cayuse SP (after July 1).

Within Cayuse SP, your Dashboards provide fast access to proposals, awards, and routing certifications or approvals.

You'll always see the links in the upper navigation bar, and can go Home to see all your dashboards.

- **My Dashboard**: Dropdown menu allowing you to quickly view, track, and authorize items assigned to you. Clicking on the main **My Dashboard** link takes you to **My Proposals**.
- **Reporting**: View reports on proposal and award activity, including funding rates, awards by department, PI, or sponsor, and other categories for which you have access.
- **Logout**: Exit SP.

In addition to these items you'll also see an **Admin** item. This item allows you to view or manage additional proposals, awards, and users in SP according to your role.

When you're on your **Home**, you'll see your Dashboards listed on the left side of the screen:

These links also appear while you are navigating between Dashboards, giving you quick access to relevant proposals, awards, and approvals.
My Proposals

The My Proposals dashboard allows you to edit and track unsubmitted and submitted proposals that you created or are named on as a contributing member. The number to the left of My Proposals in the dashboard list indicates the number of proposals in progress, if any.

Unsubmitted proposals are shown by default, under the yellow tab on the left. Submitted proposals are shown under the green tab to the right.

Unsubmitted Proposals

When you're viewing Unsubmitted proposals, you'll see pairing icons for those proposals that are paired with Cayuse 424 proposals (for direct federal submission). To the right of the list, you'll also see links to Edit the proposals.

Clicking Edit or clicking the proposal number (Prop. No.) will take you to the proposal, where you can make modifications. (Proposal numbers are automatically generated. The number preceding the hyphen indicates the fiscal year. The number following the hyphen is a sequential number assigned by Cayuse SP.)

The Role column indicates what role you have on the proposal (e.g., Lead Principal Investigator, Research Assistant, Fellow, etc.). Owner means you created the proposal – this should be only done by your SPA Proposal Manager.

The other columns provide information about the proposal. The date it was created, its name, the Sponsor (Funding Agency), and the deadline come from the General Info section of the proposal.

By clicking on the column names, you can sort the list of proposals by these columns to more easily find proposals or determine which proposals are most in need of attention. Click once on the column name to sort, and again to reverse the sort.
Submitted Proposals

In addition to the information displayed for Unsubmitted proposals, Submitted proposals show their current Status, which indicates where the proposal resides in the routing process.

Submitted proposals are not editable, so clicking on the Proposal Number (Prop No) will show you the proposal’s routing status rather than taking you to edit the proposal. On the right of the table, people with any role on the proposal will see the Copy link rather than an edit link. The PDF icon next to the Copy link will display the proposal information in PDF format.

My Awards

View awards on which you are listed as a member of the Research Team. If you need access to an Award, ask your Proposal Manager or Grant Manager to add you to the Research Team.

The Awards dashboard has three tabs:

<table>
<thead>
<tr>
<th>Award No.</th>
<th>Title</th>
<th>Lead PI</th>
<th>Sponsor</th>
<th>Award Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A14-0004-001</td>
<td>Why Do Fools Fall in Love?</td>
<td>Thomas Peek</td>
<td>National Institutes of Health</td>
<td>$10,000</td>
</tr>
</tbody>
</table>
Recent Awards: Shows awards that have an Official Report Date (on the Award Administration screen, General tab) within the last 90 days and an active, Prime account.

Active Projects: Shows projects for which the Project End Date is still in the future. On the Project, you can click through to the Awards tab to view each Award for the Project.

Inactive Projects: Shows projects for which the Project End Date has already passed. On the Project, you can click through to the Awards tab to view each Award for the Project.

The fields shown for Recent Awards are similar to those on the Award Administration screen under the General tab. Access the Award by clicking the Award Number (Award No).

The fields for the Projects tabs are somewhat different, but also display basic information for the project: title, Lead PI, Sponsor, project dates, and amount with account information. Click the Project Number (Project No) to access the project. Within each project, you can click on those awards on which you are listed as a member of the Research Team to access more details about the award.

You can sort by these fields by clicking on the column headers. Click once to sort, and again to reverse the sort.

Creating a Proposal

Your Proposal Manager will be responsible for creating a new proposal and completing a majority of the required information.

The list of proposal sections that you see to the left of the page is called the Item List:

The double red arrow indicates the section of the Item List you're currently on.

A green check mark (✔️) will appear in the Item List, indicating that all the required information is complete for a section.

If the proposal is paired with Cayuse 424 (again for federal submission purposes), you'll see the pairing icon (🔗) in the Item List header, and the Cayuse 424 Proposal element in the Item List. (Again, this would be completed by your SPA Proposal Manager.)

Throughout the proposal, an asterisk (*) indicates that a question is required, and must be answered before the page can be saved. You will receive an error if you save without completing the required information.
Proposal Information
This information will be completed by your Proposal Manager when creating the proposal record.

Pairing with a Cayuse 424 Proposal
This information will be completed by your Proposal Manager when creating the proposal record – only if the proposal is a Grants.gov, S2S submission.

Project Team
This information will be completed by your Proposal Manager when creating the proposal record. If you see any missing members of your Project Team, please contact your Proposal Manager.

Budget Information
This information will be completed by your Proposal Manager when creating the proposal record. Your Proposal Manager will complete the Summary budget within SP and then upload the BSU Internal Budget as a separate document.

Subrecipient Information
This information will be completed by your Proposal Manager when creating the proposal record.

Location of sponsored activities
This information will generally be completed by your Proposal Manager when creating the proposal record. Please review as part of your PI certification.

On-Campus Locations:
This is a free text field. Enter specific campus location(s) where research will be conducted. Be as precise as possible.

Out-of-State Locations:
In the dropdown menu, select the state(s) in which sponsored activities will occur. Select one state at a time to add several states. You can also select the special entry "All States" if work will occur in all states.

In-State County Locations:
In the drop down menu, select the county or counties in which sponsored activities will occur. Select one county at a time to add several counties, or select “Multiple” from the list.

Out-of-Country Locations:
This is a free text field. Please enter the name(s) of the country or countries where sponsored activities will occur.
To remove all data from this section, click Reset.
**Conflict of Interest – PI Completes**

The questions in this section are required to determine whether members of the Research Team or their family members, or the institution are involved in activities that may impose an actual or perceived conflict of interest as it would relate to the conduct of the research or a member's relationship with the Sponsor.

If you think a conflict exists, please refer to BSU’s policy on conflicts of interest and commitment.

**Regulatory Compliance – PI Completes**

**Human Subjects**

These questions are required to determine appropriate actions for IRB compliance. If the proposal involves human subjects and no submission to the IRB has been made, indicate:

- Not required at proposal submission (JIT): The review package will be submitted for IRB review once the institution is notified that funding is imminent; or
- Submission is pending

**Animal Subjects**

These questions are required to determine appropriate actions for IACUC compliance. You can also enter a list of species involved with the project. If the proposal involves animal subjects and no submission to the IACUC has been made, indicate:

- Not required at proposal submission (JIT): The review package will be submitted for IACUC review once the institution is notified that funding is imminent; or
- Submission is pending

**Research Materials**

Special institutional clearances may be required if hazardous research materials are used in the sponsored research or if material is received from the research sponsor. Contact the Office of Research Integrity for questions regarding these materials.

**Export Control – PI Completes**

These questions are required.

The Lead Principal Investigator should work with SPA and the Office of Research Integrity to determine that any research affected by the Export Control Act complies with its regulations and reporting requirements far enough in advance to obtain an export license, should one be required.

Any change in the scope or addition of new staff may require a redetermination.

Please contact your SPA Proposal Manager or ORI if you have any questions about export control regulations.
*Intellectual Property – PI Completes*

These questions are required and your answers will help speed communication and avoid problems that may delay your project.

Management of intellectual property has significant overlap with management of sponsored research. Contractual terms in sponsored research agreements and licensing or material transfer agreements can sometimes conflict. For additional information regarding any of the Intellectual Property questions, please contact your SPA Proposal Manager for additional assistance.

- **Disclosure:** Disclosure refers to the submission of an [IP Disclosure Form](#) to SPA. This Form may lead to the filing of a patent application and may further lead to commercial licensing of the invention.

- **Patent:** A patent is a federal grant based on an invention, which gives the holder the right to exclude others from making, using, or selling the invention. A patent application gives notice that such rights may arise in the future, however, the right to exclude others begins only when the patent is issued.

Sponsored research projects may contemplate further development of your institution's inventions claimed in a patent or patent application, or patented inventions owned by outside parties may be relevant to the project. Such situations require that SPA and the Ball State Innovation Corporation (BSIC) take care to address these issues appropriately in the sponsored research agreement.

- **Transfer Agreement:** A transfer agreement can be a Material Transfer Agreement (MTA), academic or research use license, or any other written agreement under which the researcher has obtained the limited right to use something owned by another entity. Researchers also share materials with outside parties under an MTA or other forms of research use licenses.

Should the sponsored research proposal contemplate using materials, data, or software obtained under such an agreement, SPA must take care to avoid conflicting obligations between the transfer agreement and the sponsor of the proposed research.

- **License:** A license is a written agreement whereby the owner of property grants limited rights in that property to another. A commercial license for tangible property (material) or intellectual property typically grants the right to make, use or sell the property.

If an institutional invention is licensed to a commercial entity and is also to be used or further developed in the proposed research, SPA must take care to avoid granting rights in that invention to the sponsor.

*Community Benefits – PI Completes*

All sponsored programs provide benefits in the sense of institutional support, employment, training of students, and the economic multiplier effect (e.g., university, employee, student, and visitor spending). However, these questions address projects that emphasize benefits to citizens in your state beyond the immediate university community.
**Application Abstract – PI Completes**

- **I give permission to make this abstract publicly accessible:** Click "Yes" if you want the abstract to be visible in SP Reporting. Click "No" to hide the abstract in Reporting.

- **Abstract:** Enter the abstract for the proposed research here. *If you choose not to enter an abstract, your Proposal Manager will enter one for you, based on your proposal materials.*

**Proposal Attachments**

Proposal Attachment will be uploaded by your Proposal Manager when creating the proposal record.

**Approving Departments**

This information will be completed by your Proposal Manager when creating the proposal record.

**Submission Notes**

Provide any additional information or comments regarding the proposal. Notes are visible to all members of the Research Team as well as departmental approvers.

This section is optional; you may leave it entirely blank.

*Submission notes stay with a proposal forever and cannot be deleted. Take care in entering comments!*  

**PI Certification Inbox**

Your PI Certification Inbox allows you to review, certify, and track proposals on which you serve as Lead PI or Principal Investigator.

The number of proposals requiring your certification (if any) is displayed to the left of the PI Certification Inbox item in the dashboard links.
Proposals that have not yet been certified will be shown under the yellow **To Be Certified** tab. Click the **Previously Reviewed** tab to view proposals that have already been certified.

In both tabs, the list shows the date the proposal was submitted and its proposal number, which you can use to *view the routing status* and *certify the proposal*, along with the proposal's project name (short name), sponsor, and deadline. To the far right, you can generate a PDF copy of the proposal for review using the PDF icon.

If the proposal is paired, you can view the associated Cayuse 424 proposal by clicking on the pairing icon to the right of the proposal number.

By clicking on the column names, you can sort the list of proposals by these columns to more easily find proposals or determine which proposals are most in need of attention. Click once on the column name to sort, and again to reverse the sort.

Proposals only show in the To Be Certified dashboard when they are in an approved status. If the proposal is in an Unsubmitted or Reopened status, you can use your **My Proposals** dashboard to view it.

**Certifying a Proposal**

As an Investigator, your main role in routing is to certify the proposal.

The Lead PI and other PIs must certify the proposal during the routing process. They are notified via a system-generated email when a proposal record requires certification. In Cayuse SP, the Lead PI and a Co-Principal Investigator both have the authority to certify, but only one certification is necessary.

To review and certify a proposal record:

1. From your **PI Certification Inbox**, click the proposal number on the **To Be Certified** tab.
2. Review the proposal by clicking the PDF icon to the right of the proposal number in the upper part of the screen, or by clicking the proposal number, then clicking **View IPF** on the Proposal Routing Status screen.
3. To perform your certification after review, click **Certify Proposal** on the Proposal Routing Status screen.
4. Enter any comments you have regarding the proposal (optional). These will be visible to the Research Team, proposal reviewers, and SPA.
5. Click **Submit Certification** to acknowledge the certification statement.
Understanding Awards and Projects

Award and Project Relationships

During the pre-award phase, there is only a standalone Proposal record. After the proposal is awarded, data on the Award, any Subcontracts, and the Award's Accounts has to be organized and tracked. In SP, information about Awards and related records is stored in a Project.

The post-award hierarchy in Cayuse SP consists of Projects, Awards, Subcontracts, and Accounts (Distributions). The following diagram illustrates the relationship between the various types of records in SP.

As you can see from the diagram, a proposal is connected to a project through an award. Although proposals do have a "Parent Project" field in their General Info section, this field is informational, and is often used to hold a previous, related proposal. For a proposal to be connected to a project, it must have been funded and the award linked to the proposal.

Here's an example of a Project with Awards, Accounts, and a Subcontract:

- **Project**: Techniques for Dementia Detection
  - **Subcontract**: $60,000
  - **Award**: $217,600.00
    - **Account (Prime)**: $217,600.00
  - **Award**: $305,900.00
    - **Account (Prime)**: $145,200
    - **Account (Sub)**: $100,700
    - **Account (Sub)**: $60,000
Reading Project, Award, and Subcontract Numbers

The Project number is the basis for the associated Award and Subcontract numbers. Project Numbers are formatted as AXX-XXXX (a Project was formerly known as an Award Project). Award numbers consist of the project number plus an -XXX suffix. Subcontracts add an SXXX suffix, with an additional AXX suffix for amendments. An example is shown below that should help you understand the record numbers and relationships.

Sample Project: A16-856
- A = Award
- 16 = Fiscal year
- 856 = Sequential project number

The fiscal year is determined by the Project Begin Date and your institution's fiscal year rollover date. For example, if your Project Begin Date is 9/1/2016, and your rollover date is 7/1, then the project would be assigned the FY prefix 17, while a project with a Begin Date of 5/1/2016 would have FY prefix 16.

Sample Award: A11-1262-001
- A11-1262 = Project number
- 001 = Sequential award number (001 is the first award created under the project, 002 is the second, and so on)

Sample Subcontract: A11-1262-S001-A01
- A11-1262 = Project number
- S001 = Sequential subcontract number (S001 is the first subcontract, S002 is the second, and so on)
- A01 = Sequential amendment number (A01 is the first amendment, A02 the second, and so on)