Navigation

The landing page for the Research Suite can be found on my-bsu.edu or directly at: https://bsu.cayuse424.com. From there, you are able to access Cayuse SP.

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 defaults 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.

- **Log Out:** Exit SP.

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. Submission here refers to submitted for University approvals, not submitted to sponsor.

Prepared by SPA  
Last revised 10/2018
Unsubmitted Proposals

Clicking the proposal number (Prop. No.) or Edit will take you into the proposal record, where you can make modifications. Proposals should always originate from your SPA Proposal Manager.

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.

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.

While proposals are routing for approvals, the records are not editable, so clicking on the Proposal Number (Prop No) will direct you to the Proposal Routing Status screen. Copy allows you to copy the proposal record (PIs should not copy proposal records). The PDF icon will display the proposal information in PDF format (the IPF).

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 for more information.

The Awards dashboard has three tabs:

- **Recent Awards**: Shows awards that have been entered with a date 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.
- **Inactive Projects**: Shows projects for which the Project End Date has already passed.

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.

**Proposal Records**

Your Proposal Manager will be responsible for creating a new proposal record 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.

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 message if you try to save without completing the required information.

- **Proposal Information** – Completed by your Proposal Manager
  - This information gives the general project information including sponsor, project dates, and type of activity.

- **Project Team** – Completed by your Proposal Manager
  - Lists the project team and their roles. *If you see any missing members of your Project Team, please contact your Proposal Manager.*

- **Budget Information** – Completed by your Proposal Manager
  - Please review as part of your PI certification.
  - Includes a summary of the budget, including any cost-share information. Your Proposal Manager will upload the BSU Internal Budget as a separate document.

- **Subrecipient Information** – Completed by your Proposal Manager
  - Lists any subaward or subcontractor information. Excludes Vendors.

- **Location of sponsored activities** – Completed by your Proposal Manager
  - Please review as part of your PI certification.
  - To remove all data from this section, click **Reset**.

Prepared by SPA

Last revised 10/2018
• *Conflict of Interest & HIPAA – PI Completes
  o The questions in this section are required to determine whether the research includes any sensitive health information AND if members of a Research Team, 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.
  o If you answer yes to Q1a, Q1b, or Q2, HIPAA regulations may be a factor in your research and please contact the Office of Research Integrity for more information.
  o If you believe there is a conflict of interest or commitment, please indicate so on the SFCOI form. Please also refer to BSU’s policy on conflicts of interest.

• *Regulatory Compliance – PI Completes
  o These questions are required to determine appropriate actions for IRB / IACUC / Regulatory compliance. Required response even if section is not applicable.
  o If you are working with human or animal subjects, or work with infectious agents, please be sure your CITI training is up to date.
    https://cms.bsu.edu/about/administrativeoffices/researchintegrity/cititraining

• *Export Control – PI Completes
  o Required response even if section is not applicable.
  o 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.
  o Any change in the scope or addition of new staff may require a redetermination.

• *Intellectual Property – PI Completes
  o Required response even if section is not applicable.
  o 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.

  o 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** – Generally completed by your Proposal Manager
  - **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** – Completed by your Proposal Manager
  - Proposal Attachments such as the Internal BSU budget spreadsheet and application or narrative materials will be loaded in by your Proposal Manager.

- **Approving Departments** - Completed by your Proposal Manager
  - Lists hierarchy of approving units. Proposal manager will build and authorize this listing.

- **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 cannot be deleted. Take care in entering comments!

Routing a Proposal

Routing refers to obtaining University approvals prior to submission to a sponsor. After a proposal is submitted for routing, the proposal record is **certified** by the PI, **authorized** by department/unit/school/college (known as IPF Approvers), and reviewed by SPA AOR. PI certification and Department approvals may occur in parallel; the departments do not need to (but may choose to) wait for the PI to certify before approving.

SPA AOR will not provide final approval until all project team members have certified.

Viewing the Routing Status

The **Proposal Routing Status** screen allows you to track the status of a proposal record in routing. Members of the Research Team can access this screen by going to the **My Proposals** dashboard, selecting the Submitted Proposals tab, then clicking the Proposal Number (**Prop No**).

Unit Approvers can see the proposal by accessing their **Unit Approval Inbox** under the Certifications/Approvals section of the Dashboard. If you or someone from your department has not yet approved the proposal, you'll see it under To Be Authorized. Otherwise, click the Previously Reviewed tab, then click the Proposal Number (**Prop No**).

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.
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.

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, a main role in routing is to review & certify a proposal. The Lead PI and other PIs are notified via a system-generated email when a proposal record requires certification.

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, or Click the proposal number to review the sections individually.
3. To perform your certification after review, click Certify Proposal either on the Proposal Routing Status screen or at the bottom of the item list.
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.

**Reporting**

Reporting is divided into three major categories: Proposals, Awards, and Projects. You can view reports on proposal activity, funding rates, awards by department, PI, or sponsor, and other categories. Reports can be exported to Excel to further customize the report data. All users in Cayuse SP can run all reports, but the ability to see record data that is not shown in the report format is limited to those users with access to that record (usually the Research Team and department personnel).

**What is shown in reporting?**: Proposals, Awards, and Projects must possess certain attributes in order to show in Reporting.

For Proposals:
- There must be a "Proposal Approved" record in the status history of the proposal.
- The proposal must have a Lead Principal Investigator

For Awards:
- The Reporting Designation must be "Obligated"
- The Award must have a Begin Date
- The Award must have a Lead Principal Investigator

For Projects:
- The project must have a Project Begin Date
- The project must have a Project End Date
Accessing Reporting: Click Reporting in the upper navigation bar to view the available reports.

Choose a report by clicking on the report name. This will bring up a new window where you enter the information requested by the report.

<table>
<thead>
<tr>
<th>Proposals</th>
<th>Awards</th>
<th>Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Unit</td>
<td>By Lead Investigator</td>
<td>By Unit</td>
</tr>
<tr>
<td>By Lead PI</td>
<td>By Unit</td>
<td>By Lead PI</td>
</tr>
<tr>
<td>By Sponsor Type</td>
<td>By Unit and Sponsor Type</td>
<td>By Sponsor</td>
</tr>
</tbody>
</table>

Selecting Reporting Criteria: The available reports request information about department, Lead PI, Sponsor, or Sponsor Type. In the new window that appears, click the magnifying glass icon (🔍) next to the relevant field to select from your institution's departments, people, and sponsors. If a list is displayed with checkboxes, you can select multiple boxes, or use the box at the top, next to the column names, to check or uncheck all the available items. You can only view information you have been given proposal/award data access.

Department Code: Department reporting is done by looking up the Department Code. If your department code has changed since July 1, 2016, you’ll need to select multiple department codes (new and old – ‘Historical’) to ensure you are seeing all the information.

Date Range: Adjust the date range of the query as desired. Click the calendar icon to modify a date. Dates are not required, and if omitted, the search will cover all dates. Depending on the type of record, the date range selector looks for slightly different criteria. This is noted in the report description.

Once you are happy with your criteria, click View Report. The report will appear in the window. You can download a report by clicking Export to Excel at the upper left corner of a report's output. You can also sort the report by any column that is underlined. Click once to sort, and again to reverse the sort.

Understanding Awards and Projects ~ Relationships

During the pre-award process, there is only a standalone Proposal record. After a 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 proposal records is stored in a Project.

The post-award hierarchy in Cayuse SP consists of Projects, Awards, Subcontracts, and Accounts (FUND).
As you can see from the diagram, a proposal is connected to a project through an award. For a proposal to be connected to a project, it must have been funded and an award linked to the proposal.

**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. An example is shown below that should help you understand the record numbers and relationships.

*Sample Project:* A18-0045

- A = Signifies award/project
- 18 = Fiscal year
- 0045 = 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:* A18-0045-001

- Award numbers consist of the project number plus an -XXX suffix.
- A18-0045 = Project number
- 001 = Sequential award number (001 is the first award created under the project, 002 is the second, and so on)

*Sample Subcontract:* A18-0045-S001-A01

- Subcontracts add an SXXX suffix, with an additional AXX suffix for amendments.
- A18-0045 = Project number
- S001 = Sequential subcontract number
- A01 = Sequential amendment number