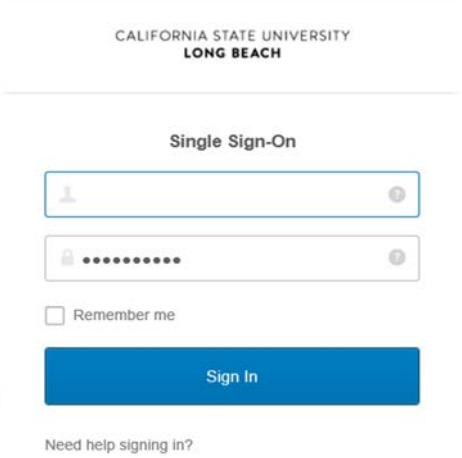
CAYUSE Research Suite

Internal Clearance & Submission Process

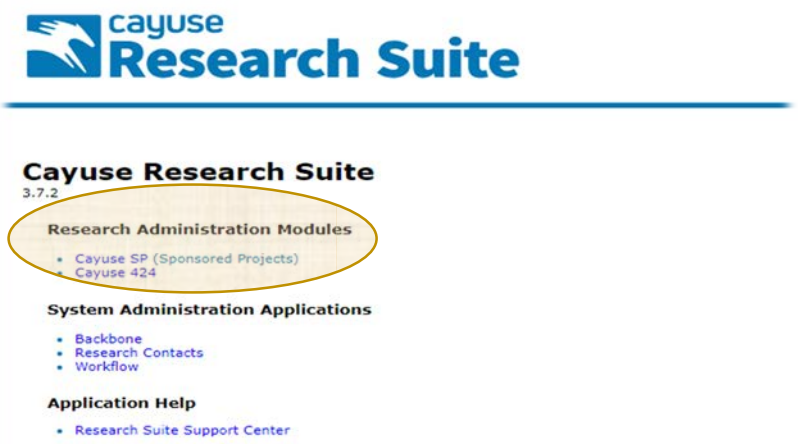
Principal Investigator/Program Director

Cayuse SP is used by ORSP to process Internal Clearance and when applicable to submit a proposal for submission to a Federal/PHS Agency by linking to Cayuse 424. This guide has been developed to assist you navigate Cayuse SP to create a new Clearance proposal.

CAYUSE Log-In



Landing Page



How to Access Cayuse SP:

- Must use Mozilla Firefox Web Browser
- Three Ways to Log In:
  1. URL: https://csulb.cayuse424.com
  2. CSULB Single Sign On
  3. ORSP Website URL: http://web.csulb.edu/divisions/aa/research/pre-award/cayuse/
- Username & Password: Use your CSULB log in information

Training Log-in:

- URL: http://csulb-t.cayuse424.com/
- Username: CSULB Employee #@csulb.edu
- Password: abc123

Logged In:

- Cayuse SP: click to start creating a proposal

Notes:

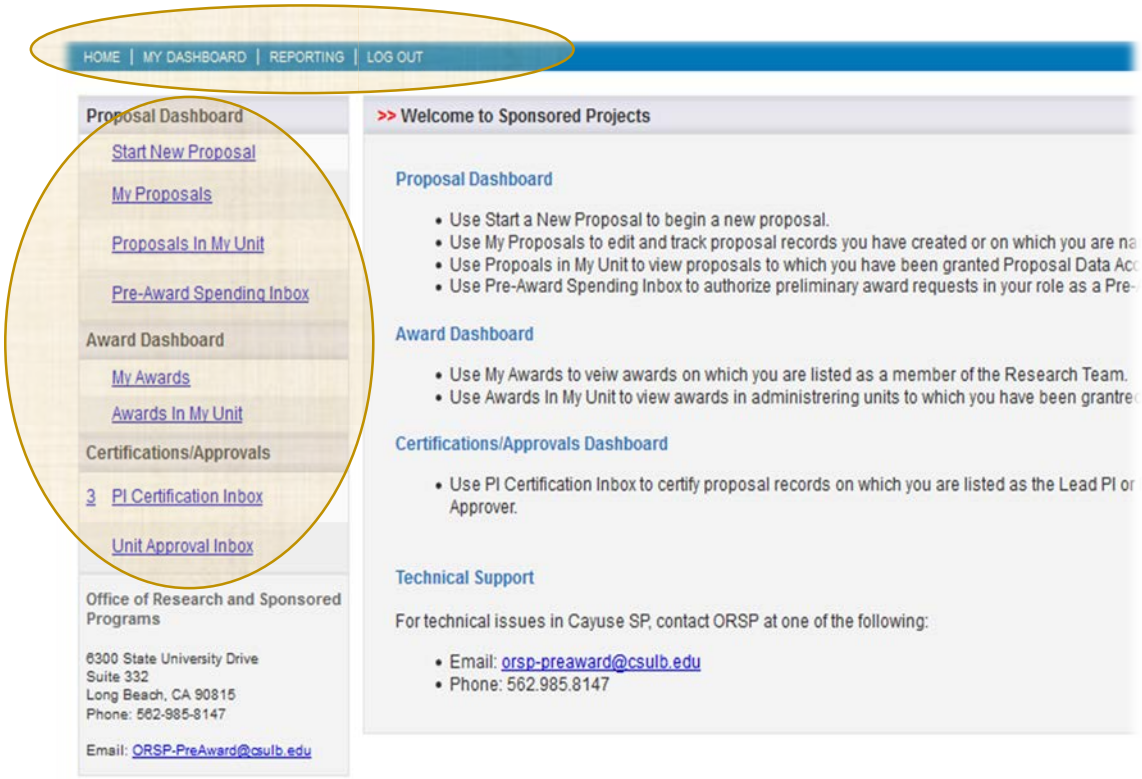
- Ensure that Pop-ups on your browser are enabled
- Periodically delete cookies

Welcome to Sponsored Projects - Home Screen

Navigating Cayuse SP

Side Bar:

- **Proposal Dashboard:** Allows you to create, view, and edit proposals and related items
- **Award Dashboard:** Allows you to view awards and related items
- **Certifications/Approvals**: where you find proposals you need to certify in order to:
  - o Begin the routing process
  - o Submit to OSP for review of the proposal before it is submitted to the funding agency

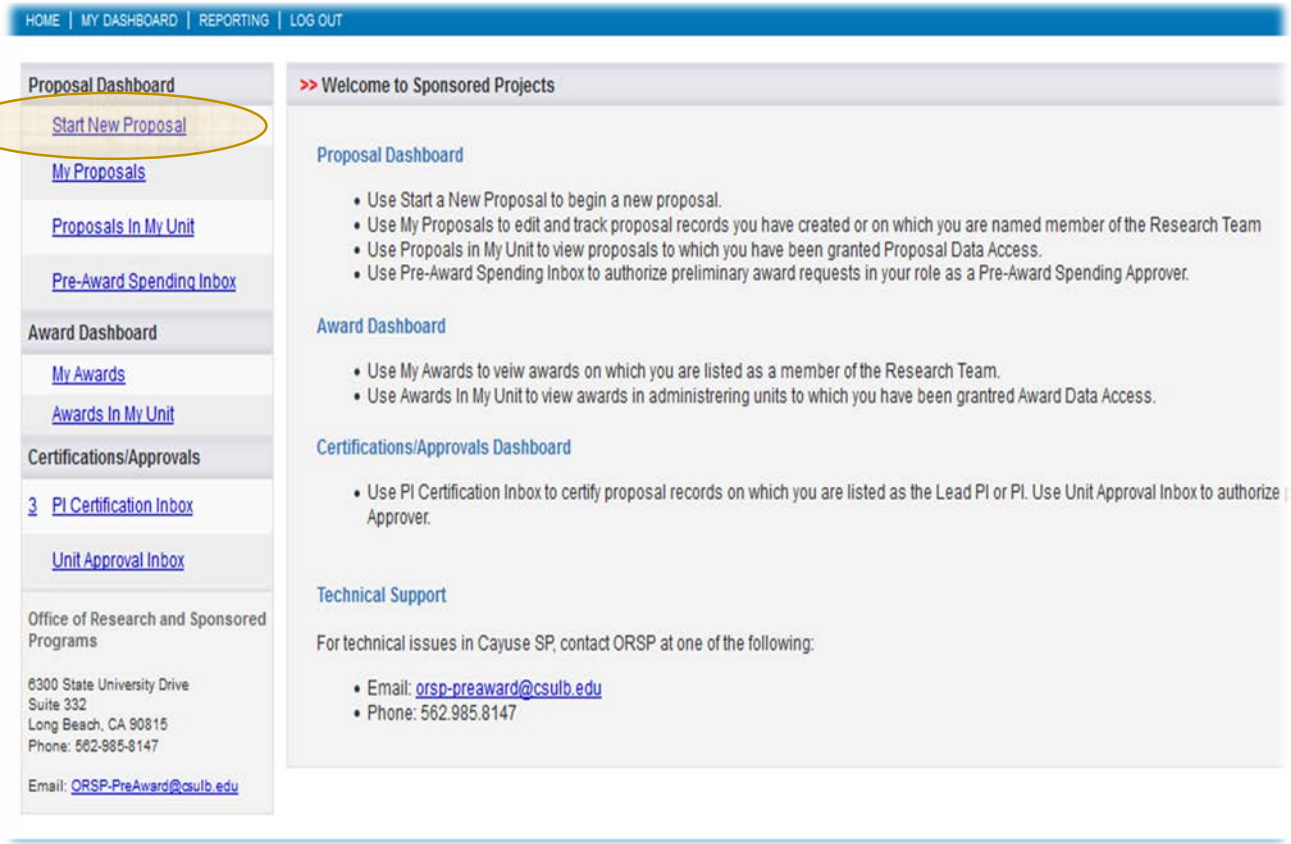


Tool Bar:

- **Home:** location to proposal information
- **My Dashboard:** Access to proposals, awards, and routing certifications or approvals
- **Reporting:** Will be discussed at a later time
- **Log Out:** When you are done with Cayuse, click Log Out to exit your session

Welcome to Sponsored Projects – Start New Proposal

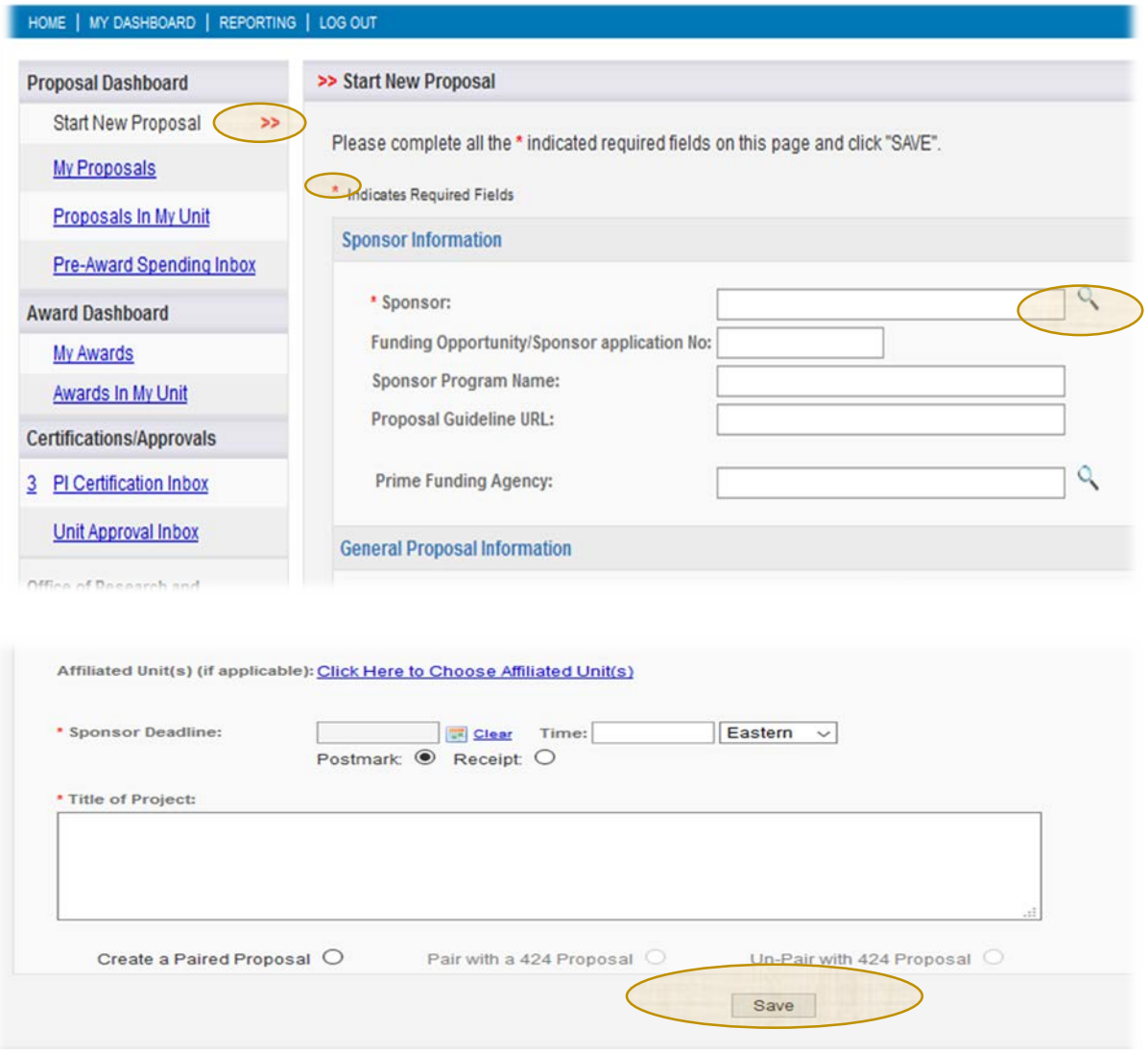
Every proposal (Grant and/or Contract) submitted on behalf of CSULB must have a Cayuse SP record for obtaining CSULB approvals and routing to ORSP.



How To Start A New Proposal Record In Cayuse SP:

Step 1: Select "Start New Proposal" from the Proposal Dashboard on the left hand side of the screen.

Start New Proposal - (cont'd)



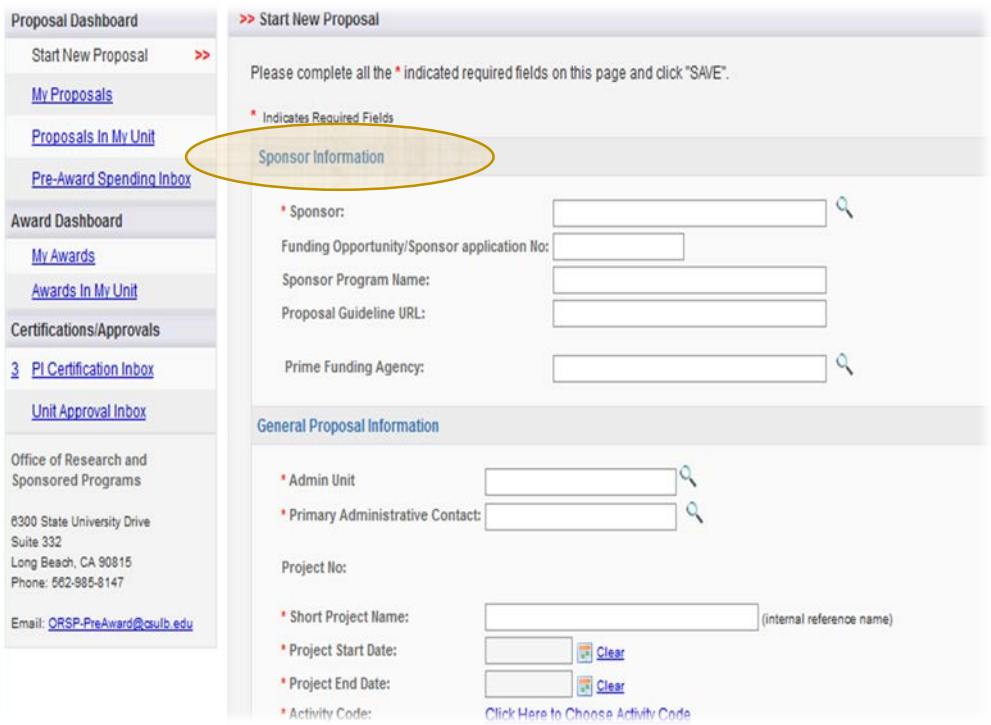
Step 2: Fill out each section by entering information into the required and applicable fields.

Step 3: When all required fields are completed, Must click the "Save" button at the end of the page. This will save your information and create a "Proposal Number" (Prop No).

Note:

- Fields noted with a red asterisk (*) are required.
- The double red arrow (>>) indicates the section of the proposal dashboard item list you're currently on.
- 🔍 indicates Drop-down menu option available.

Start New Proposal - Sponsor Information



***Sponsor:** Select the sponsor (CSULB's funding agency) that will directly fund the research project. Generally speaking, this is the funding agency whose name will be on the check to CSULB or to whom CSULB will send invoices.

- If the funding agency is not listed, please contact ORSP-PreAward@csulb.edu to request to add a funding agency (include the contact information: name, website address, and location of the organization).

Funding Opportunity/Sponsor Application No.: If applicable, enter the alphanumeric number provided by the funding agency for this proposal e.g., PAR-017

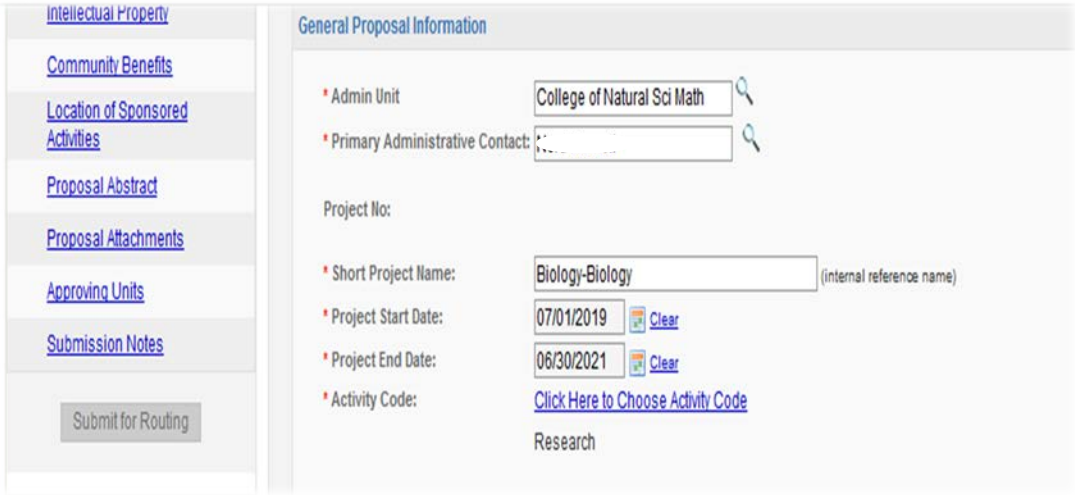
Sponsor Program Name: If applicable, enter the program name provided by the funding agency for this proposal.

Proposal Guideline URL: If applicable, enter the web address of the guidelines or upload instructions associated with the sponsor's application in "Attachments."

Prime Funding Agency: If applicable, select the Prime Funding Agency. This applies when CSULB will be a subawardee (e.g. CSULB receives a subaward or subcontract from an intermediate funding source).

- Example: NSF awards a grant to Stanford and Stanford awards a subaward to CSULB. NSF is the Prime Funding Agency and Stanford is the Funding Agency.

General Proposal Information



***Admin Unit:** From the drop down menu, please select the Lead PI/PD Dept/Center or college/division that has the responsibility to manage the project should it be awarded.

***Primary Administrative Contact:** Insert the lead PI/PD's name

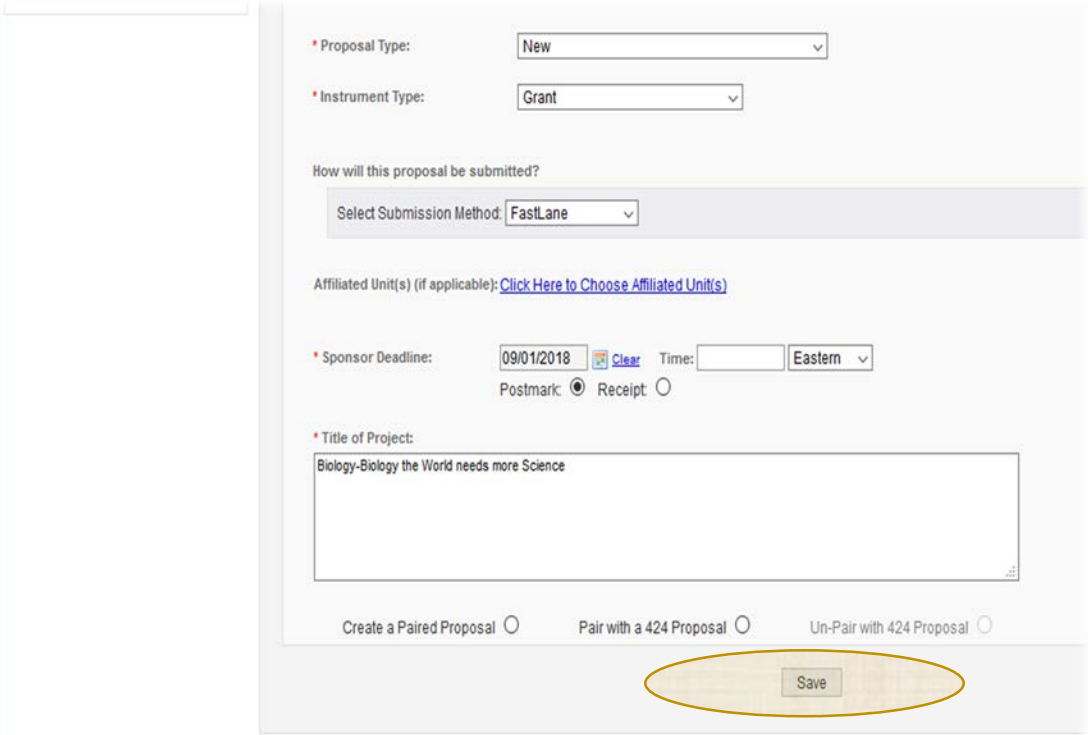
***Short Project Name:** This may be different than the "Title of Project" and is used for reference within SP. It is equivalent to the "Proposal Name" in 424.

***Project Start Date:** Click the "Calendar" icon to select a start date for the project.

***Project End Date:** Click the "Calendar" icon to select an end date for the project.

***Activity Code:** Click hyperlink to choose the appropriate activity type for the project. These codes are needed for various federal surveys the University is asked to provide on a yearly basis. If in doubt, always select "Basic Research," the ORSP staff will review the record and make any changes to these as needed.

General Proposal Information - (Cont'd)



***Proposal Type:** Select the applicable option from the drop-down menu.

***Instrument Type:** Select option from drop down menu

How will this proposal be submitted? Select option from drop down menu in the select "Submission Method" tab

Affiliated Unit(s): DO NOT COMPLETE. ORSP will complete, if applicable

***Sponsor Deadline:** Enter deadline date proposed by sponsoring agency. Not necessary to complete time or to complete the Postmark/Receipt option, unless it is required by sponsoring agency

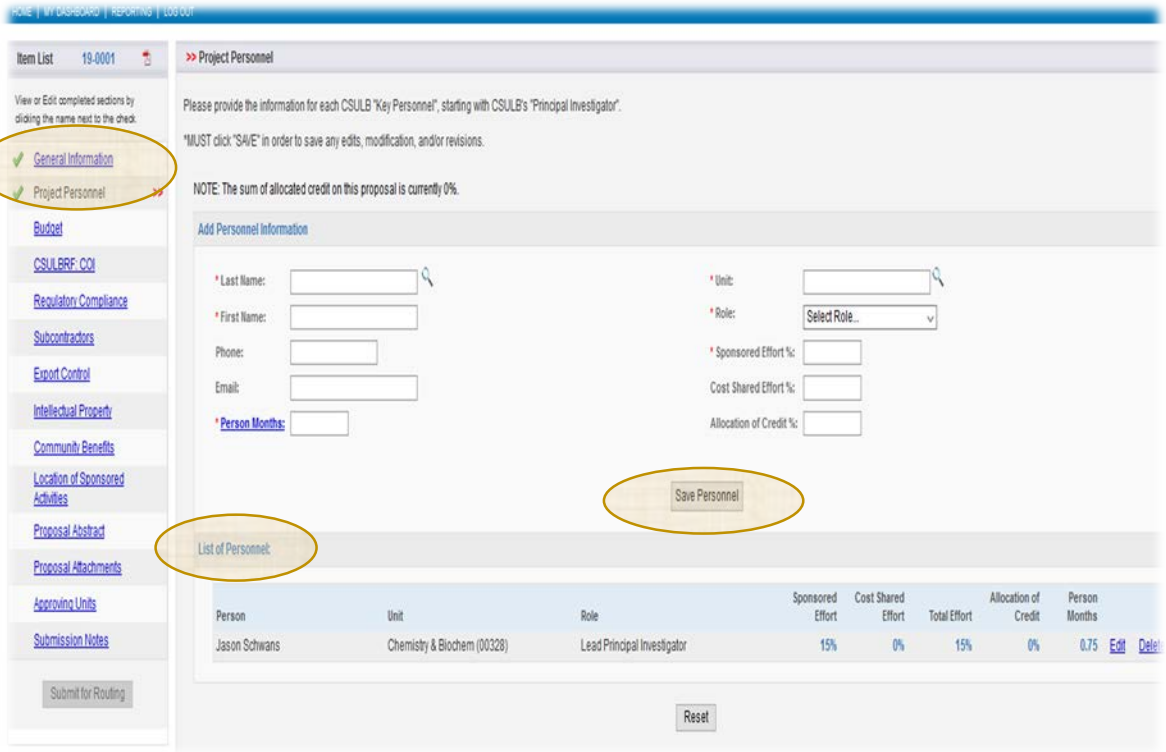
***Title of Project:** Enter full title of proposal

Create a Paired Proposal/Pair w/424 Proposal: DO NOT COMPLETE. ORSP/Pre-Award to complete

Save: Must click "Save" for all information entered to be saved.

Project Personnel – Add Personnel Information

Provide information for each CSULB "Key Personnel", starting with CSULB's "Lead Principal Investigator"



Add Personnel Information: Always start by entering the Lead PI/PD information. Search by Lead PI/PD's last name. The following fields may be auto-populated from the general information section: First Name, Phone, Email, Unit, Role. Only one person on the proposal should have the Lead Principal Investigator role. ORSP will enter any other Key Personnel requesting "Release Time"

***Person Months:** PI/PD/Key Personnel involvement in Person Months. If not sure, insert a place holder and will revised at a later time.

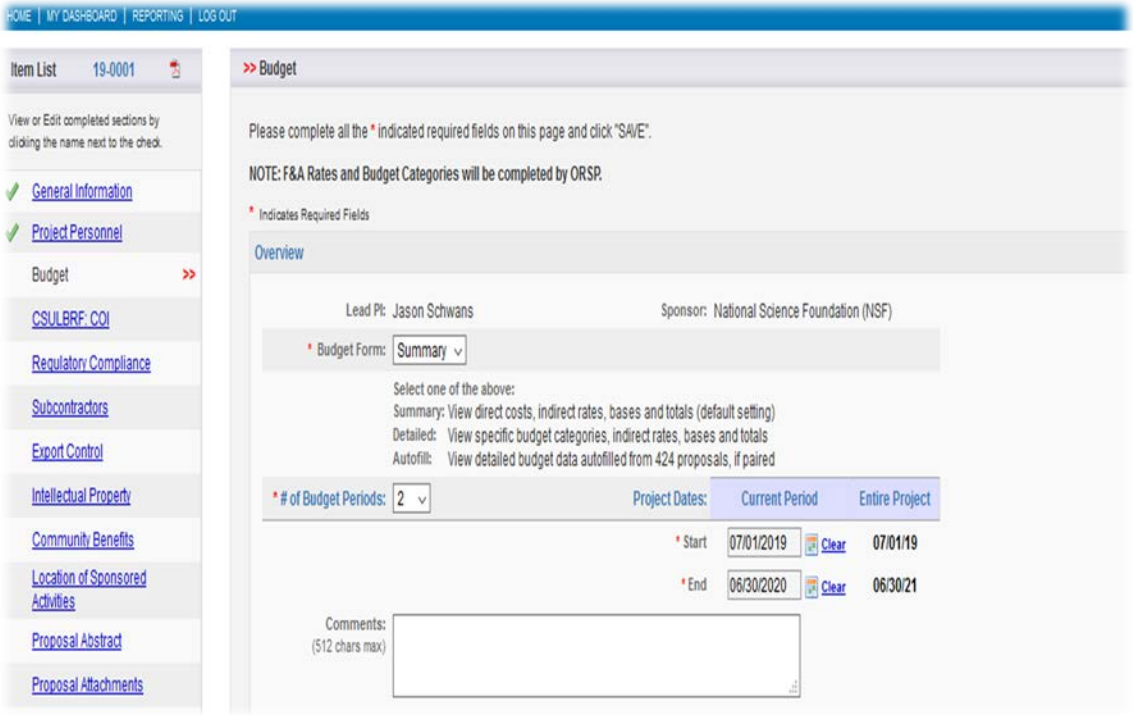
***Sponsored Effort %:** Entered in the individual's total effort in the initial or current budget period. To calculate effort % (# of Person Months/AY Months)

Allocation of Credit %: CSULB does not use this field, leave field blank.

Save: Must click "Save" for all information entered to be saved.

Reset: Click to remove ALL listed from the proposal.

Budget – Overview



***Budget Form :** From drop-down menu select "Summary" only. ORSP/Pre-Award will revised once budget has been reviewed.

Note: Autofill: When applicable, this option is performed by ORSP when a proposal is paired in Cayuse 424. Contact your Pre-Award Specialist if more information is needed

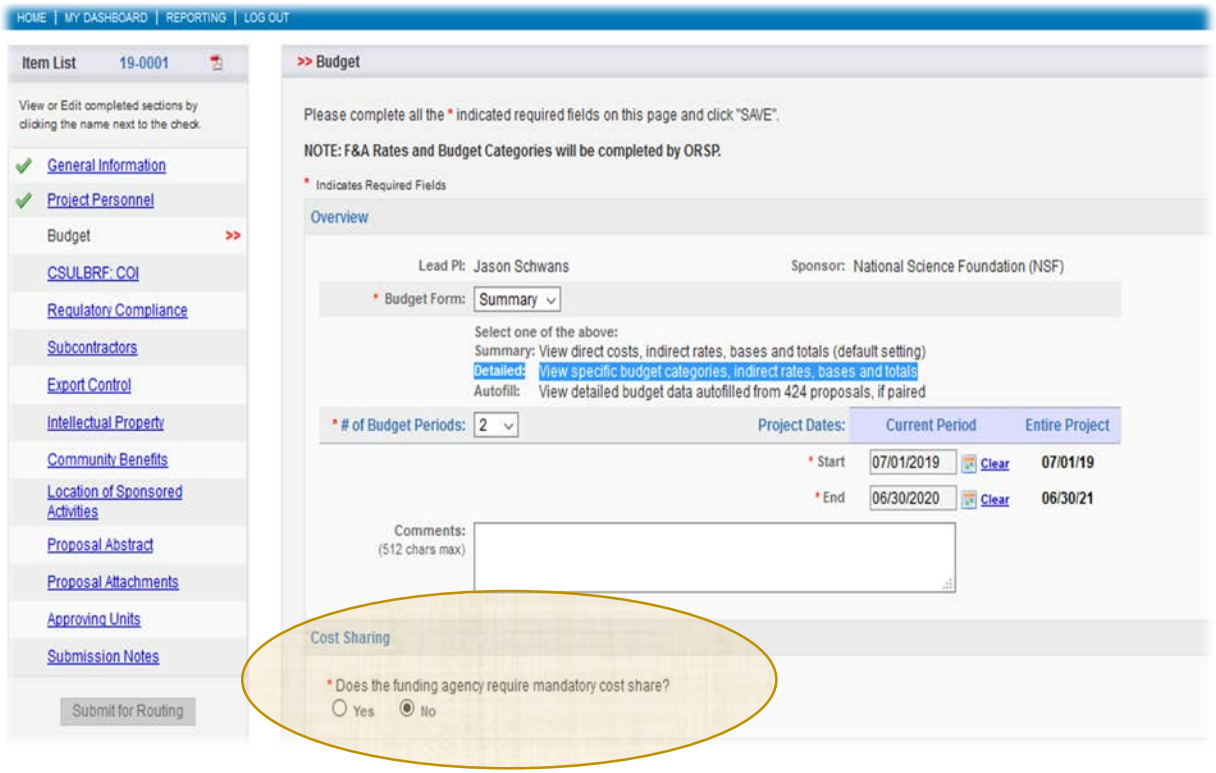
***Number of Budget Periods:** Select the correct number of budget periods

***Start Date:** Select the correct "Start Date" from the calendar for the current period (Year 1 of Budget)

***End Date:** Select the correct "End Date" from the calendar for the current period (Year 1 of Budget)

Comments: State here if sponsor Caps reduces or does not allow CSULB's F&A rate. If so, approval from ORSP AVP will need to be acquired and uploaded to the "Proposal Attachments" section in Cayuse SP

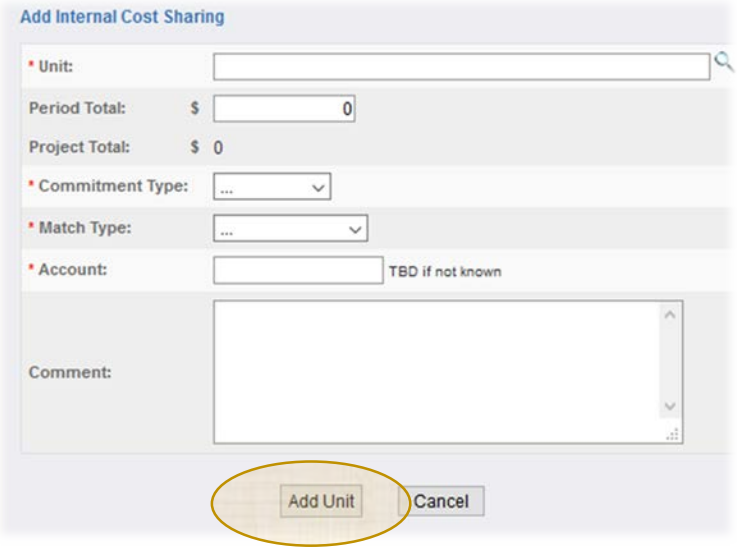
Budget – (cont'd)



***Cost Sharing:** Select the appropriate response for this proposal. If you select "No," continue to the "Additional Resources."

If **"Yes,"** reference next page for additional instructions

Budget – Cost Sharing/Match (Cont'd)



***Cost Sharing/Match:** If applicable, after clicking on "Yes," complete relevant "Cost Sharing Unit(s)":

- Internal Cost Sharing
- Third-Party Cost Sharing

***Organization:** Select from drop-down menu the corresponding internal or third party sponsoring entity. If third party is not listed, contact ORSP/Pre-Award.

Period Total: Leave Blank

Project Total: Enter total Cost Share/Match amount

***Commitment Type:** Select from drop-down menu "Mandatory," only option allowed by CSULB

***Match Type:** Select from drop-down menu one of two options: Cash Matching, F&A, or Salary Cap

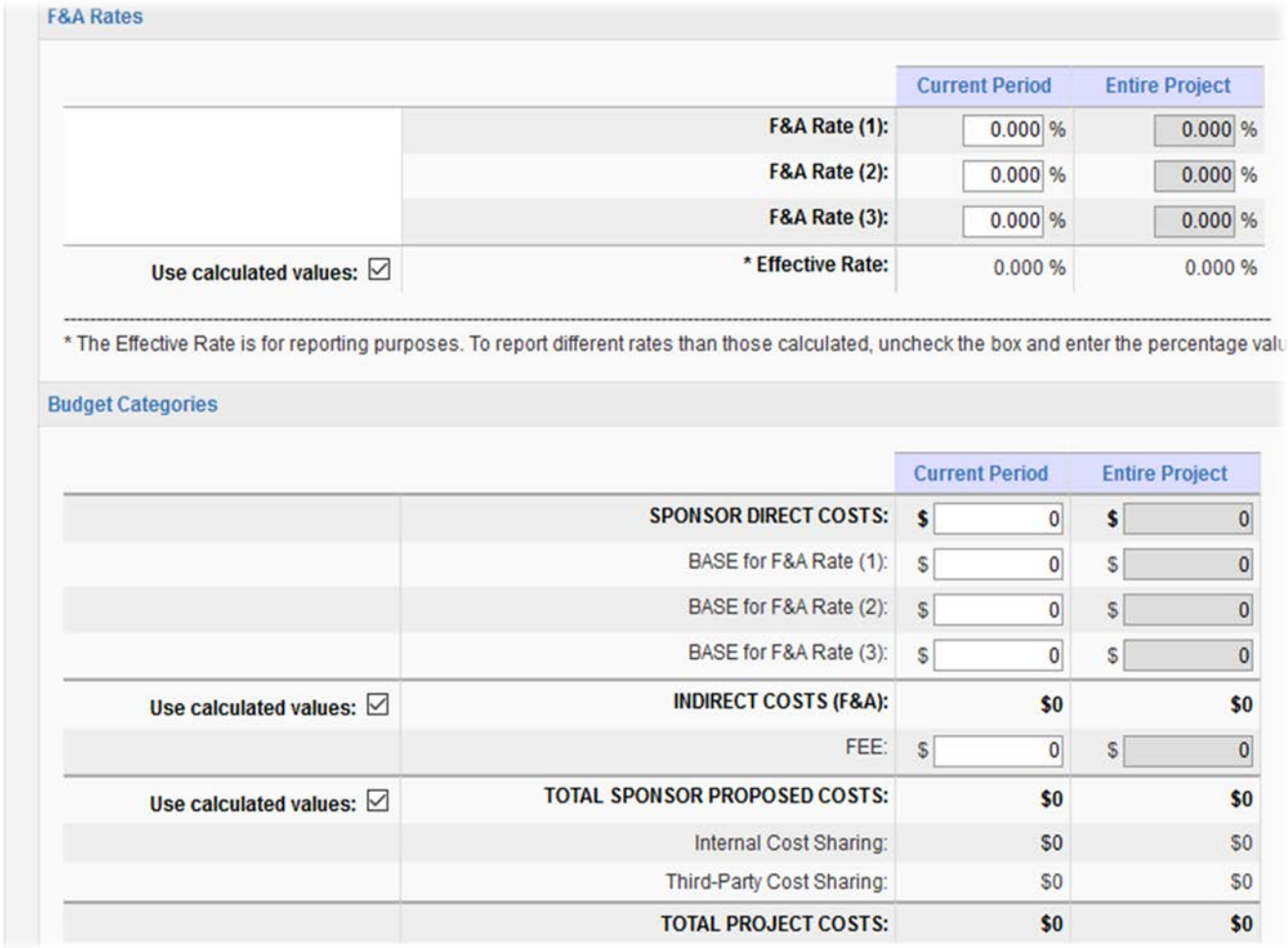
***Account:** Provide CSULB account number to be used. If not known, enter TBD.

Comments: (Optional) Provide information for ORSP attention/review.

Add Unit: Click option to complete and save the Cost Sharing/Match information

Note: Department/College and ORSP Approvals, as well as third party comment approval(s) must be uploaded in the Proposal Attachments section in Cayuse SP.

Budget – (cont'd)



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: ☑	* Effective Rate:	0.000 %	0.000 %

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

Budget Categories

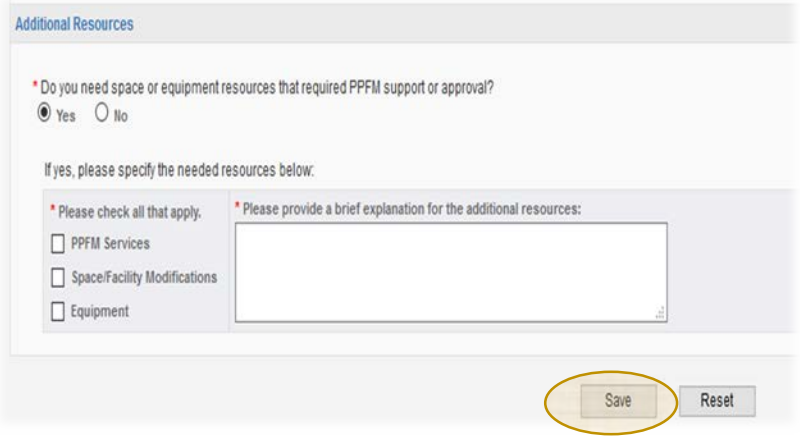
		Current Period	Entire Project
	SPONSOR DIRECT COSTS:	$ 0	$ 0
	BASE for F&A Rate (1):	$ 0	$ 0
	BASE for F&A Rate (2):	$ 0	$ 0
	BASE for F&A Rate (3):	$ 0	$ 0
Use calculated values: ☑	INDIRECT COSTS (F&A):	$0	$0
	FEE:	$ 0	$ 0
Use calculated values: ☑	TOTAL SPONSOR PROPOSED COSTS:	$0	$0
	Internal Cost Sharing: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

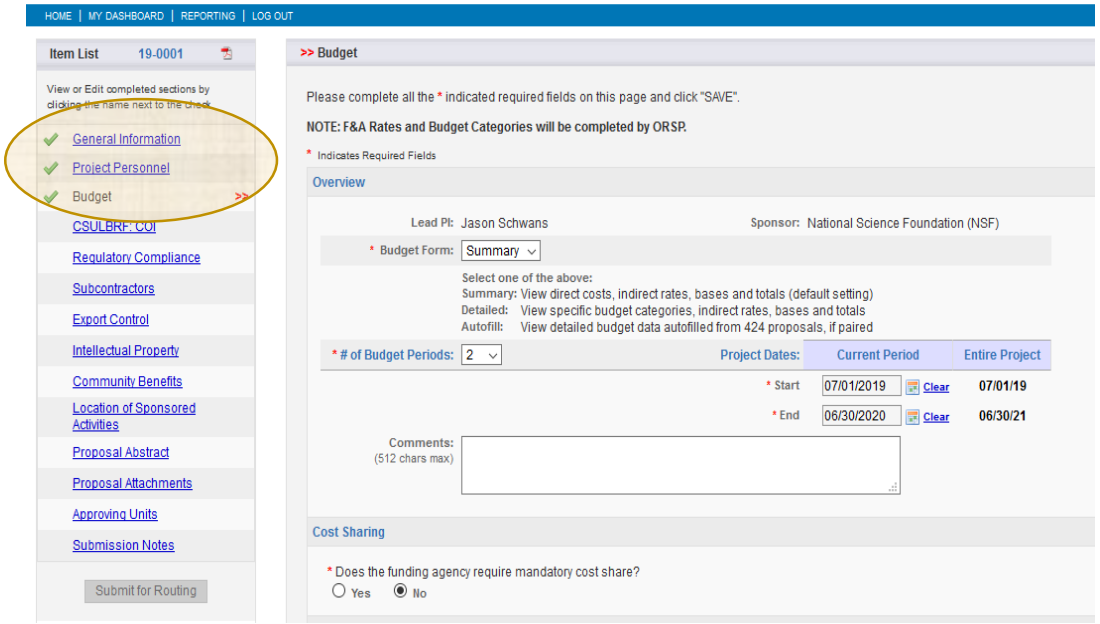
F&A Rates: DO NOT COMPLETE.
ORSP/Pre-Award to complete.

Budget Categories: DO NOT COMPLETE.
ORSP/Pre-Award to complete.

Note: You are required to upload the internal CSULB Excel Detailed Budget Spreadsheet and Budget Justification documents to the Proposal Attachments section in Cayuse SP.

Budget – (cont'd)



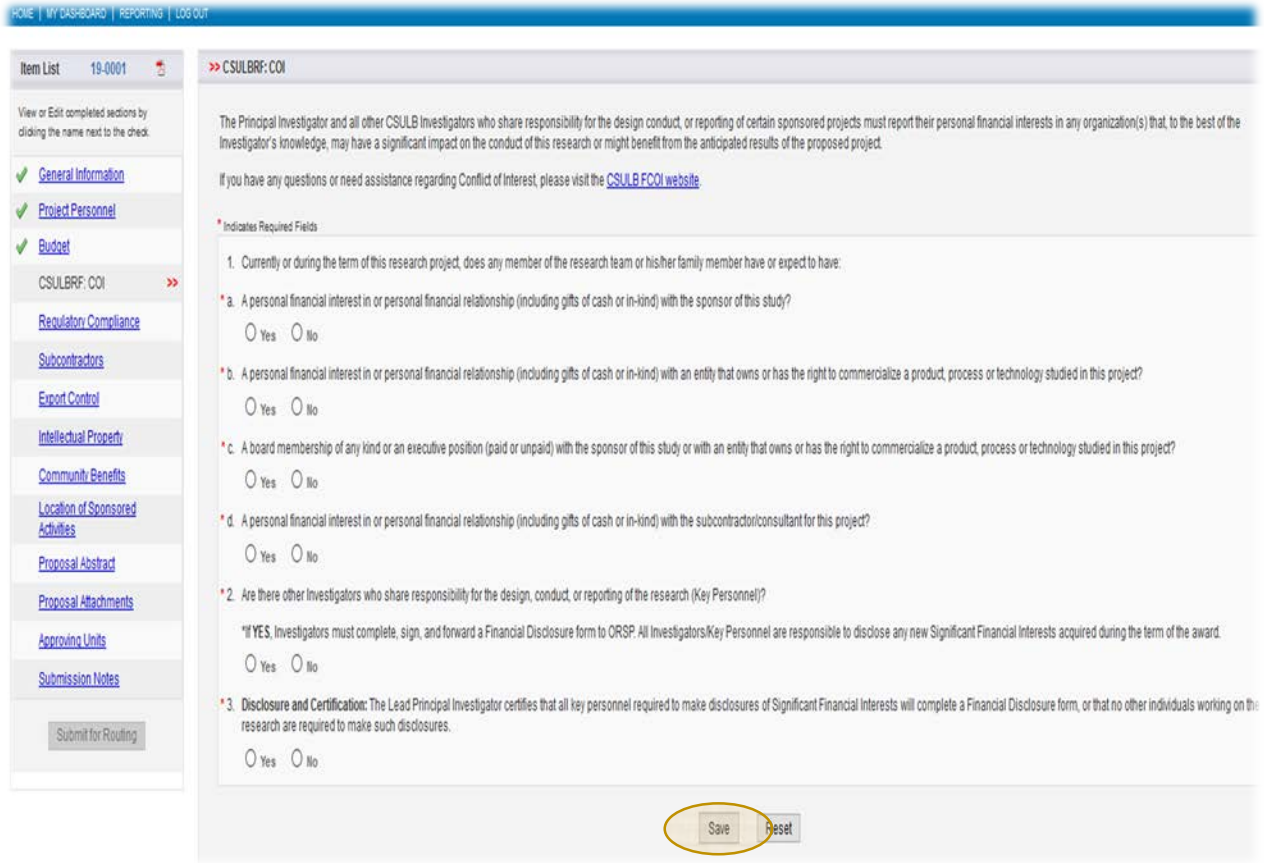


***Additional Resources** Select the appropriate response for this proposal. (Physical Planning & Facilities Management/PPFM). Select "Yes" or "No". If yes, check the resources that you will need (PPFM Services, Space/Facility Modifications, or Equipment) and provide justification in the text box provided. Also indicate if approvals from the relevant department(s) have been obtained.

Save: Must click "Save" for all information entered to be saved.

Note: You are "NOT" required to complete the remaining information in this section. Instead you are required to upload the internal CSULB Excel Detailed Budget Spreadsheet, Budget Justification and other clearance documents to the Proposal Attachments section in Cayuse SP.

CSULBRF – Financial Conflict of Interest (FCOI)



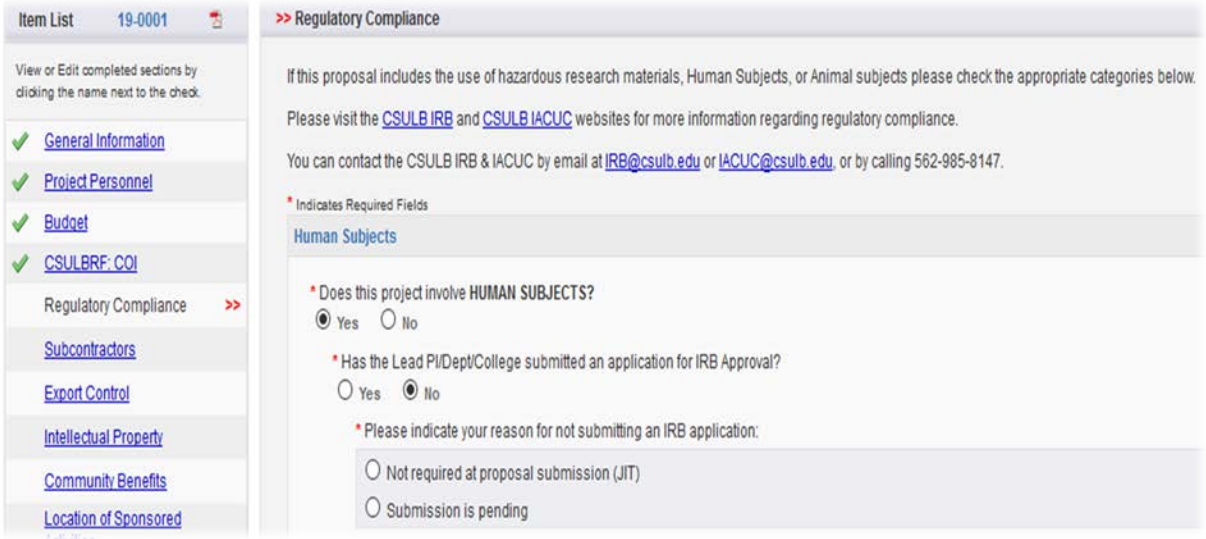
Lead Principle Investigator: will need to complete all the questions to the best of his/her ability/knowledge. **Select the appropriate responses to the following questions.**

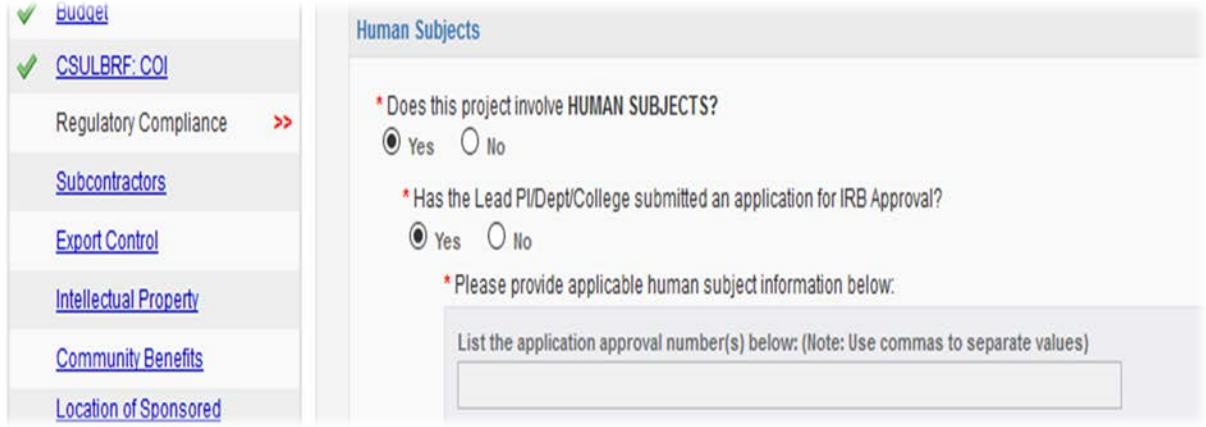
- The Lead Principal Investigator and all key personnel (individuals who share responsibility for the design conduct, or reporting of certain sponsored projects), must report their personal financial interests to organization(s.
- The Lead Principal Investigator is required to upload electronic copies of Federal and State FCOI forms for all key personnel on this proposal in the "Proposal Attachments" section in Cayuse SP. Original State FCOI form(s) will need to be provide to ORSP before the internal clearance process is completed.

Save: Must click "Save" for all information entered to be saved.

Note: For questions or assistance, please visit the CSULB FCOI website.

Regulatory Compliance – Human Subjects





Lead Principle Investigator: will need to complete all the questions to the best of his/her ability/knowledge. **Select the appropriate responses to the following questions.**

***Does this research involve HUMAN SUBJECTS?** If you select "**No**" proceed to the Animal Subjects section.

***If you select "Yes," please respond to the following:** Has the Lead PI/Dept/College submitted an application for IRB approval?
If "**No**" is selected, indicate your reason for not submitting an IRB application:

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

If "**Yes**" is selected, provide applicable human subject information (application approval number) where indicated (textbox).

Note: Please visit the CSULB IRB website for more information regarding regulatory compliance

Regulatory Compliance – Animals Subjects

***Does this research involve Animal Subjects?** If you select "**No**" proceed to the Animal Subjects section.

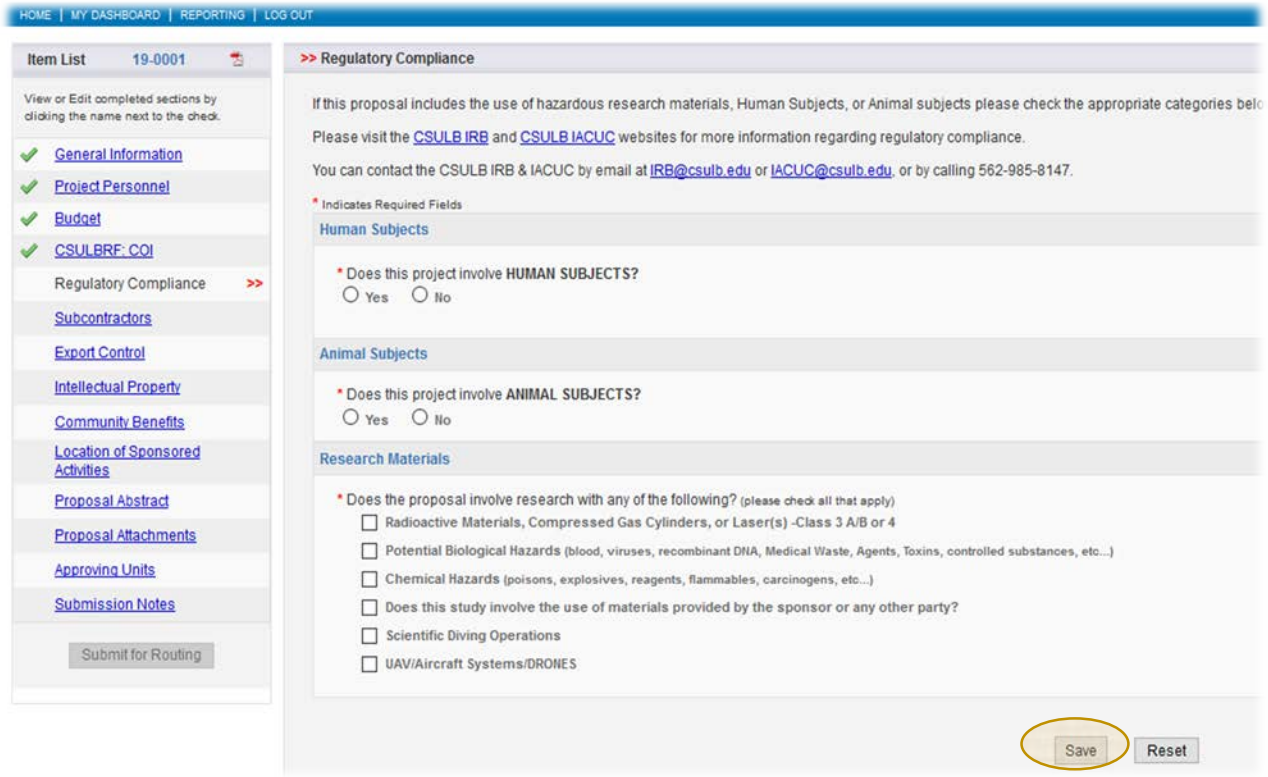
***If you select "Yes," please respond to the following: Has the Lead PI/Dept/College submitted an application for IACUC approval?** If "**No**" is selected, indicate your reason for not submitting an IACUC application:

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

If "**Yes**" is selected, provide application approval number and description of Animal Species involved in this project.

Note: Please visit the CSULB IACUC website for more information.

Regulatory Compliance – Research Materials

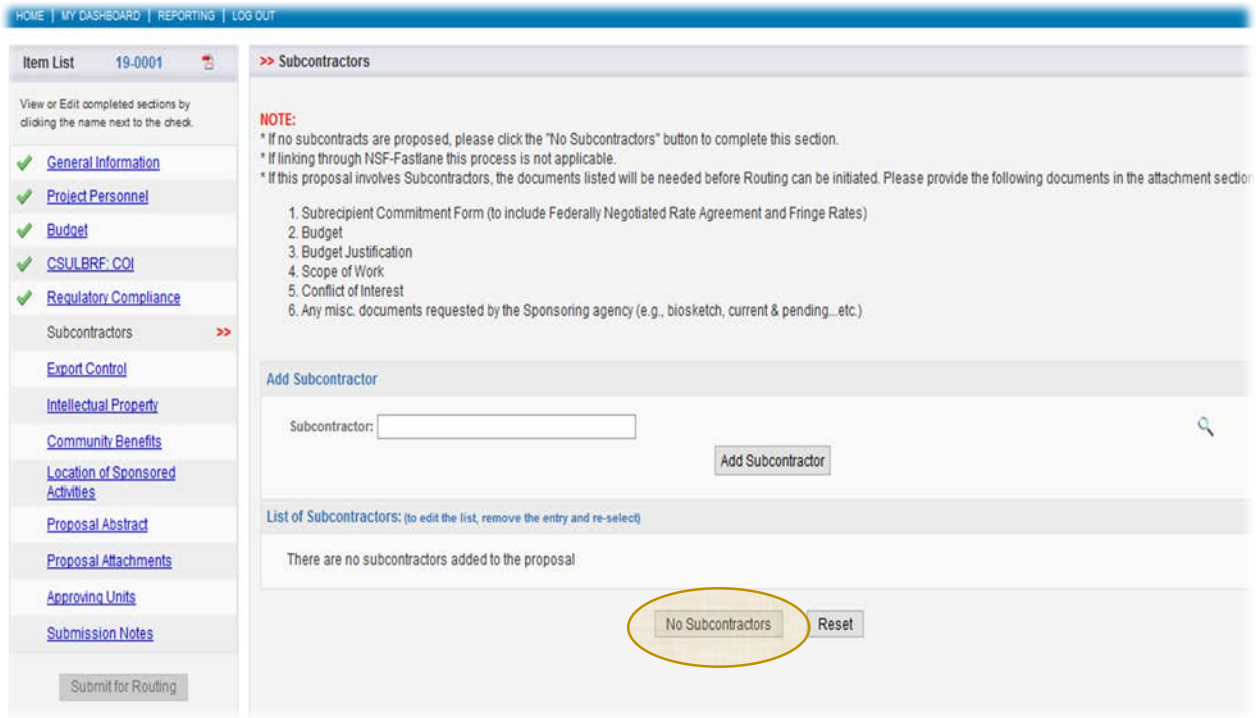


Does the proposal involve research with any of the following? (Check all that apply)

- Radioactive Materials, Compressed Gas Cylinders, or Laser(s) -Class 3 A/B or 4
- Potential Biological Hazards (blood, viruses, recombinant DNA, Medical Waste, Agents, Toxins, controlled substances, etc...)
- Chemical Hazards (poisons, explosives, reagents, flammables, carcinogens, etc...)
- Does this study involve the use of materials provided by the sponsor or any other party?
- Scientific Diving Operations
- UAV/Aircraft Systems/DRONES

Save: Must click "Save" for all information entered to be saved.

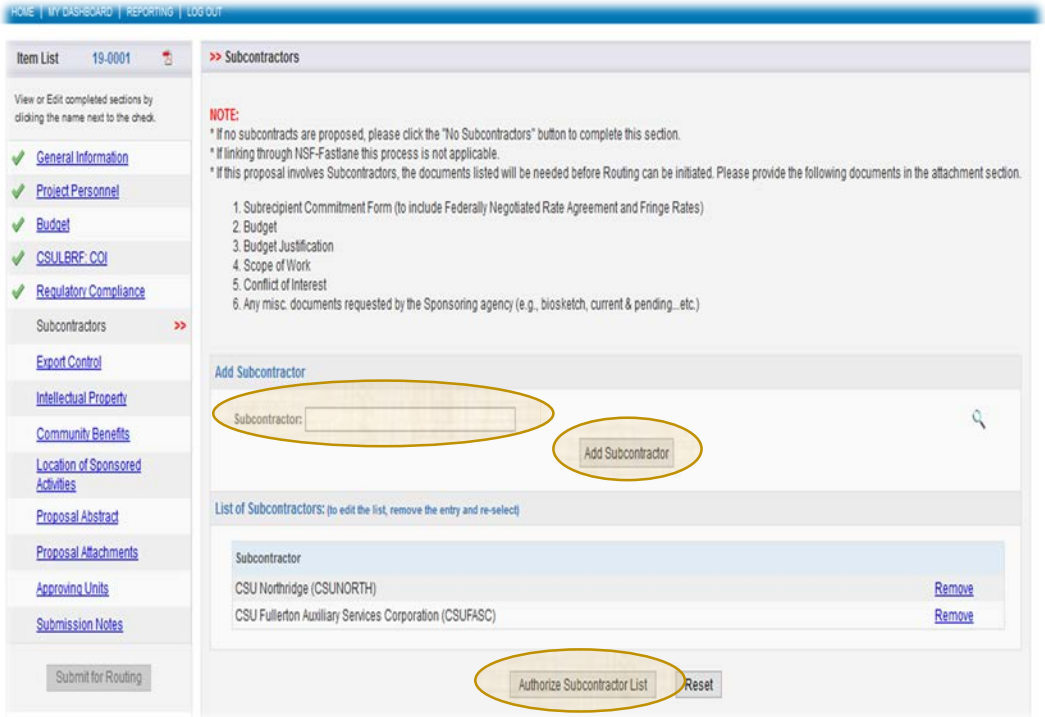
Subcontractor(s)

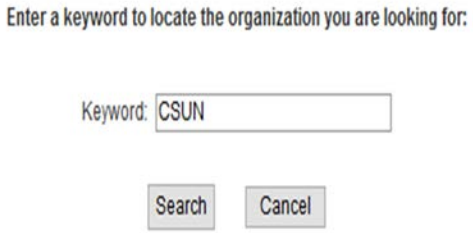


No Subcontractors: If "No" subcontractors are involved in this proposal, type "Pending" in the Subcontractor box then click the "No Subcontractors" button. This will allow you to proceed to the next section of the proposal.

Reset: By clicking this option you will be able to go back and add subcontractor(s) if applicable.

Subcontractor(s) – (cont'd)





Add a Subcontractor: If subcontractor(s) is/are involved as part of the proposal: You will need to search for the name of the Subcontractor.

- To search for collaborator – in the "Subcontractor" box type name of collaborator and enter. This will pull information (if available). Click on subcontractor name.

Add Subcontractor: Once collaborator name is prepopulated in the "Subcontractor" text box, click "Add Subcontractor"

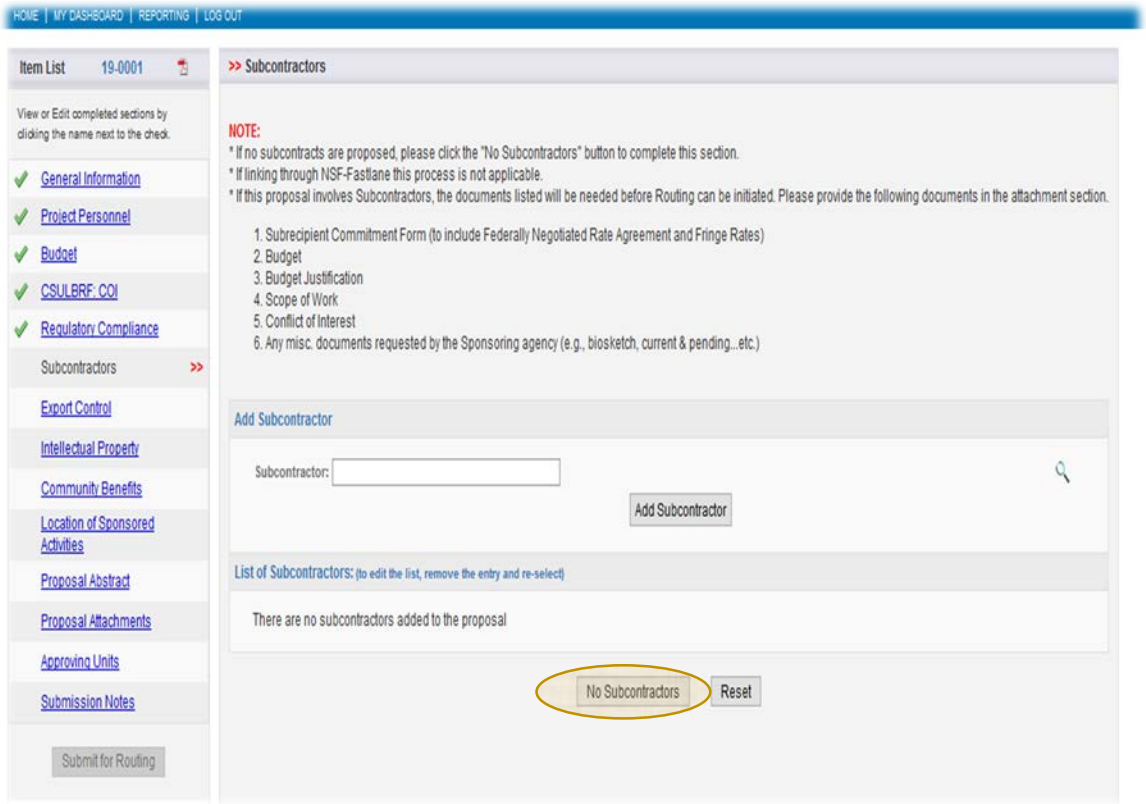
List of Subcontractors: after adding subcontractor, subcontractor should be listed in this section

Authorize Subcontractor List: To **Save** the subcontractor(s) you **MUST** click on "Authorized Subcontractor" to save and move forward.

Subcontractor Forms Required: After "Authorizing the Subcontractor List. You will be directed to the next step of the proposal submission, but keep in mind that before you forward the proposal to ORSP you will need to upload the following required Subcontractor forms to the "Proposal Attachments" section.

- Statement of Work
- Budget
- Budget Justification
- SubK Commitment Form (signed and w/attachments stated)
- Misc., Agency required documentation e.g., Bio, Other Support etc., (if applicable)

Subcontractor(s) - (cont'd)



Subcontractor(s) Information not coming up in search?

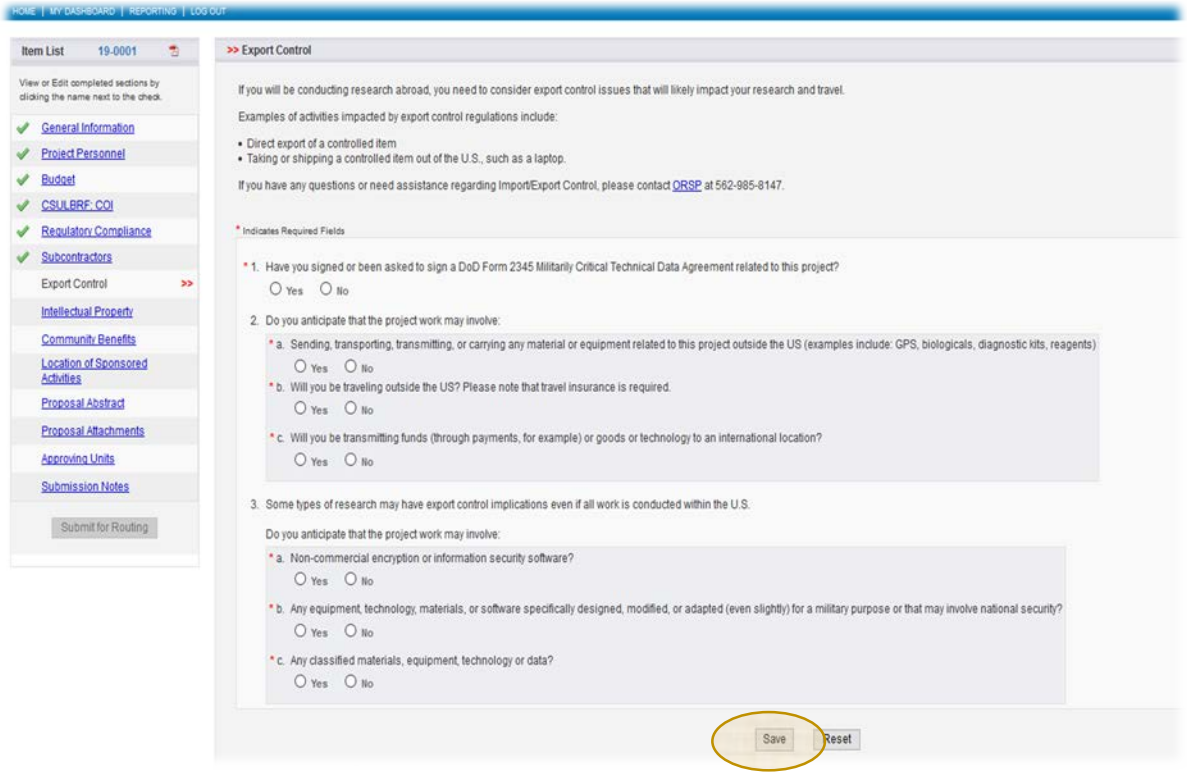
- Click "**No Subcontractors,"** this will take you to the next screen, and allow you to move forward with the completion of this proposal

- Please complete a "New Collaborator" form and upload the form(s) to the "Proposal Attachments" section in Cayuse SP. This will provide ORSP with the appropriate information to create the profile and link it to this proposal.

Add a Note: To inform ORSP of action, add a note in the "Submission Note" section of SP stating the following: "Subcontractor was not listed in SP but a New Collaborator form along with all the required documentation has been uploaded to the Proposal Attachments section in Cayuse SP".

Reset: by clicking this option you will clear the entire page and will need to start over.

Export Control



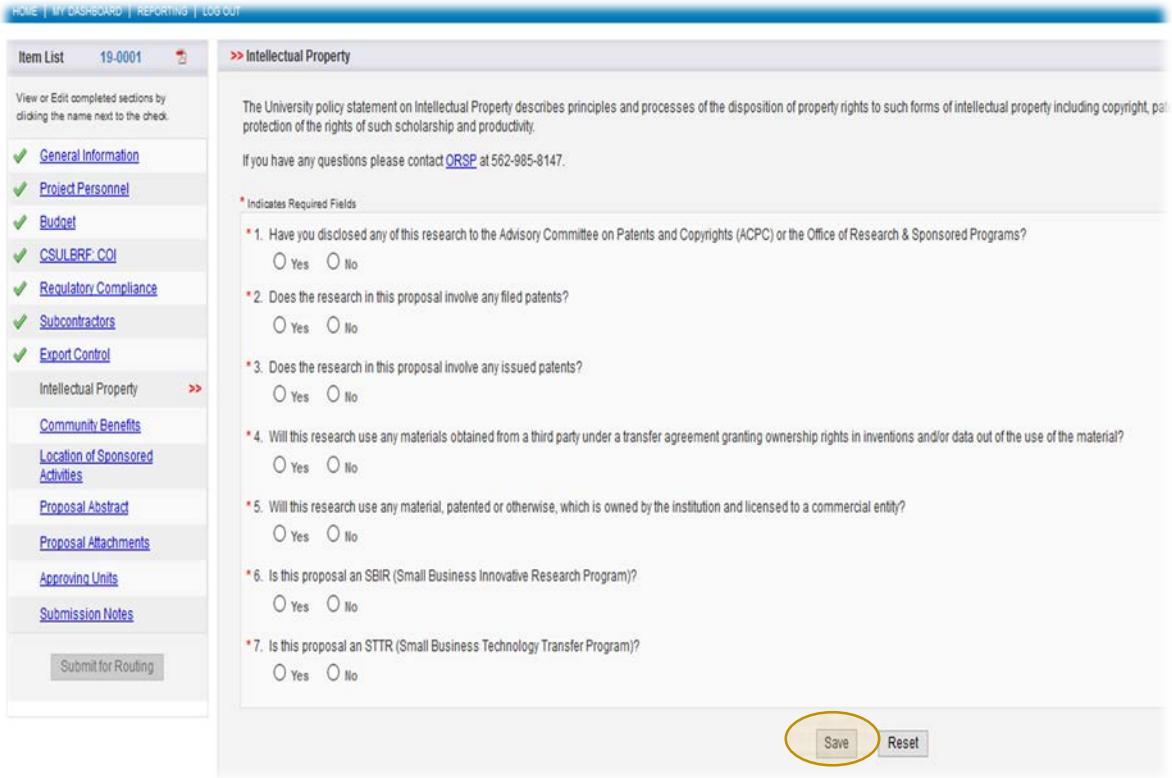
Lead Principle Investigator: will need to complete all the questions in this section to the best of his/her ability/knowledge.

- The Lead Principal Investigator must work with ORSP Compliance Office 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 ORSP Compliance Office if you have any questions about export control regulations.

Save: Must click "Save" for all information entered to be saved.

Reset: by clicking this option you will clear the entire page and will need to start over.

Intellectual Property



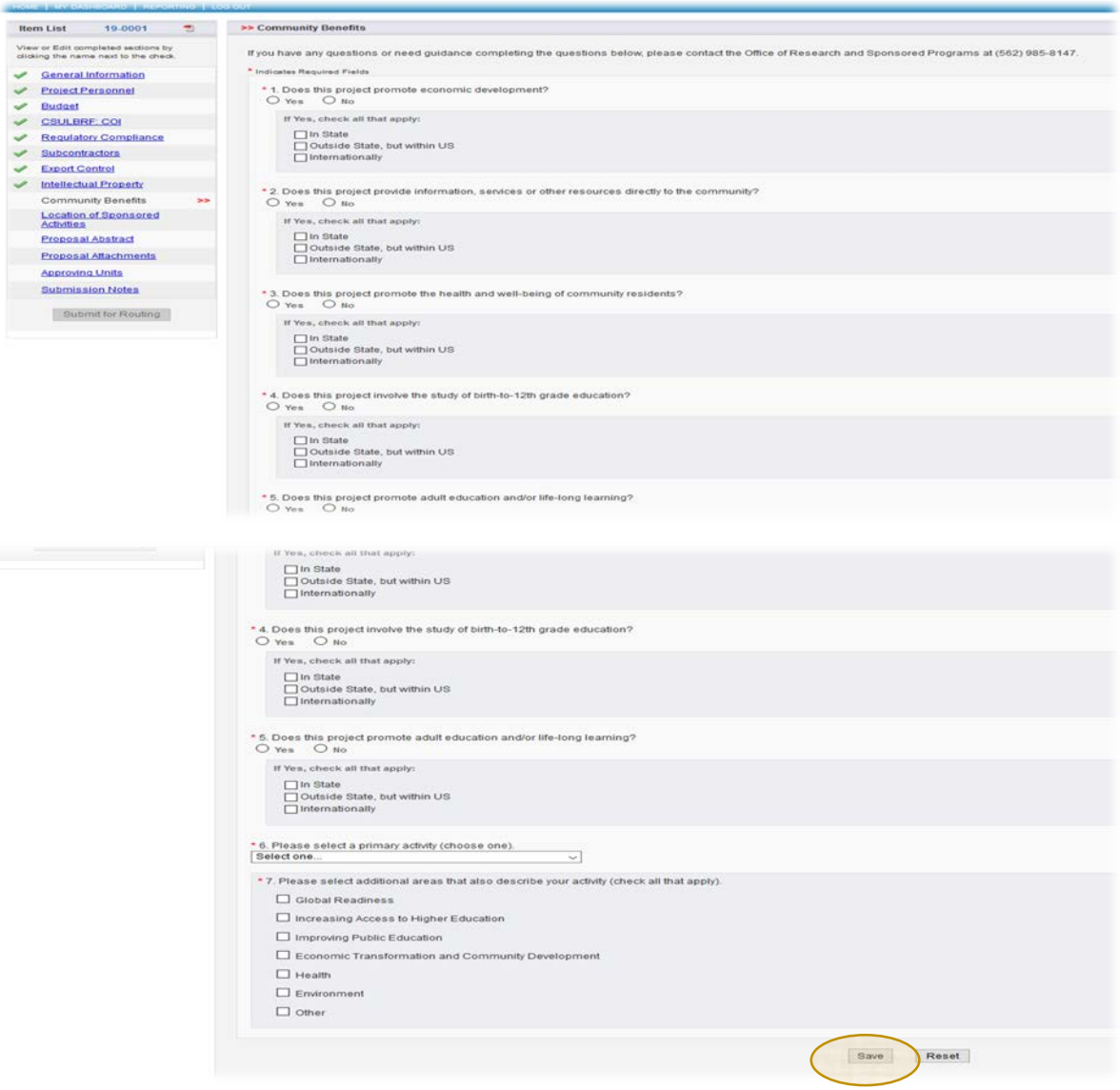
Lead Principle Investigator: will need to complete all the questions in this section to the best of his/her ability/knowledge.

- The University policy statement on Intellectual Property describes principles and processes of the disposition of property rights to such forms of intellectual property including copyright, patents, trademarks, and trade secrets in order to provide full protection of the rights of such scholarship and productivity.
- The Lead Principal Investigator should contact the ORSP Compliance Office in a timely manner should further assistance is needed.

Save: Must click "Save" for all information entered to be saved.

Reset: by clicking this option you will clear the entire page and will need to start over.

Community Benefits



Lead Principle Investigator: will need to complete all the questions in this section to the best of his/her ability/knowledge.

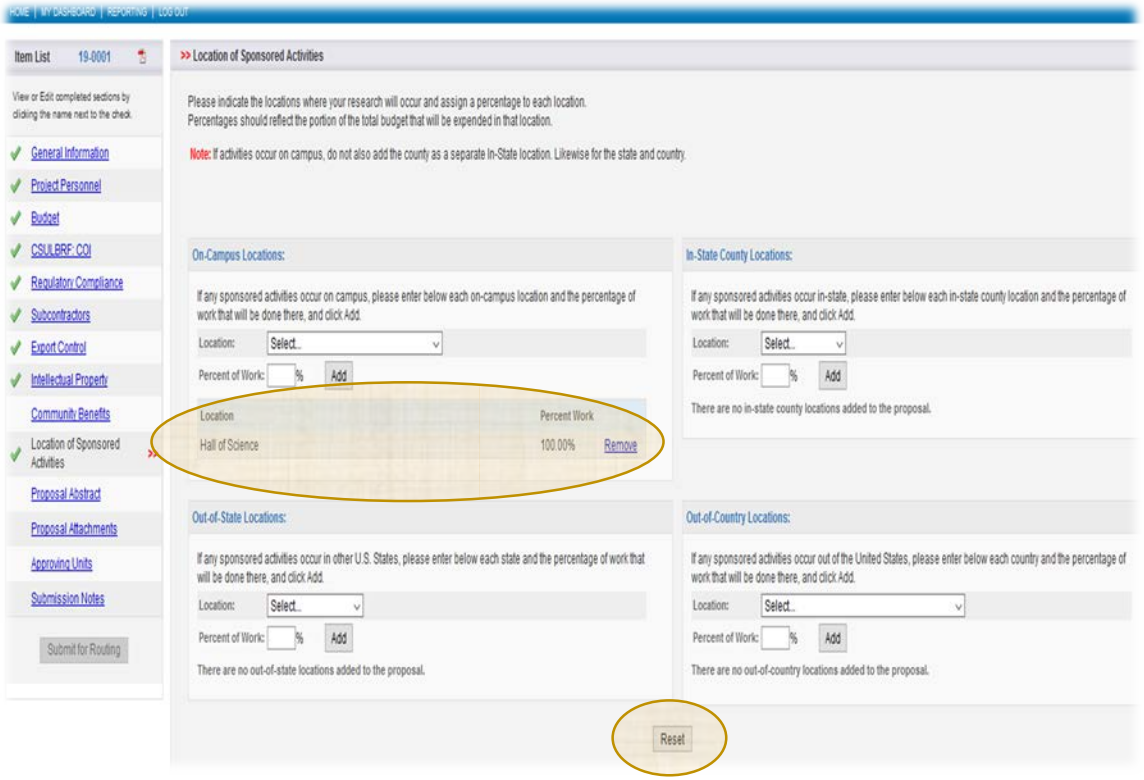
- The Lead Principal Investigator should contact the ORSP Compliance Office in a timely manner should further assistance is needed.

Questions 6 and 7: Answers are not to be duplicated.

Save: Must click "Save" for all information entered to be saved.

Reset: by clicking this option you will clear the entire page and will need to start over.

Location of Sponsored Activities



Indicate the locations where your research will occur and assign a percentage to each location.

The sum of percentages in all locations:

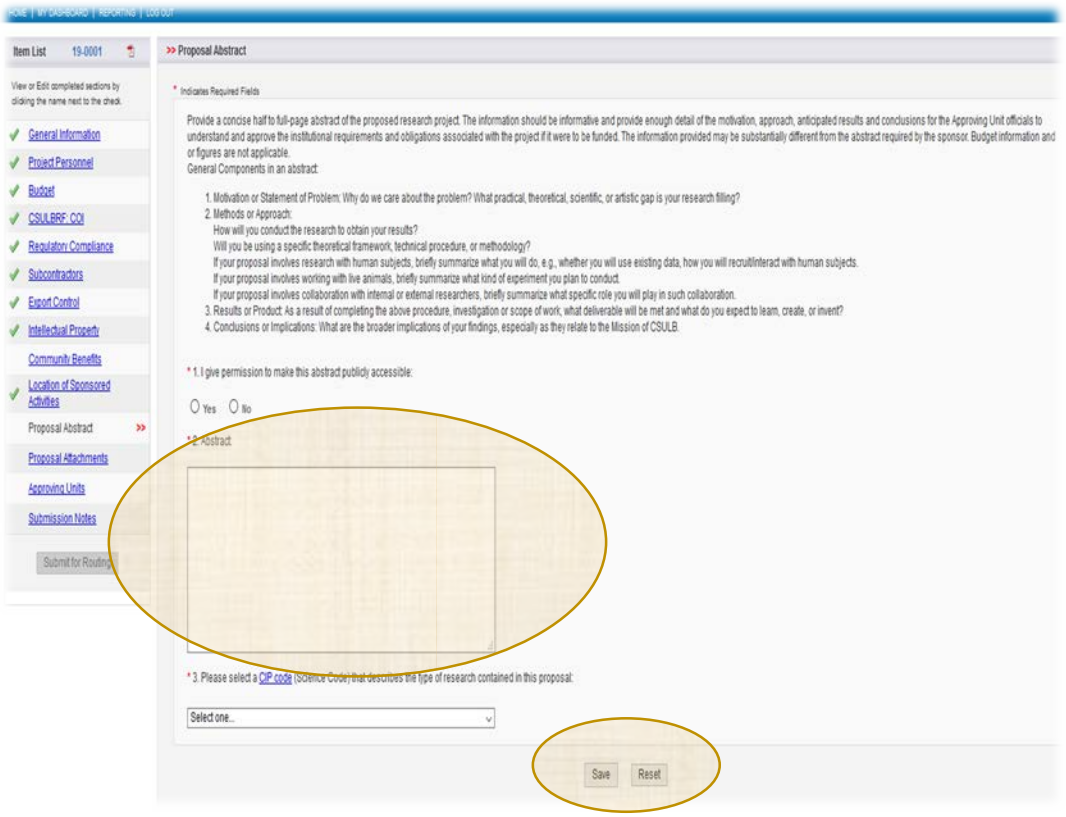
- On-Campus Locations **(CSULB)**
- In-State Locations/**Off-Campus**
- Out-of-State Locations
- Out-of-Country Locations

Must equal to 100%. A percentage is required when entering a location. The current total is indicated toward the top of the page. The green check mark will only appear for this section when the total is 100%.

- The collection of this information is solely used for reporting purposes; it does not grant the use of an off-campus F&A rate.
- For each entry, enter or select the location and the percentage, then click "Add".
- If you need to remove a location already entered, click "Remove".

Reset: By clicking this option you will clear the entire page and will need to start over.

Proposal Abstract



Lead PI/PD will need to answer a few questions and insert the proposal Abstract in text box provided.

Question #1: 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.

Question #2 - Abstract:

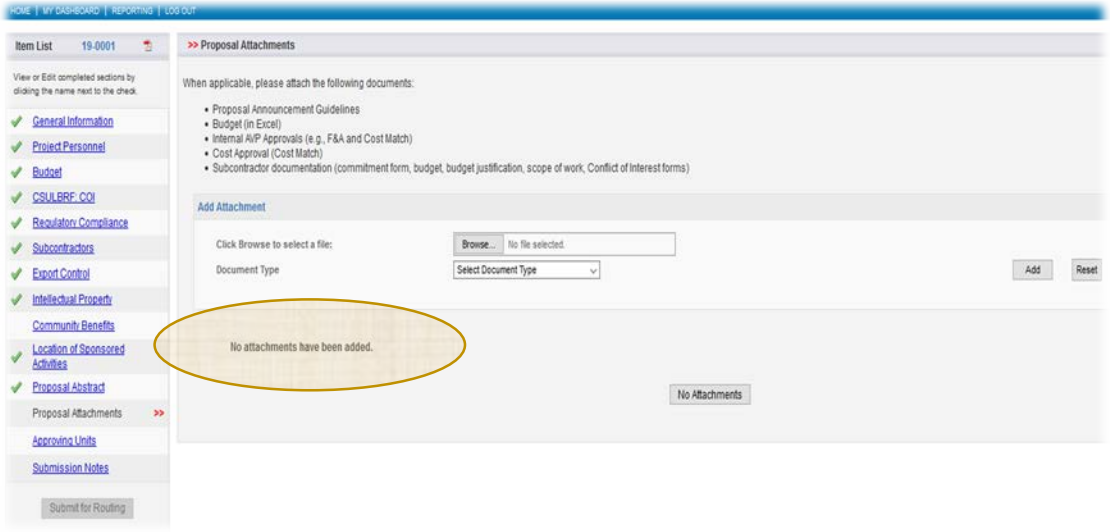
- Provide a concise half to full-page abstract (*Summary*) of the proposed research project.
- The abstract should be plainly written and addressing the key elements noted on page
- Do not provide any Budget information and or figures.

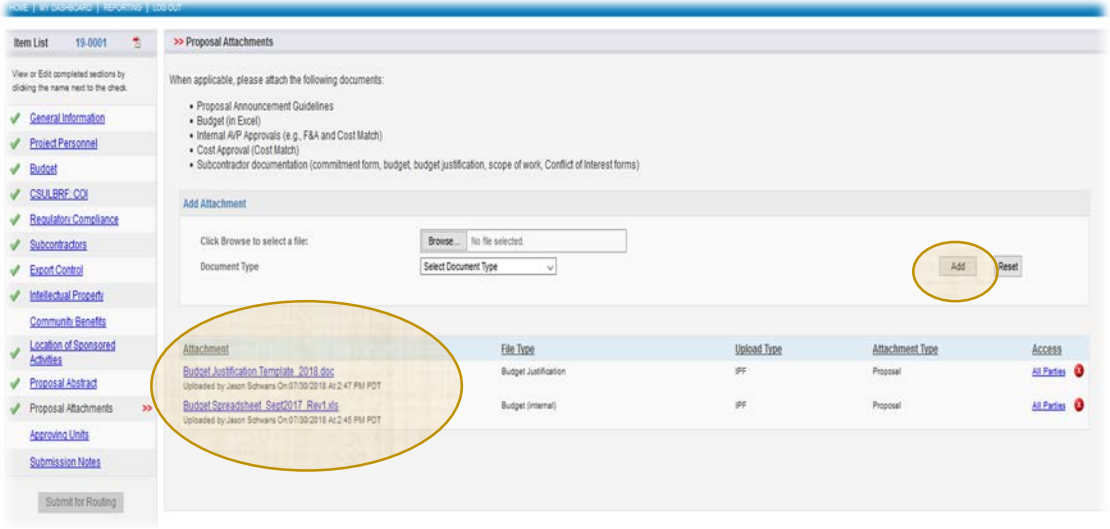
Question #3: Please select the most appropriate Science Code(s) (CIP) from the drop-down menu

Save: Must click "Save" for all information entered to be saved.

Reset: By clicking this option you will clear the entire page and will need to start over.

Proposal Attachments





Upload "Internal Documents" and any other applicable supplementary documents here. Attachments should include: solicitation/RFP, budget spreadsheet & budget justification, FCOI's, Subrecipient documents, Cost Match and F&A approvals, and any other applicable documents.

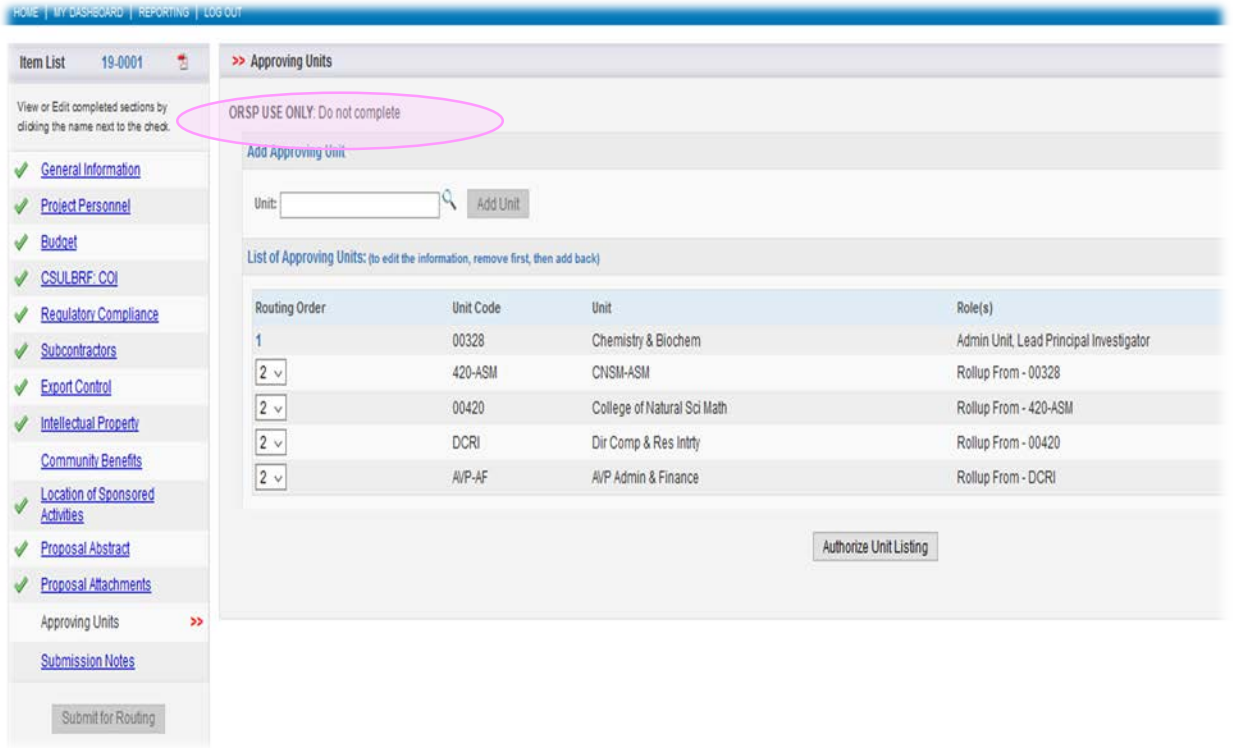
To Add Attachments

- Click the "Browse" button to search your computer for the file you want to upload.
- Chose the appropriate "Document Type" from the drop-down menu.
- Must click "Add" to complete upload.
- If you chose the wrong file or type, you can click "Reset" to clear out your selection.

Managing Documents

- When the file has completely finished uploading, it will appear in the Attachment table below. You can download documents from this area by clicking on the file name.
- Attachments can only be deleted individually at any time before you submit the proposal for routing.

Approving Units



LEAD PI/PD: DO NOT COMPLETE - FOR YOUR INFORMATION ONLY.

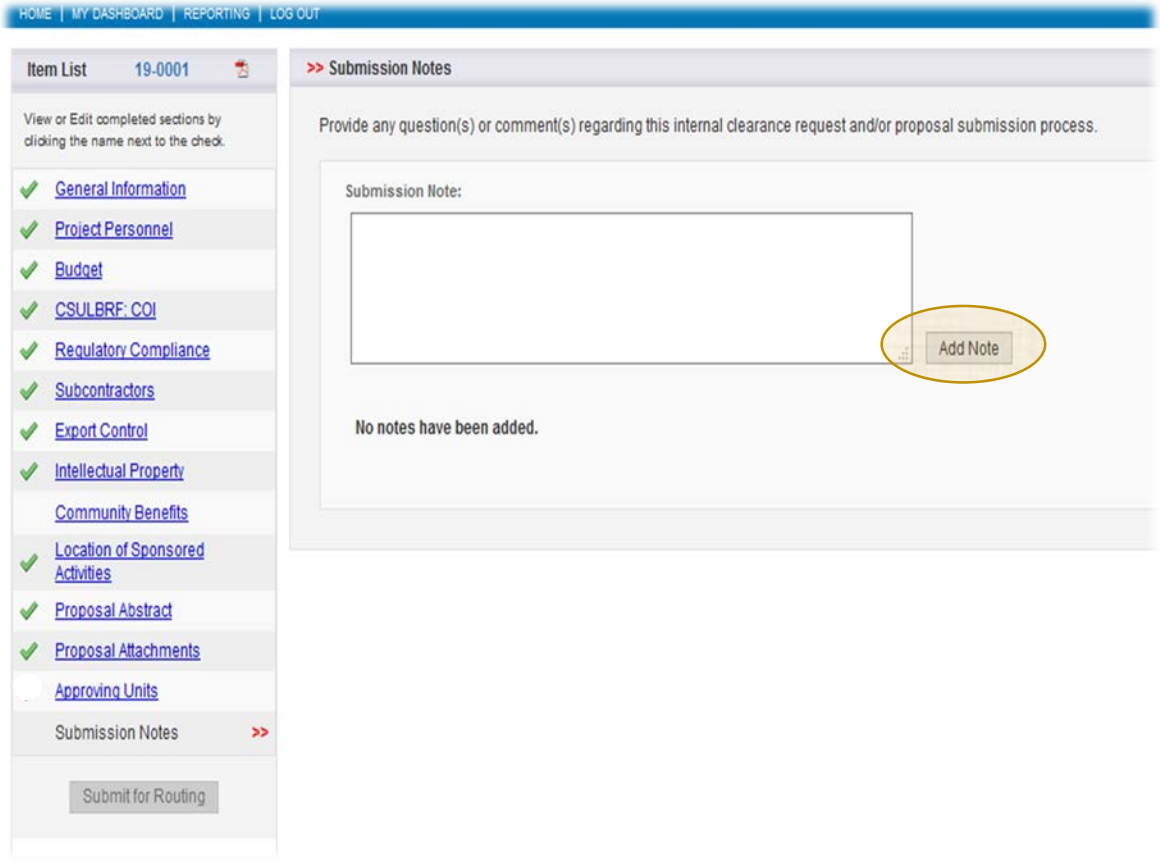
- This section of the proposal represents the list of Schools, Departments, Centers or Institutes that must approve the proposal before it can be routed to ORSP.
- The "List of Approving Units" is created automatically from the units added during the proposal creation process. The "Award Unit" is always listed first and cannot be changed or removed.

Add a Unit: If there is an error on this screen, contact Pre-Award or provide comments(s) in the "Submission Notes" section. Please do not attempt to complete.

Authorizing the Unit Listing: DO NOT CLICK AUTHORIZE UNIT LISTING. If you authorize, an email will be sent prematurely to your Chair, ASM, Dean and all the ORSP reviewers and the proposal will need to be reset in order to move forward.

Contact Pre-Award: Email Pre-Award to inform that your proposal is ready for internal review. Please include the "Proposal Number" assigned in your email.

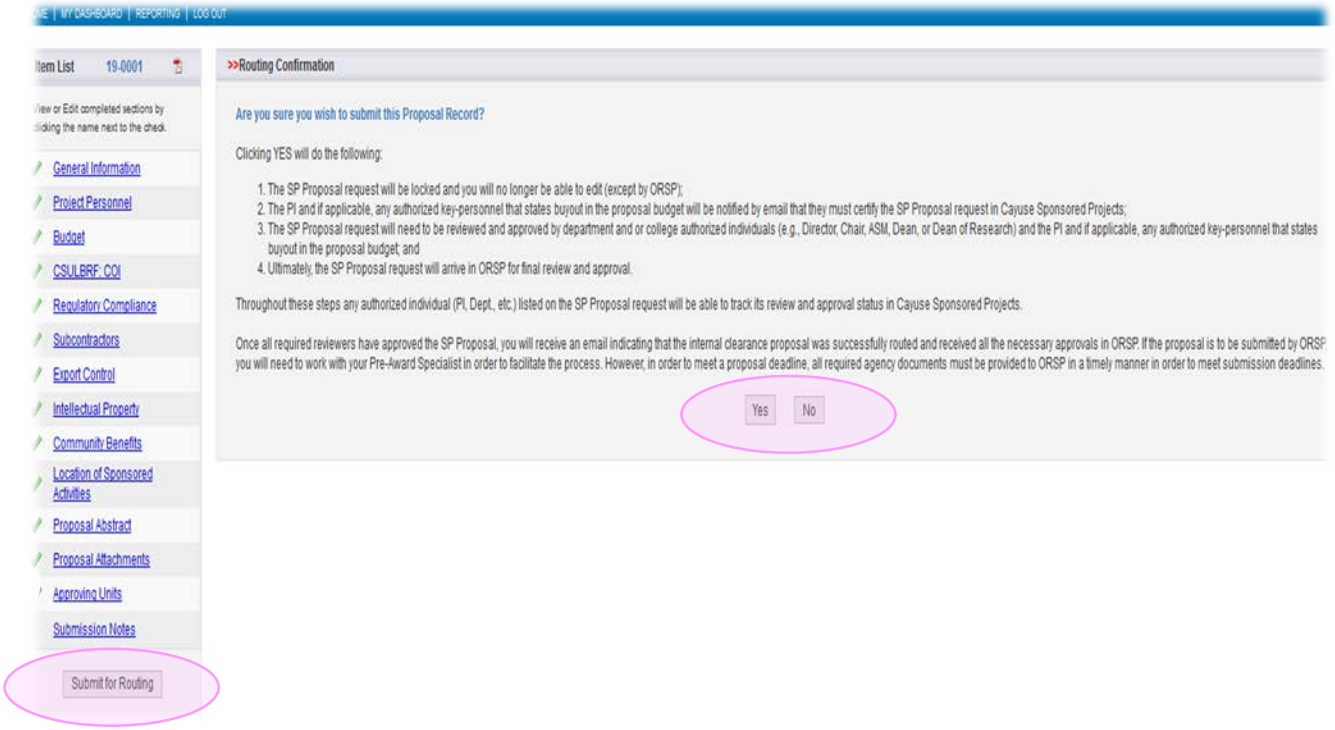
Submission Notes



You may provide any question(s) or comment(s) regarding this internal clearance request in the text box provided.

- Question(s)/comment(s) entered in text box will be visible to all who have access to this proposal and cannot be edited or removed.
- This is a good place to enter addition internal or submission instructions e.g.,
  - Cost Share comments; Submission instructions when submitting via a funding agency website, via email, hard copy, etc.
  - Question(s)/comment(s) that would be helpful to Pre-Award during the review process.
  - Section is optional; you may leave blank.
- **Add Note**: If providing question(s)/comment(s), you will need to make sure to click "Add Note" to save information.

Routing Confirmation



For Lead PI/PD information only: DO NOT CONFIRM ROUTING. This process will be completed by Pre-Award once all the required internal documents have been finalized and the Lead PI/PD has given permission to initiate the Routing by the Pre-Award Specialist.

ORSP Pre-Award Review

Lead PI/PD has completed the initial process for the CSULB internal Clearance. What happens next?

- Pre-Award will start review of all the information that was provided and uploaded in Cayuse SP
- Pre-Award will contact you should any questions arise or if further information is needed.

Quick Overview of Cayuse SP

Lead PI/PD is to complete the "Required Sections" as indicated in this guide:

- General Information
- Project Personnel
- CSULBRF: COI
- Regulatory Compliance
- Subcontractors
- Export Controls
- Intellectual Property
- Community Benefits Location of Sponsored Activities
- Proposal Abstract
- Proposal Attachments
- Submission Notes

Do not complete "Approving Units" section.

Contact Pre-Award via email, once the "Required Sections" have been completed and a green check is noted on left side of "Proposal Dashboard". Please reference the proposal number assigned in your email notification.

What happens next?

- Pre-Award will start review of all the information that was provided and uploaded in Cayuse SP
- Pre-Award will contact you should any questions arise or if further information is needed.
- Pre-Award will initiate the Routing once all internal docs have been finalized (with Lead PI/PD approval).
- Throughout the internal clearance process, the Lead PD/PI can simultaneously work with Pre-Award on the proposal submission process, but keep in mind that the proposal can not be submitted to sponsoring agency until the internal clearance process has been completed.

What is the Next Process?

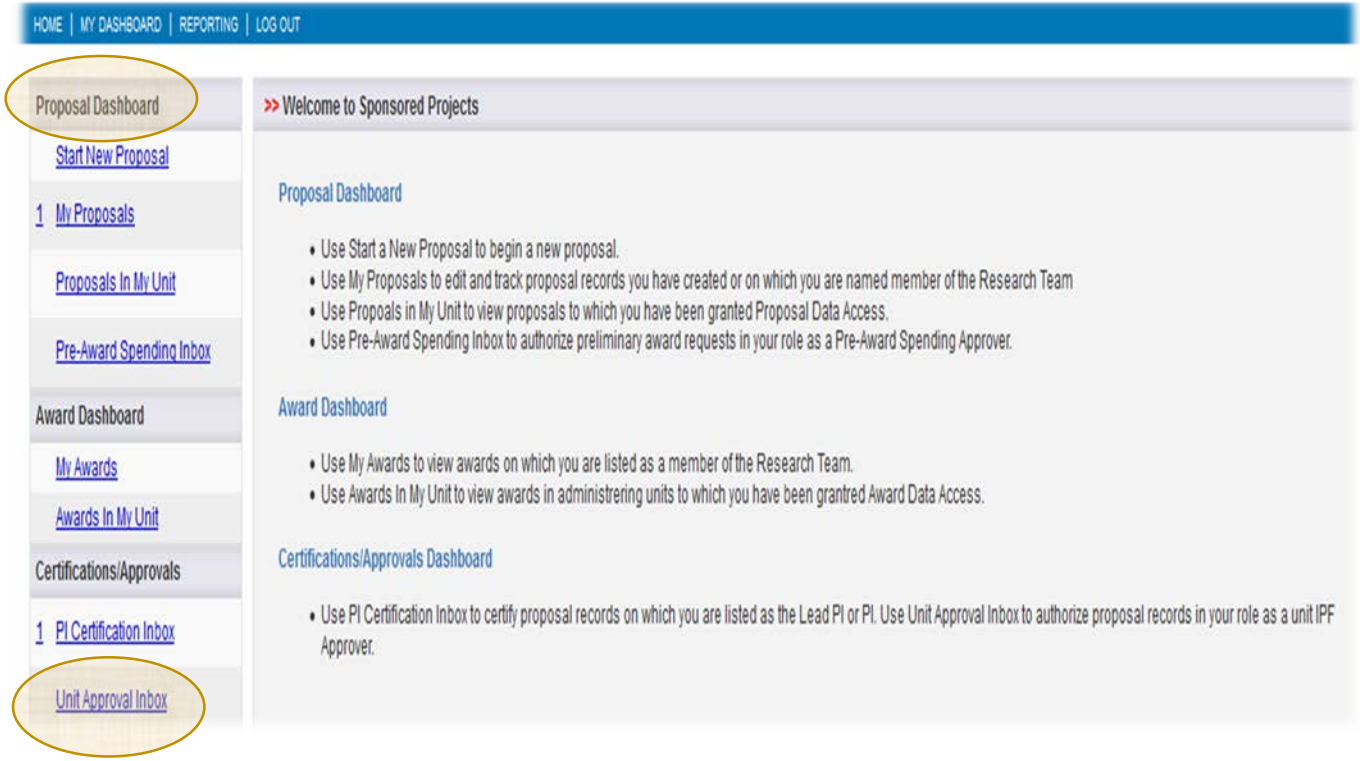
Routing is the necessary CSULB internal proposal process. A proposal must receive departmental, compliance, and ORSP approval prior to submission to the funding agency.

- A proposal record can only be routed when all "Required Sections" in the "Item List" have a green check mark and the Lead PI/PD has given Pre-Award authorization to initiate the Routing.
- Routing is initiated by ORSP **ONLY**.

Parallel Routing: College/Department will be able to review and approve the proposal simultaneously so as not to block/lock the proposal

- "Parallel Routing" is activated only after Lead PI/PD has approved the Routing. Lead PI/PD will need to approve the Routing before "Parallel Routing" can be activated for the Reviewers.

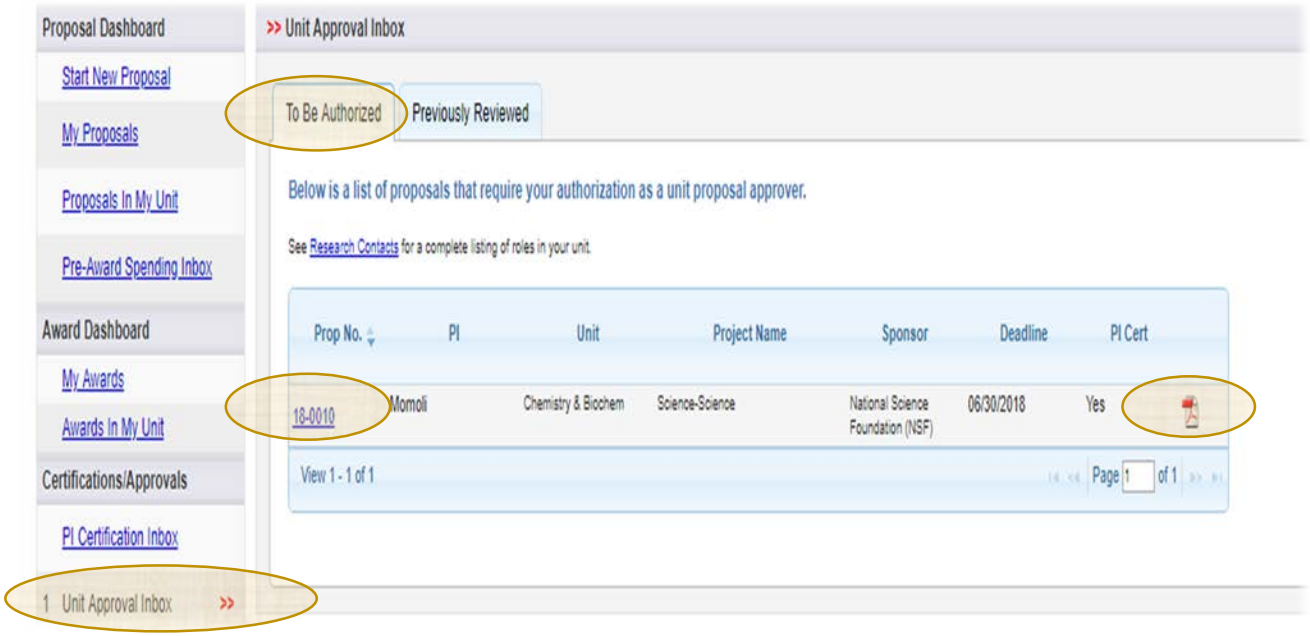
Lead PI/PD to Approve Routing



Routing Review and Approval: is accessed through the "Proposal Dashboard"

Unit Approval Inbox: Click to see an overview of all the proposals in your queue.

Unit Approval Box

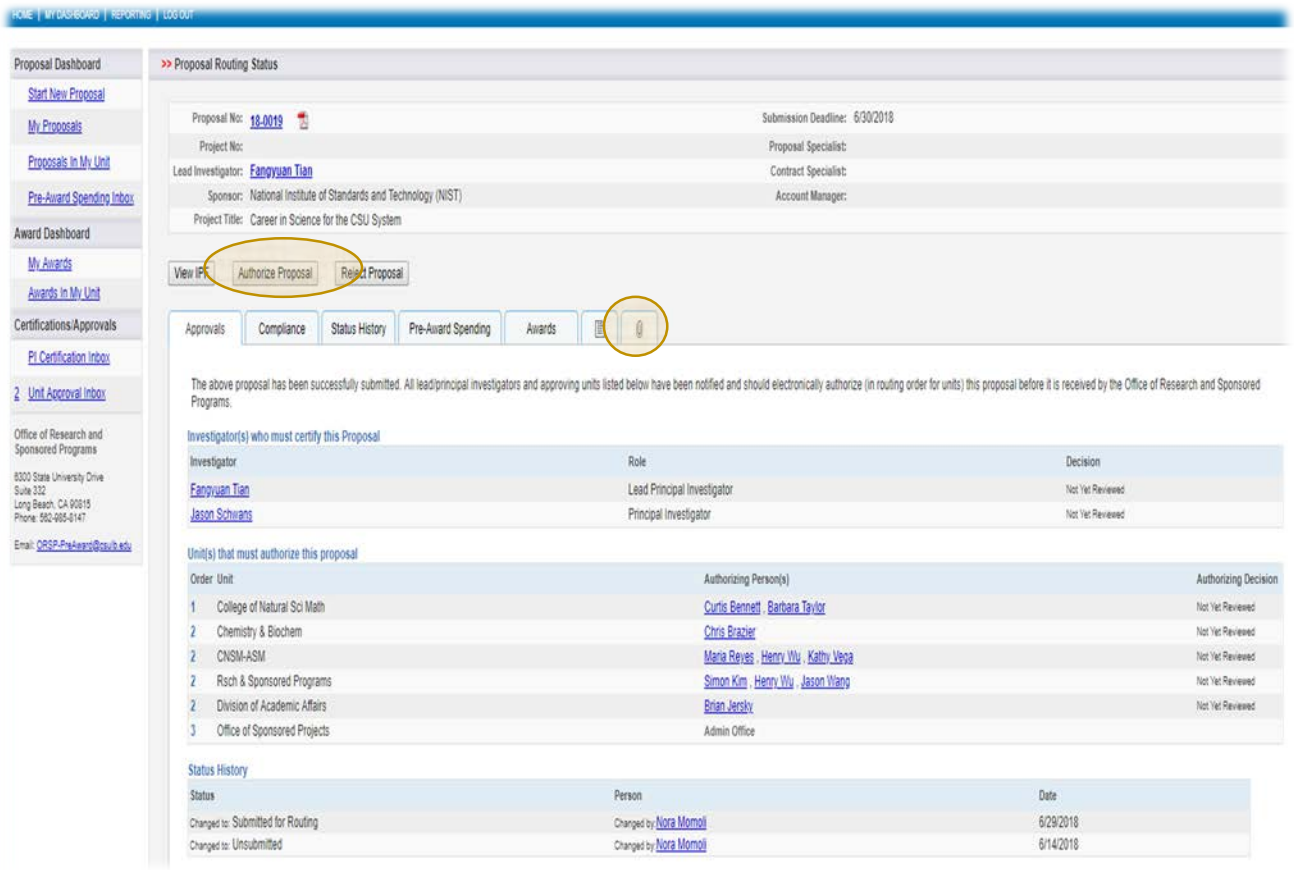


"To Be Authorized" tab: This section will provide you with a view of all the proposals that are ready for Lead PI/PD review and approval

Lead PI/PD will have two ways to review the internal documents:

- **PDF Icon:** Review the proposal attachments by clicking of the "pdf" icon (e.g., budget, justification, FCOI, etc.)
- **Proposal Number**: Each proposal will be automatically assigned a proposal number. Click on the Proposal Number to access the proposal

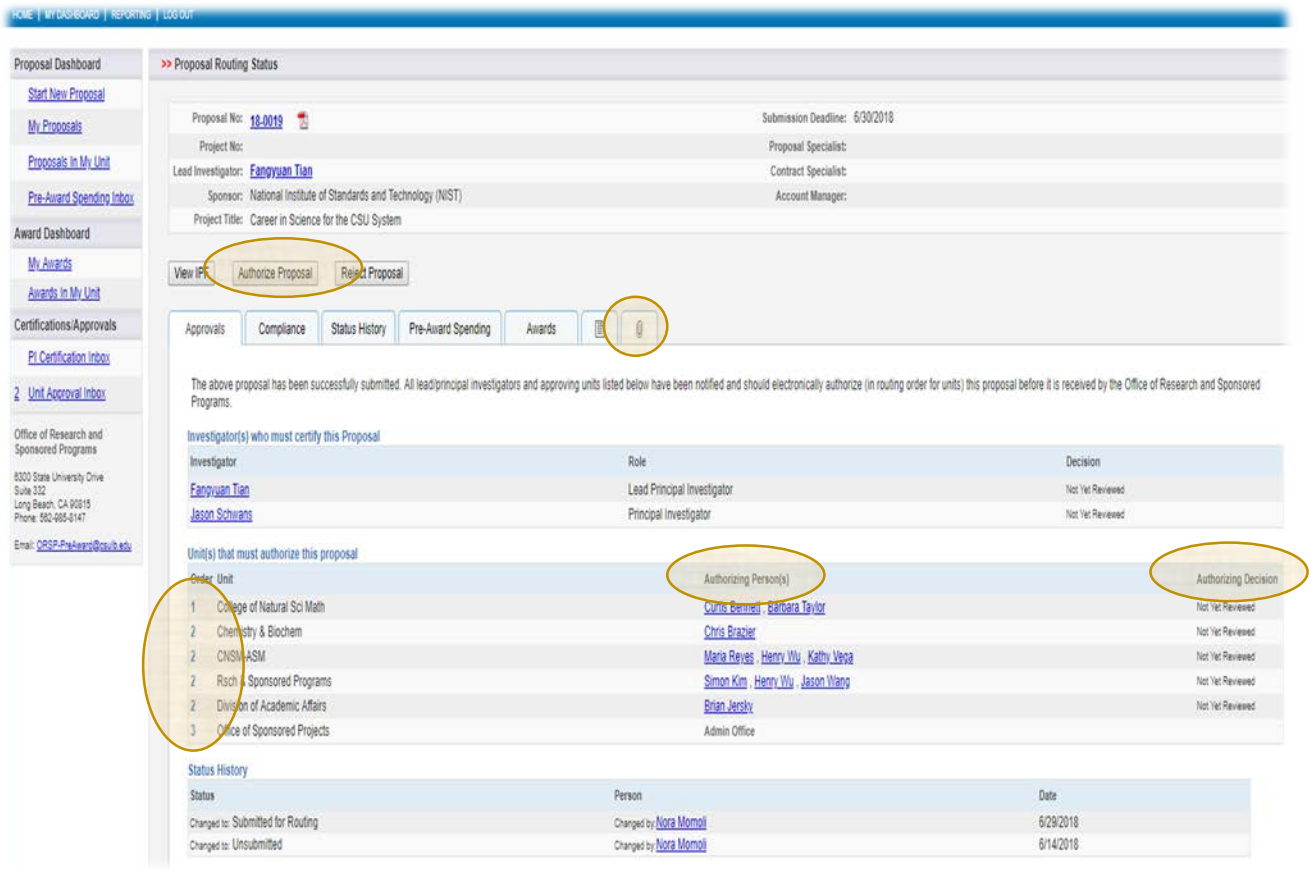
Proposal Routing Status



To Approve the Routing: Once the Lead PI/PD has reviewed all the required internal documents:

- Click on the "Authorize Proposal." This action will direct you to the "Proposal Certification" screen to complete the process.
- Reject Proposal: If you do not agree with the internal clearance information provided, **PLEASE DO NOT** "Reject Proposal," instead, contact the Pre-Award specialist assigned to the project and await further instructions.

Proposal Routing Status Overview



Authorize Proposal: After reviewing the required internal documents, click "Authorize Proposal" to move forward with certification

Paper Clip Tab: Location of required internal clearance documents. (Refers to the same documents accessed using the PDF Icon under "Unit Approval")

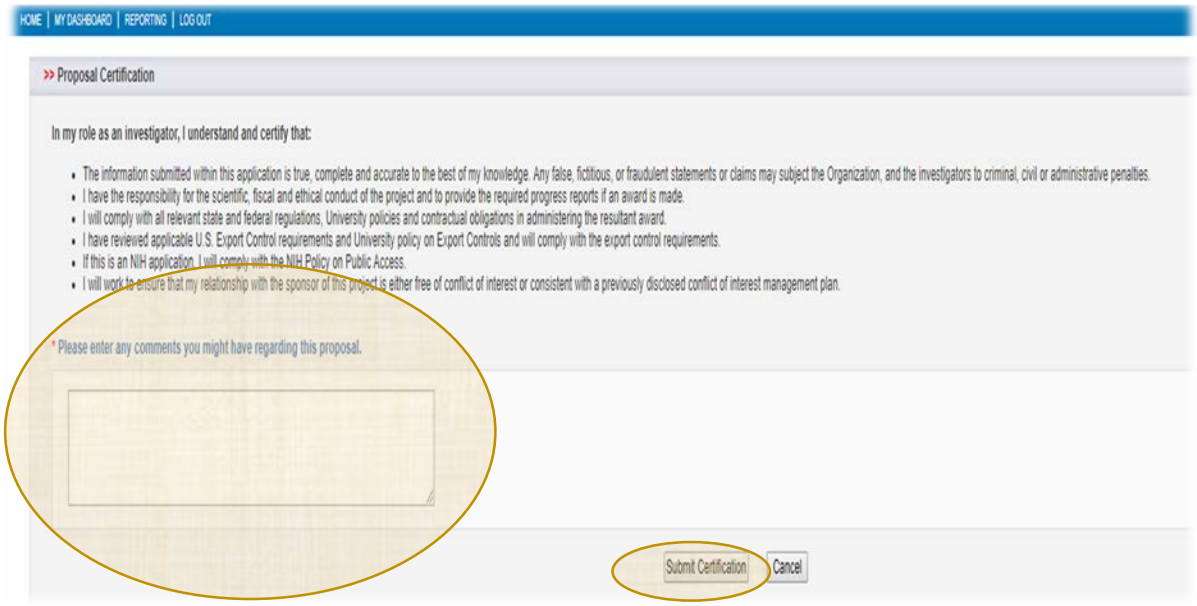
Parallel Routing: College/Department will be able to review and approve the proposal simultaneously so as not to block/lock the proposal

Authorizing Person(s): List of individuals assigned to review/approve the proposal

Authorizing Decision: Provides Status of Routing

Proposal Certification

PI/PD responsibility to review the statement of responsibilities with respects to the proposal before completing the approval process.



Please enter any comments you might have regarding this proposal: Location to add comments in respects to the proposal (Optional). Note that comments entered are permanent and can not be deleted or modified

Submission Confirmation: Read the statement to understand what will happen when the proposal record is submitted for routing. Click "Yes" to acknowledge the submission certification.

Submit Certification: If information corresponding to the proposal are to the required standards, please indicate your approval by clicking "Submit Certification". This action completes the approval process. <u>This will only be done once the ORSP/PAS has completed the full review and the proposal is ready for routing.</u>

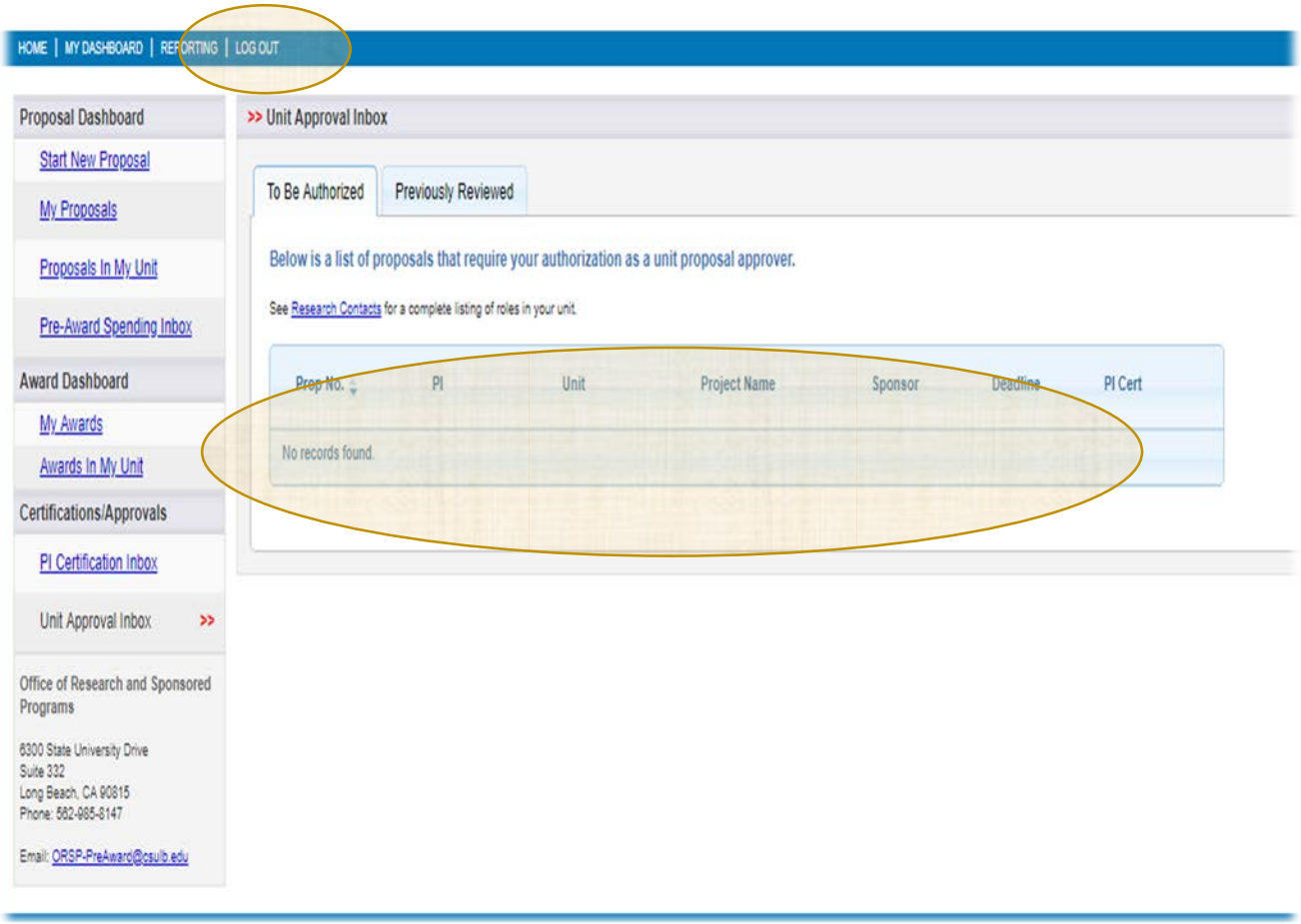
Notification: An automated email from Cayuse indicating that there is a proposal in the Cayuse "Unit Approval Inbox" that requires approval. Authorizing Person(s) for the listed units will also receive an automated e-mail

Important:

- If you find that you have made a mistake and need to make changes to the proposal, contact your Pre-Award Specialist to have them set the proposal back to the "Unsubmitted" status.

Unit Approval Inbox

After certification has been submitted, Cayuse SP will navigate back to the Unit Approval Inbox.

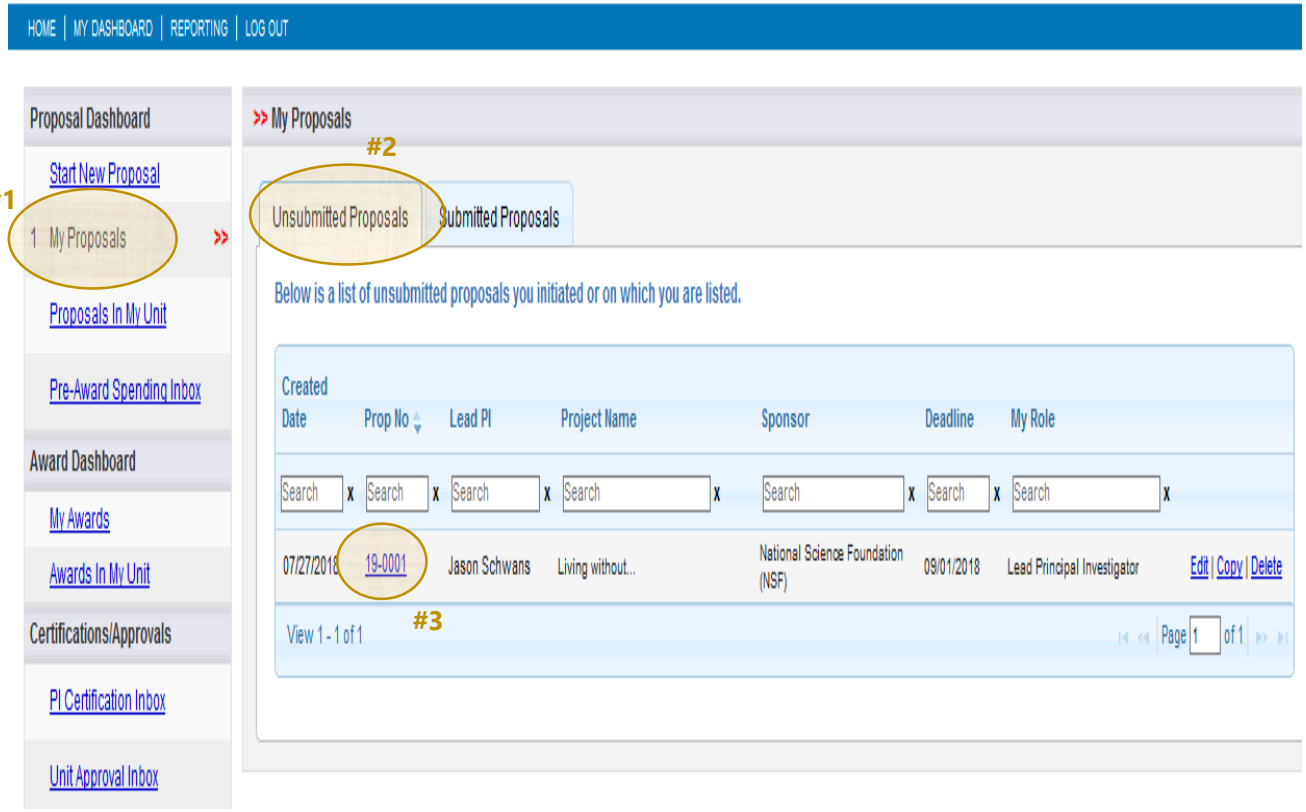


Lead PI/PD has completed the Routing Review and Approval process. What happens next?

Log Out: If no more proposals remain in your inbox for review, you may "Log-Out" of Cayuse SP.

To be Authorized Tab: To review additional Routing Proposals in your Inbox, you can access them here. Click on "Proposal Number" and start process over again (reference slides 33-35).

Finding your "Unsubmitted Proposal"



An "Unsubmitted Proposal" is a proposal that the Lead PI/PD has created and is "in progress", meaning that the proposal has not been forwarded for Routing nor is in the Routing process.

Step 1: Select "My Proposals" from the Proposal Dashboard on the left hand side of the screen.

Step 2: Select "Unsubmitted Proposals" tab in the middle of the screen

Step 3: Click the proposal number (Prop No) to open your proposal.