

# 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



## Cayuse Research Suite

3.7.2

### Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424


### System Administration Applications

- Backbone
- Research Contacts
- Workflow

### Application Help

- Research Suite Support Center

## 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:

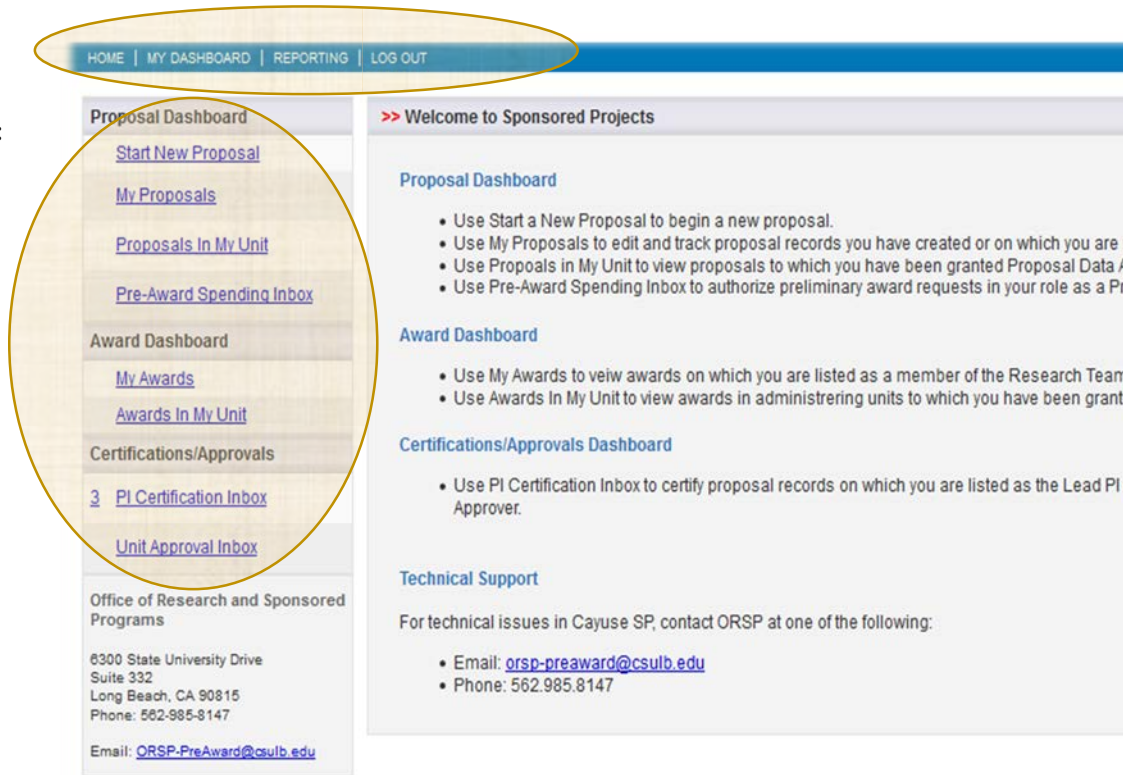
- Ensure that Pop-ups on your browser are enabled
- Periodically delete cookies

# 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:
  - Begin the routing process
  - Submit to OSP for review of the proposal before it is submitted to the funding agency

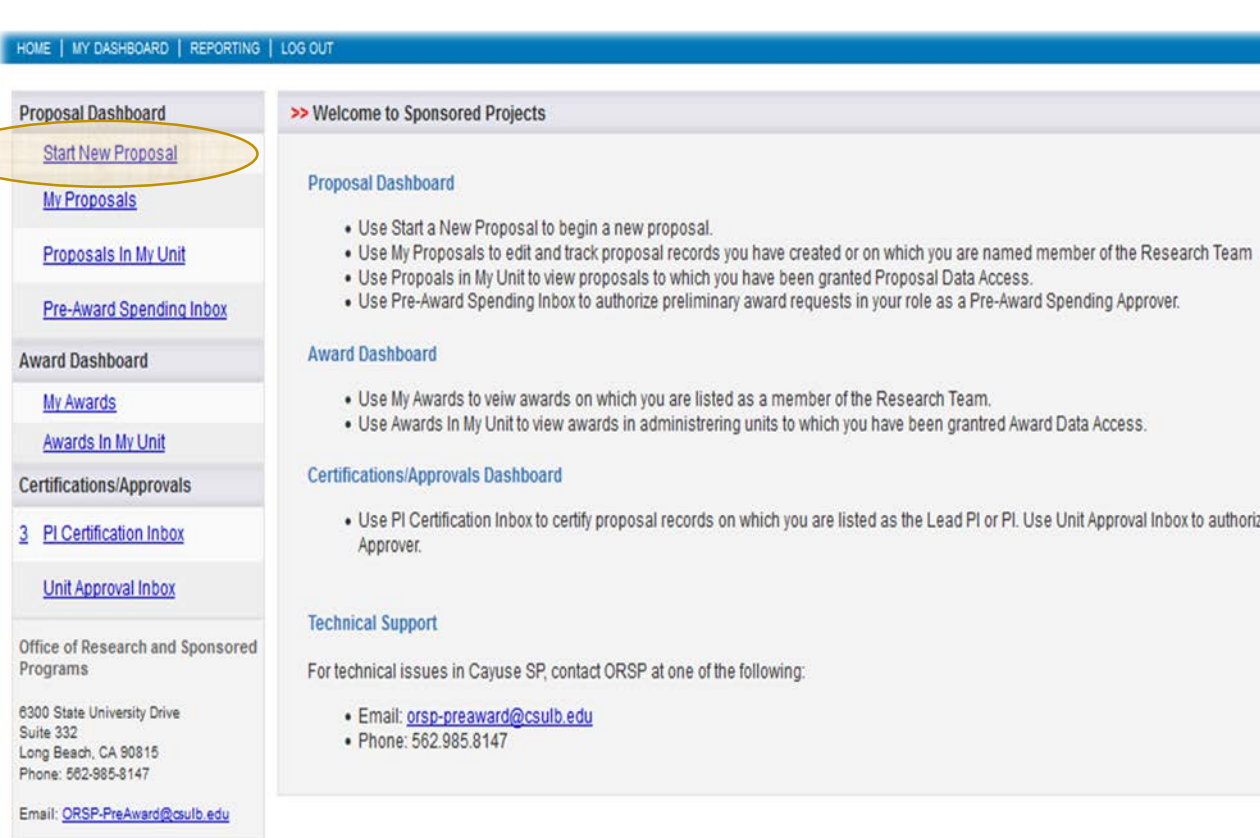


### Tool Bar:

- **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.



HOME | MY DASHBOARD | REPORTING | LOG OUT

**Proposal Dashboard**

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Pre-Award Spending Inbox](#)

**Award Dashboard**

- [My Awards](#)
- [Awards In My Unit](#)

**Certifications/Approvals**

- [PI Certification Inbox](#)
- [Unit Approval Inbox](#)

Office of Research and Sponsored Programs

6300 State University Drive  
Suite 332  
Long Beach, CA 90815  
Phone: 562.985-8147

Email: [ORSP-PreAward@csulb.edu](mailto:ORSP-PreAward@csulb.edu)

**>> Welcome to Sponsored Projects**

**Proposal Dashboard**

- Use Start a New Proposal to begin a new proposal.
- Use My Proposals to edit and track proposal records you have created or on which you are named member of the Research Team
- Use Proposals in My Unit to view proposals to which you have been granted Proposal Data Access.
- Use Pre-Award Spending Inbox to authorize preliminary award requests in your role as a Pre-Award Spending Approver.

**Award Dashboard**

- Use My Awards to view awards on which you are listed as a member of the Research Team.
- Use Awards In My Unit to view awards in administrering units to which you have been granted Award Data Access.

**Certifications/Approvals Dashboard**

- Use PI Certification Inbox to certify proposal records on which you are listed as the Lead PI or PI. Use Unit Approval Inbox to authorize Approver.

**Technical Support**

For technical issues in Cayuse SP, contact ORSP at one of the following:

- Email: [orsp-preaward@csulb.edu](mailto:orsp-preaward@csulb.edu)
- Phone: 562.985.8147

## 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)

HOME | MY DASHBOARD | REPORTING | LOG OUT

Proposal Dashboard

>> Start New Proposal

Start New Proposal >>

My Proposals

Proposals In My Unit

Pre-Award Spending Inbox

Award Dashboard

My Awards

Awards In My Unit

Certifications/Approvals

3 PI Certification Inbox

Unit Approval Inbox

Office of Research and

Please complete all the \* indicated required fields on this page 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

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

\* Sponsor Deadline:   Time:  Eastern   
Postmark:  Receipt:

\* Title of Project:

Create a Paired Proposal  Pair with a 424 Proposal  Un-Pair with 424 Proposal

Save

**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

Proposal Dashboard >> Start New Proposal

Please complete all the \* indicated required fields on this page 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:  🔍

Project No:

\* Short Project Name:  (internal reference name)

\* Project Start Date:

\* Project End Date:

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

**\*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](mailto: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

The screenshot shows a web form titled "General Proposal Information". On the left is a navigation menu with links: Intellectual Property, Community Benefits, Location of Sponsored Activities, Proposal Abstract, Proposal Attachments, Approving Units, and Submission Notes. Below the menu is a "Submit for Routing" button. The main form area contains the following fields:

- Admin Unit:** College of Natural Sci Math (with a search icon)
- Primary Administrative Contact:** (with a search icon)
- Project No.:** (empty field)
- Short Project Name:** Biology-Biology (with "(internal reference name)" text)
- Project Start Date:** 07/01/2019 (with a "Clear" button)
- Project End Date:** 06/30/2021 (with a "Clear" button)
- Activity Code:** [Click Here to Choose Activity Code](#)

Below the Activity Code field, the text "Research" is displayed.

**\*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

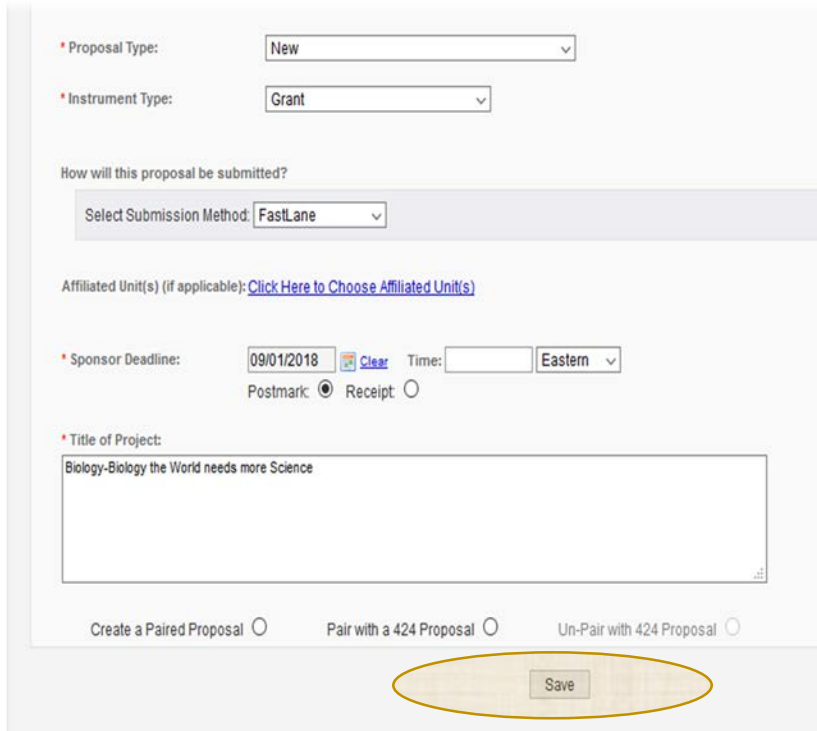
**\*Short Project Name:** This may be different than the "Title of Project" and is used for reference within SP. It is equivalent to the "Proposal Name" in 424.

**\*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:

\* 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:

Postmark:  Receipt:

\* Title of Project:

Create a Paired Proposal  Pair with a 424 Proposal  Un-Pair with 424 Proposal

**\*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"

Item List 19-0001

>> Project Personnel

Please provide the information for each CSULB "Key Personnel", starting with CSULB's "Principal Investigator".

\*MUST click "SAVE" in order to save any edits, modification, and/or revisions.

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

Add Personnel Information

\* Last Name:

\* First Name:

Phone:

Email:

\* Person Months:

\* Unit:

\* Role:

\* Sponsored Effort %:

Cost Shared Effort %:

Allocation of Credit %:

Save Personnel

List of Personnel:

| Person        | Unit                        | Role                        | Sponsored Effort | Cost Shared Effort | Total Effort | Allocation of Credit | Person Months |      |        |
|---------------|-----------------------------|-----------------------------|------------------|--------------------|--------------|----------------------|---------------|------|--------|
| Jason Schwans | Chemistry & Biochem (00328) | Lead Principal Investigator | 15%              | 0%                 | 15%          | 0%                   | 0.75          | Edit | Delete |

Reset

**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

HOME | MY DASHBOARD | REPORTING | LOG OUT

Item List 19-0001

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

- General Information
- Project Personnel
- Budget**
- CSULBRF COI
- Regulatory Compliance
- Subcontractors
- Export Control
- Intellectual Property
- Community Benefits
- Location of Sponsored Activities
- Proposal Abstract
- Proposal Attachments

>> Budget

Please complete all the \* indicated required fields on this page and click "SAVE".

NOTE: F&A Rates and Budget Categories will be completed by ORSP.

\* Indicates Required Fields

Overview

Lead PI: Jason Schwans Sponsor: National Science Foundation (NSF)

\* Budget Form:

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 proposals, if paired

\* # of Budget Periods:

| Project Dates: |  | Current Period | Entire Project |
|----------------|--|----------------|----------------|
| * Start        | <input type="text" value="07/01/2019"/> <input type="button" value="Clear"/> |                | 07/01/19       |
| * End          | <input type="text" value="06/30/2020"/> <input type="button" value="Clear"/> |                | 06/30/21       |

Comments:  (512 chars max)

**\*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)

HOME | MY DASHBOARD | REPORTING | LOG OUT

Item List 19-0001

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

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

Submit for Routing

>> Budget

Please complete all the \* indicated required fields on this page and click "SAVE".

NOTE: F&A Rates and Budget Categories will be completed by ORSP.

\* Indicates Required Fields

Overview

Lead PI: Jason Schwans 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 proposals, if paired

| * # of Budget Periods: | 2          | Project Dates: | Current Period | Entire Project |
|------------------------|------------|----------------|----------------|----------------|
| * Start                | 07/01/2019 | Clear          | 07/01/19       |                |
| * End                  | 06/30/2020 | Clear          | 06/30/21       |                |

Comments: (512 chars max)

Cost Sharing

\* Does the funding agency require mandatory cost share?  
 Yes  No

**\*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**

• Does the funding agency require mandatory cost share?  
 Yes  No

If yes, please fill in below:

**Internal Cost Sharing**  
[Add Unit](#)

| Unit              | Account | Commitment | Match Type | Current P |
|-------------------|---------|------------|------------|-----------|
| No records found. |         |            |            |           |

**Third-Party Cost Sharing**  
[Add Organization](#)

| Organization      | Account | Commitment | Match Type | Current |
|-------------------|---------|------------|------------|---------|
| No records found. |         |            |            |         |

**Add Internal Cost Sharing**

• Unit:

Period Total: \$

Project Total: \$ 0

• Commitment Type:

• Match Type:

• Account:  TBD if not known

Comment:

**\*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: <input checked="" type="checkbox"/> | * 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 value.

## 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: <input checked="" type="checkbox"/> | INDIRECT COSTS (F&A):         | \$0            | \$0            |
|  | FEE:                          | \$ 0           | \$ 0           |
| Use calculated values: <input checked="" type="checkbox"/> | 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**

\* Do you need space or equipment resources that required PPFM support or approval?  
 Yes  No

If yes, please specify the needed resources below.

\* Please check all that apply:

PPFM Services  
 Space/Facility Modifications  
 Equipment

\* Please provide a brief explanation for the additional resources:

**\*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.

HOME | MY DASHBOARD | REPORTING | LOG OUT

**Item List** 19-0001

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

General Information  
 Project Personnel  
 Budget >>

[CSULBF- COI](#)  
[Regulatory Compliance](#)  
[Subcontractors](#)  
[Export Control](#)  
[Intellectual Property](#)  
[Community Benefits](#)  
[Location of Sponsored Activities](#)  
[Proposal Abstract](#)  
[Proposal Attachments](#)  
[Approving Units](#)  
[Submission Notes](#)

**>> Budget**

Please complete all the \* indicated required fields on this page and click "SAVE".

**NOTE: F&A Rates and Budget Categories will be completed by ORSP.**

\* Indicates Required Fields

**Overview**

Lead PI: Jason Schwans Sponsor: National Science Foundation (NSF)

\* Budget Form: **Summary** v

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 proposals, if paired

\* # of Budget Periods: **2** v Project Dates: **Current Period** Entire Project

\* Start: **07/01/2019** Clear **07/01/19**  
 \* End: **06/30/2020** Clear **06/30/21**

Comments: (512 chars max)

**Cost Sharing**

\* Does the funding agency require mandatory cost share?  
 Yes  No

# CSULBRF – Financial Conflict of Interest (FCOI)

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Item List 19-0001

>> CSULBRF:COI

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

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

Submit for Routing

The Principal Investigator and all other CSULB Investigators who share responsibility for the design, conduct, or reporting of certain sponsored projects must report their personal financial interests in any organization(s) that, to the best of the Investigator's knowledge, may have a significant impact on the conduct of this research or might benefit from the anticipated results of the proposed project.

If you have any questions or need assistance regarding Conflict of Interest, please visit the [CSULB FCOI website](#).

\* 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
- Are there other Investigators who share responsibility for the design, conduct, or reporting of the research (Key Personnel)?  
\*If YES, Investigators must complete, sign, and forward a Financial Disclosure form to ORSP. All Investigators/Key Personnel are responsible to disclose any new Significant Financial Interests acquired during the term of the award.  
 Yes  No
- Disclosure and Certification: The Lead Principal Investigator certifies that all key personnel required to make disclosures of Significant Financial Interests will complete a Financial Disclosure form, or that no other individuals working on the research are required to make such disclosures.  
 Yes  No

Save Reset

**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

Item List 19-0001

>> Regulatory Compliance

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

- ✓ General Information
- ✓ Project Personnel
- ✓ Budget
- ✓ CSULBRF: COI
- Regulatory Compliance >>
- Subcontractors
- Export Control
- Intellectual Property
- Community Benefits
- Location of Sponsored

If this proposal includes the use of hazardous research materials, Human Subjects, or Animal subjects please check the appropriate categories below.

Please visit the [CSULB IRB](#) and [CSULB IACUC](#) websites for more information regarding regulatory compliance.

You can contact the CSULB IRB & IACUC by email at [IRB@csulb.edu](mailto:IRB@csulb.edu) or [IACUC@csulb.edu](mailto:IACUC@csulb.edu), or by calling 562-985-8147.

\* Indicates Required Fields

Human Subjects

\* Does this project involve HUMAN SUBJECTS?  
 Yes  No

\* Has the Lead PI/Dept/College submitted an application for IRB Approval?  
 Yes  No

\* Please indicate your reason for not submitting an IRB application:

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

- ✓ Budget
- ✓ CSULBRF: COI
- Regulatory Compliance >>
- Subcontractors
- Export Control
- Intellectual Property
- Community Benefits
- Location of Sponsored

Human Subjects

\* Does this project involve HUMAN SUBJECTS?  
 Yes  No

\* Has the Lead PI/Dept/College submitted an application for IRB Approval?  
 Yes  No

\* Please provide applicable human subject information below:

List the application approval number(s) below: (Note: Use commas to separate values)

**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



**Animal Subjects**

\* Does this project involve ANIMAL SUBJECTS?  
 Yes  No

\* Has Lead PI/Dept/College submitted an application for IACUC Approval?  
 Yes  No

\* Please indicate your reason for not submitting an IACUC application:  
 Not required at proposal submission (JIT)  
 Submission is pending



**Animal Subjects**

\* Does this project involve ANIMAL SUBJECTS?  
 Yes  No

\* Has Lead PI/Dept/College submitted an application for IACUC Approval?  
 Yes  No

\* List the approval number(s) below:

\* Please provide a description of Animal Subjects in this project, including a list of species involved with this project.

If multiple species are involved, please use the comma as a separator.

**\*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](http://web.csulb.edu/divisions/aa/research/) website for more information.

# Regulatory Compliance – Research Materials

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

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Submit for Routing

>> Regulatory Compliance

If this proposal includes the use of hazardous research materials, Human Subjects, or Animal subjects please check the appropriate categories below.

Please visit the [CSULB IRB](#) and [CSULB IACUC](#) websites for more information regarding regulatory compliance.

You can contact the CSULB IRB & IACUC by email at [IRB@csulb.edu](mailto:IRB@csulb.edu) or [IACUC@csulb.edu](mailto:IACUC@csulb.edu), or by calling 562-985-8147.

\* Indicates Required Fields

**Human Subjects**

\* Does this project involve **HUMAN SUBJECTS**?  
 Yes  No

**Animal Subjects**

\* Does this project involve **ANIMAL SUBJECTS**?  
 Yes  No

**Research Materials**

\* Does the proposal involve research with any of the following? (please 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

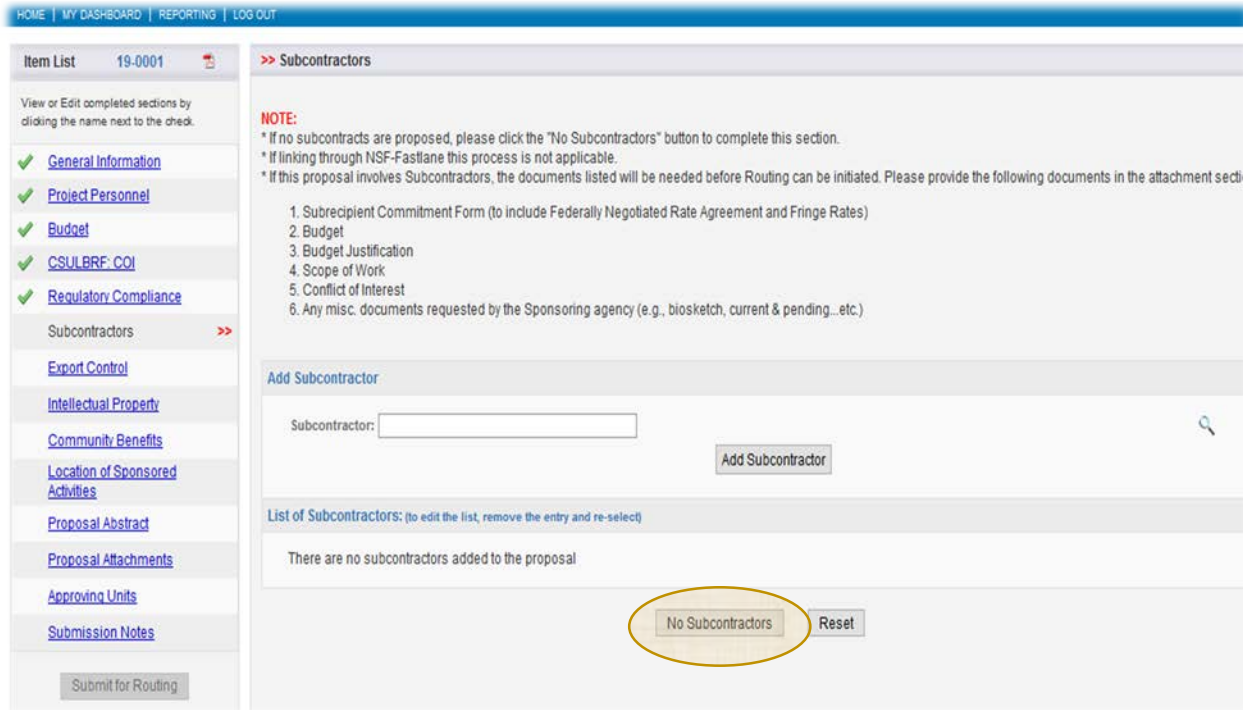
Save Reset

**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)



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Submit for Routing

## >> Subcontractors

**NOTE:**

- \* If no subcontracts are proposed, please click the "No Subcontractors" button to complete this section.
- \* If linking through NSF-Fastlane this process is not applicable.
- \* If this proposal involves Subcontractors, the documents listed will be needed before Routing can be initiated. Please provide the following documents in the attachment section:
  1. Subrecipient Commitment Form (to include Federally Negotiated Rate Agreement and Fringe Rates)
  2. Budget
  3. Budget Justification
  4. Scope of Work
  5. Conflict of Interest
  6. Any misc. documents requested by the Sponsoring agency (e.g., biosketch, current & pending...etc.)

**Add Subcontractor**

Subcontractor:

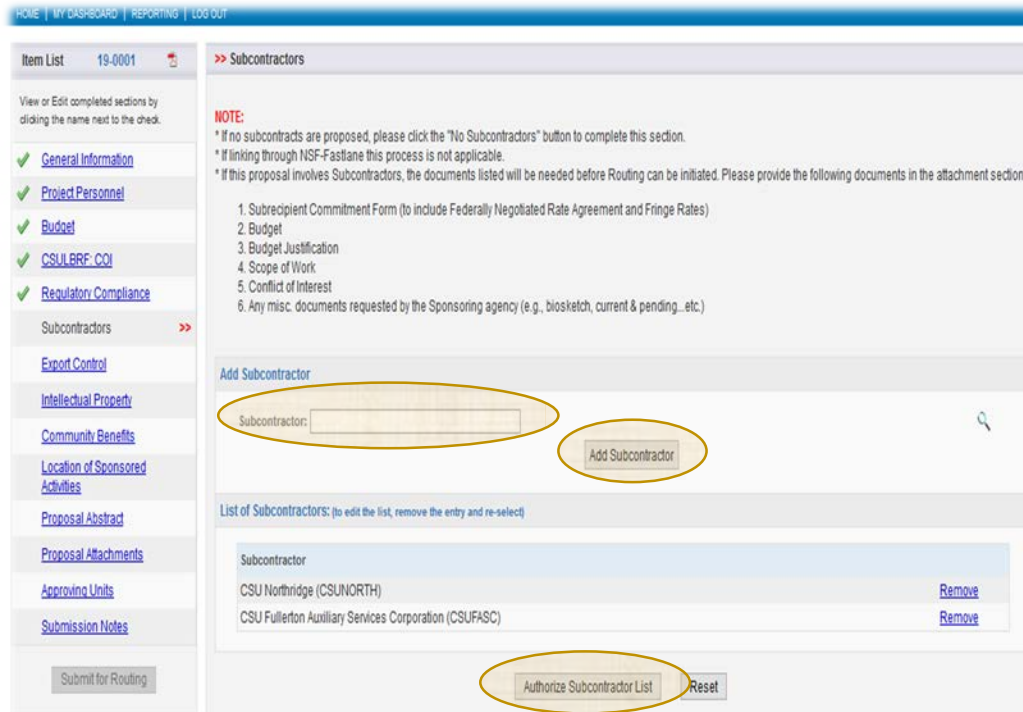
**List of Subcontractors: (to edit the list, remove the entry and re-select)**

There are no subcontractors added to the proposal

**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)



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>> Subcontractors

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Submit for Routing

**NOTE:**  
 \* If no subcontracts are proposed, please click the "No Subcontractors" button to complete this section.  
 \* If linking through NSF-Fastlane this process is not applicable.  
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2. Budget
3. Budget Justification
4. Scope of Work
5. Conflict of Interest
6. Any misc. documents requested by the Sponsoring agency (e.g., biosketch, current & pending...etc.)

Add Subcontractor

Subcontractor:

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

| Subcontractor  |                        |
|--|------------------------|
| CSU Northridge (CSUNORTH)                              | <a href="#">Remove</a> |
| CSU Fullerton Auxiliary Services Corporation (CSUFASC) | <a href="#">Remove</a> |

Enter a keyword to locate the organization you are looking for:

Keyword:

**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"

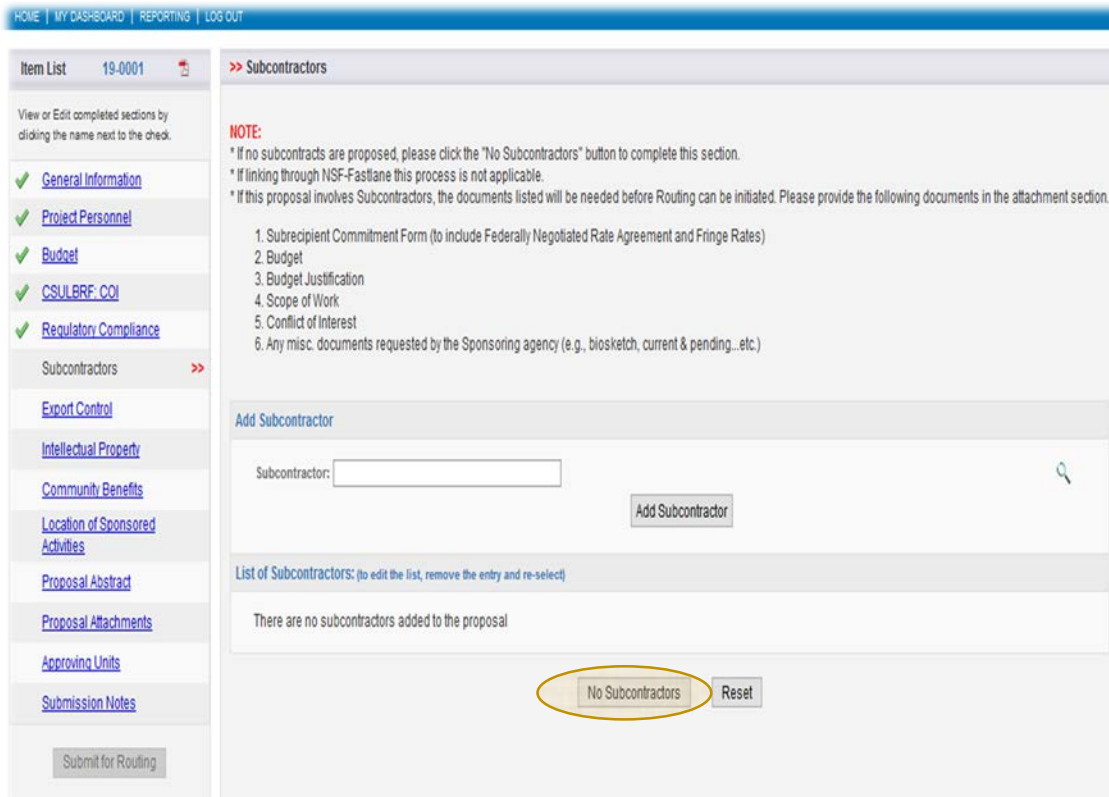
**List of Subcontractors:** after adding subcontractor, subcontractor should be listed in this section

**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)



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>> Subcontractors

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Submit for Routing

**NOTE:**

- \* If no subcontracts are proposed, please click the "No Subcontractors" button to complete this section.
- \* If linking through NSF-Fastlane this process is not applicable.
- \* If this proposal involves Subcontractors, the documents listed will be needed before Routing can be initiated. Please provide the following documents in the attachment section.

1. Subrecipient Commitment Form (to include Federally Negotiated Rate Agreement and Fringe Rates)
2. Budget
3. Budget Justification
4. Scope of Work
5. Conflict of Interest
6. Any misc. documents requested by the Sponsoring agency (e.g., biosketch, current & pending...etc.)

Add Subcontractor

Subcontractor:

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

There are no subcontractors added to the proposal

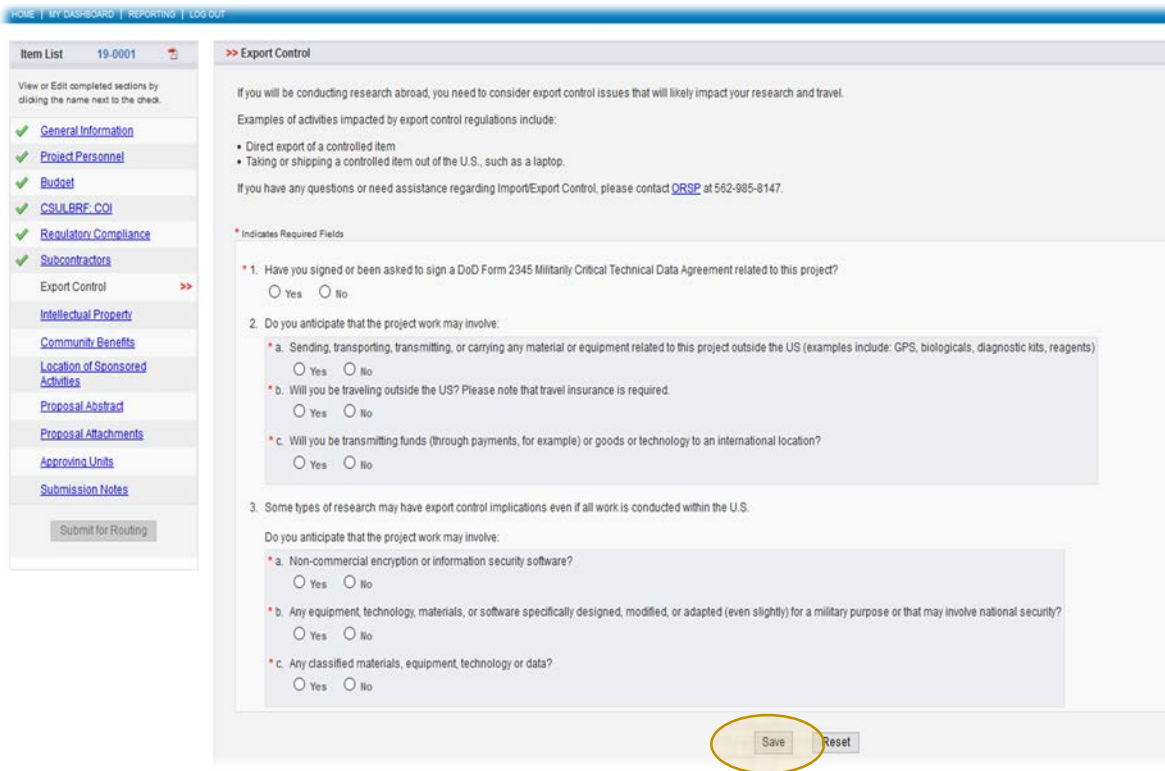
## Subcontractor(s) Information not coming up in search?

- 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



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Submit for Routing

>> Export Control

If you will be conducting research abroad, you need to consider export control issues that will likely impact your research and travel.

Examples of activities impacted by export control regulations include:

- Direct export of a controlled item
- Taking or shipping a controlled item out of the U.S., such as a laptop.

If you have any questions or need assistance regarding Import/Export Control, please contact [ORSP](#) at 562-985-8147.

\* 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. Will you be traveling outside the US? Please note that travel insurance is required.  
 Yes  No

c. Will you be transmitting funds (through payments, for example) or goods or technology to an international location?  
 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

Save Reset

**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

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Submit for Routing

## >> Intellectual Property

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, patent protection of the rights of such scholarship and productivity.

If you have any questions please contact [ORSP](#) at 562-985-8147.

\* Indicates Required Fields

1. Have you disclosed any of this research to the Advisory Committee on Patents and Copyrights (ACPC) or the Office of Research & Sponsored Programs?  
 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

Save Reset

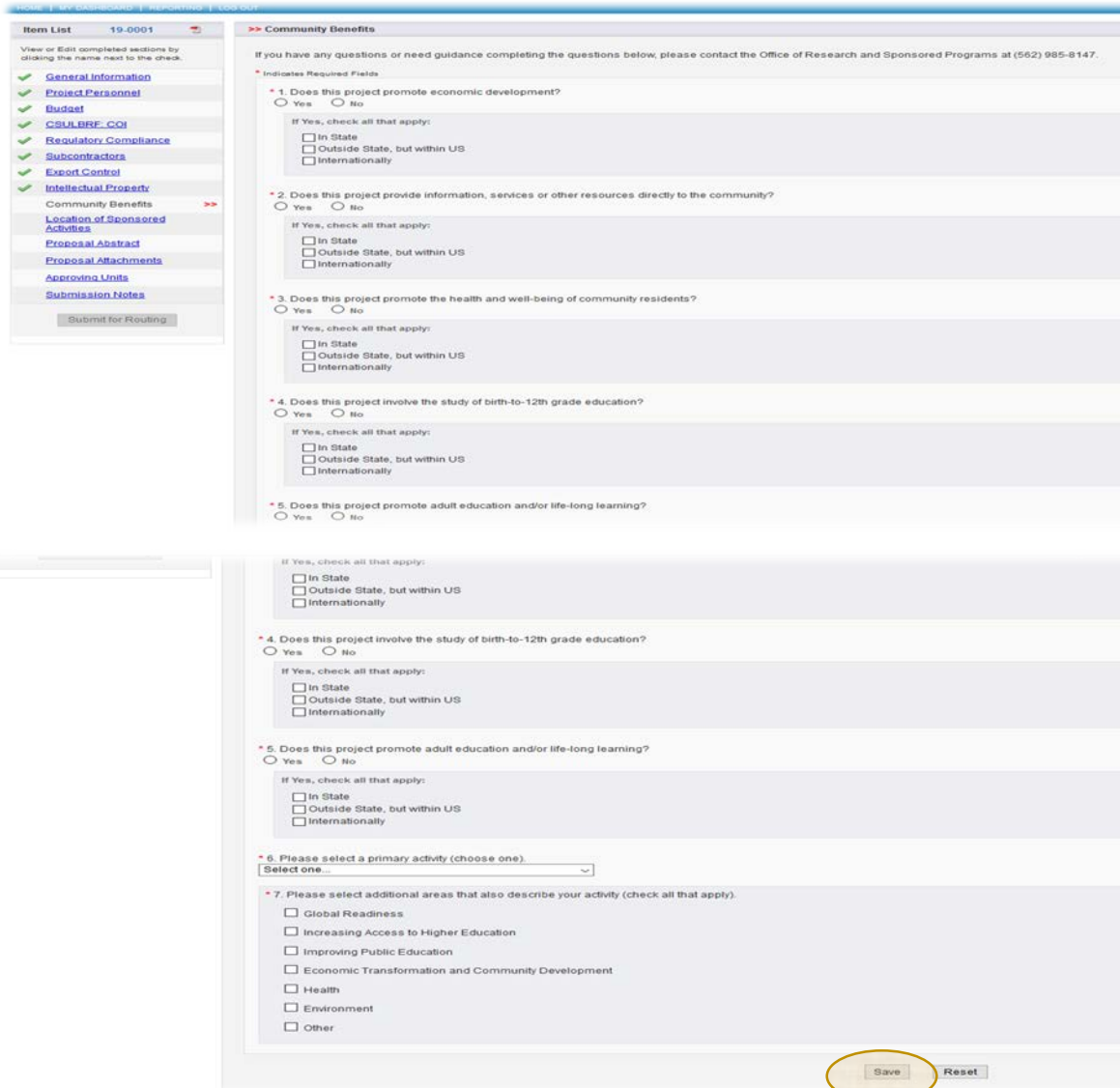
**Lead Principle Investigator:** will need to complete all the questions in this section to the best of his/her ability/knowledge.

- 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



Item List 19-0001

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

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Submit for Routing

**Community Benefits**

If you have any questions or need guidance completing the questions below, please contact the Office of Research and Sponsored Programs at (562) 985-8147.

\* Indicates Required Fields

\* 1. Does this project promote economic development?  
 Yes  No  
 If Yes, check all that apply:  
 In State  
 Outside State, but within US  
 Internationally

\* 2. Does this project provide information, services or other resources directly to the community?  
 Yes  No  
 If Yes, check all that apply:  
 In State  
 Outside State, but within US  
 Internationally

\* 3. Does this project promote the health and well-being of community residents?  
 Yes  No  
 If Yes, check all that apply:  
 In State  
 Outside State, but within US  
 Internationally

\* 4. Does this project involve the study of birth-to-12th grade education?  
 Yes  No  
 If Yes, check all that apply:  
 In State  
 Outside State, but within US  
 Internationally

\* 5. Does this project promote adult education and/or life-long learning?  
 Yes  No  
 If Yes, check all that apply:  
 In State  
 Outside State, but within US  
 Internationally

\* 4. Does this project involve the study of birth-to-12th grade education?  
 Yes  No  
 If Yes, check all that apply:  
 In State  
 Outside State, but within US  
 Internationally

\* 5. Does this project promote adult education and/or life-long learning?  
 Yes  No  
 If Yes, check all that apply:  
 In State  
 Outside State, but within US  
 Internationally

\* 6. Please select a primary activity (choose one).  
 Select one:

\* 7. Please select additional areas that also describe your activity (check all that apply).  
 Global Readiness  
 Increasing Access to Higher Education  
 Improving Public Education  
 Economic Transformation and Community Development  
 Health  
 Environment  
 Other

Save Reset

**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

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Submit for Routing

Please indicate the locations where your research will occur and assign a percentage to each location. Percentages should reflect the portion of the total budget that will be expended in that location.

**Note:** If activities occur on campus, do not also add the county as a separate In-State location. Likewise for the state and country.

**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:  %

| Location        | Percent Work |                                       |
|-----------------|--------------|---------------------------------------|
| Hall of Science | 100.00%      | <input type="button" value="Remove"/> |

**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-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.

**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.

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

## The sum of percentages in all locations:

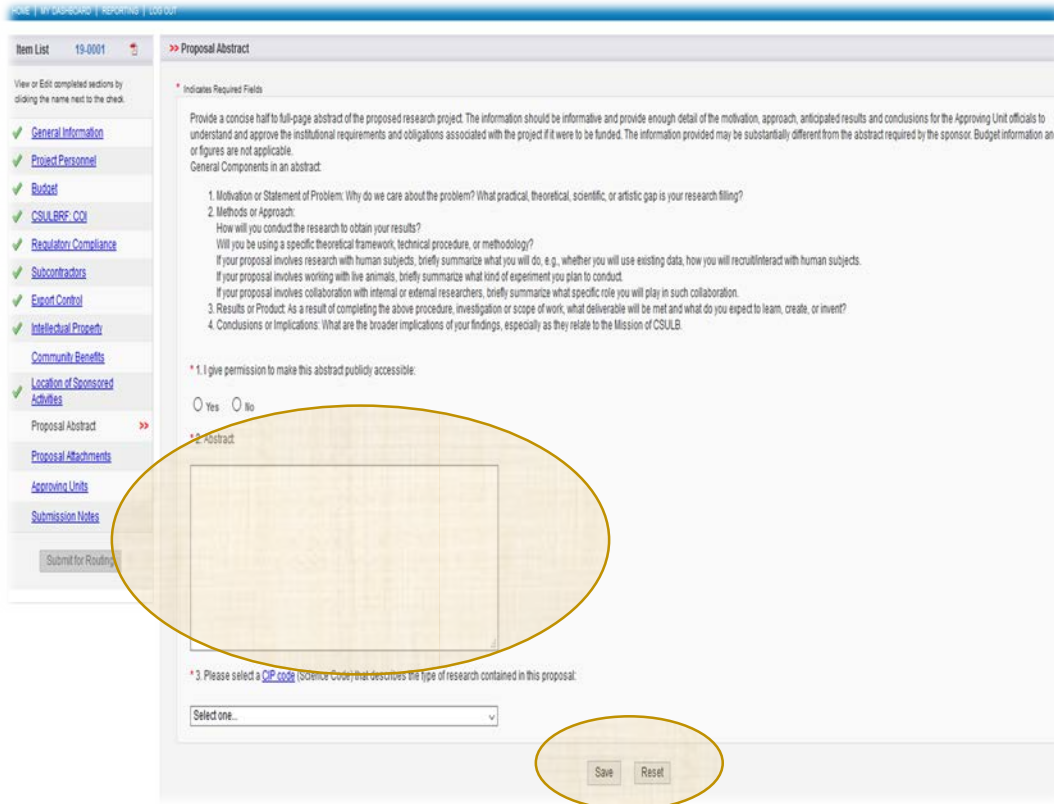
- On-Campus Locations (**CSULB**)
- In-State Locations/**Off-Campus**
- Out-of-State Locations
- Out-of-Country Locations

**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



Item List 19-0001 >> Proposal Abstract

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

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Submit for Review

\* Indicates Required Fields

Provide a concise half to full-page abstract of the proposed research project. The information should be informative and provide enough detail of the motivation, approach, anticipated results and conclusions for the Approving Unit officials to understand and approve the institutional requirements and obligations associated with the project if it were to be funded. The information provided may be substantially different from the abstract required by the sponsor. Budget information and or figures are not applicable.

General Components in an abstract:

- Motivation or Statement of Problem: Why do we care about the problem? What practical, theoretical, scientific, or artistic gap is your research filling?
- Methods or Approach: How will you conduct the research to obtain your results? Will you be using a specific theoretical framework, technical procedure, or methodology? If your proposal involves research with human subjects, briefly summarize what you will do, e.g., whether you will recruit/interact with human subjects. If your proposal involves working with live animals, briefly summarize what kind of experiment you plan to conduct. If your proposal involves collaboration with internal or external researchers, briefly summarize what specific role you will play in such collaboration.
- Results or Product: As a result of completing the above procedure, investigation or scope of work, what deliverable will be met and what do you expect to learn, create, or invent?
- Conclusions or Implications: What are the broader implications of your findings, especially as they relate to the Mission of CSULB.

\* 1. I give permission to make this abstract publicly accessible:

Yes  No

\* 2. Abstract

\* 3. Please select a CIP Code (Science Code) that describes the type of research contained in this proposal:

Select one...

Save Reset

**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:**

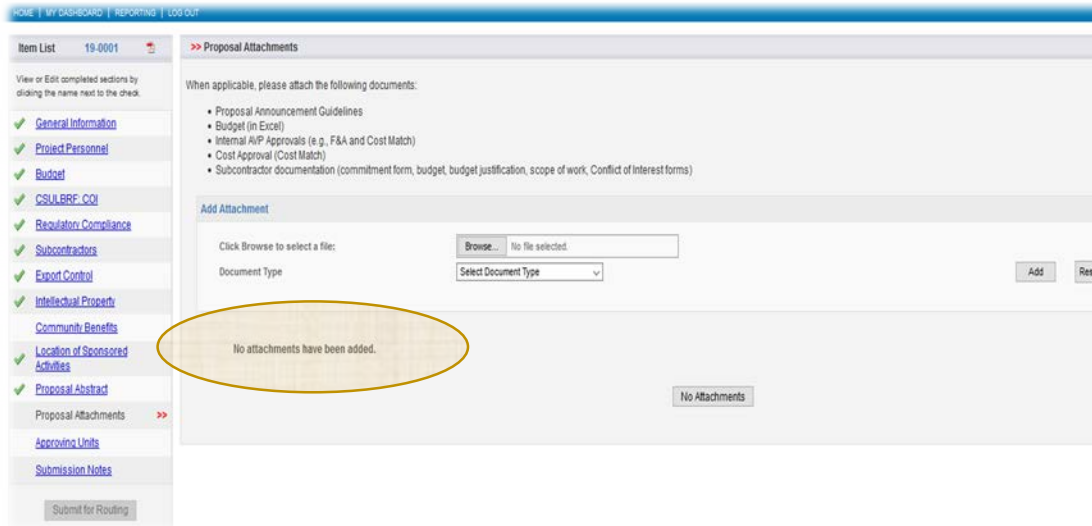
- Provide a concise half to full-page abstract (*Summary*) of the proposed research project.
- The abstract should be plainly written and addressing the key elements noted on page
- Do not provide any Budget information and or figures.

**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



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When applicable, please attach the following documents:

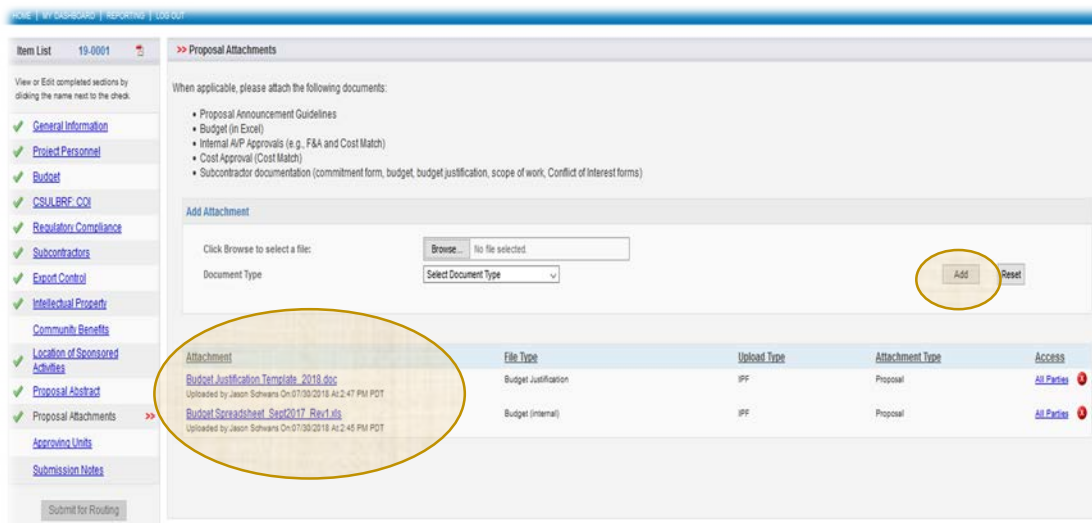
- Proposal Announcement Guidelines
- Budget (in Excel)
- Internal AIP Approvals (e.g., F&A and Cost Match)
- Cost Approval (Cost Match)
- Subcontractor documentation (commitment form, budget, budget justification, scope of work, Conflict of Interest forms)

Add Attachment

Click Browse to select a file:  No file selected.

Document Type:

No attachments have been added.



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Add Attachment

Click Browse to select a file:  No file selected.

Document Type:

| Attachment   | File Type            | Upload Type | Attachment Type | Access      |
|--|----------------------|-------------|-----------------|-------------|
| <a href="#">Budget Justification Template_2018.docx</a><br>Updated by Jason Schwanz On:07/20/2018 At:2:47 PM PDT | Budget Justification | PDF         | Proposal        | All Parties |
| <a href="#">Budget Spreadsheet_Sep2017_Rev1.xls</a><br>Updated by Jason Schwanz On:07/20/2018 At:2:45 PM PDT     | Budget (Internal)    | PDF         | Proposal        | All Parties |

**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

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Submit for Routing

>> Approving Units

ORSP USE ONLY: Do not complete

Add Approving Unit

Unit:  Add Unit

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

| Routing Order | Unit Code | Unit                        | Role(s)                                 |
|---------------|-----------|-----------------------------|---|
| 1             | 00328     | Chemistry & Blochem         | Admin Unit, Lead Principal Investigator |
| 2             | 420-ASM   | CNSM-ASM                    | Rollup From - 00328                     |
| 2             | 00420     | College of Natural Sci Math | Rollup From - 420-ASM                   |
| 2             | DCRI      | Dir Comp & Res Intry        | Rollup From - 00420                     |
| 2             | A/P-AF    | A/P Admin & Finance         | Rollup From - DCRI                      |

Authorize Unit Listing

## 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

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

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- [Project Personnel](#)
- [Budget](#)
- [CSULBRF: COI](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Community Benefits](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#) >>

Submit for Routing

>> Submission Notes

Provide any question(s) or comment(s) regarding this internal clearance request and/or proposal submission process.

Submission Note:

No notes have been added.

**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

HOME | MY DASH-BOARD | REPORTING | LOG OUT

Item List 19-0001

>>Routing Confirmation

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

- General Information
- Project Personnel
- Budget
- CSULB RFP COI
- Regulatory Compliance
- Subcontractors
- Export Control
- Intellectual Property
- Community Benefits
- Location of Sponsored Activities
- Proposal Abstract
- Proposal Attachments
- Approving Units
- Submission Notes

Submit for Routing

Are you sure you wish to submit this Proposal Record?

Clicking YES will do the following:

1. The SP Proposal request will be locked and you will no longer be able to edit (except by ORSP);
2. The PI and if applicable, any authorized key-personnel that states buyout in the proposal budget will be notified by email that they must certify the SP Proposal request in Cayuse Sponsored Projects;
3. The SP Proposal request will need to be reviewed and approved by department and or college authorized individuals (e.g., Director, Chair, ASM, Dean, or Dean of Research) and the PI and if applicable, any authorized key-personnel that states buyout in the proposal budget; and
4. Ultimately, the SP Proposal request will arrive in ORSP for final review and approval.

Throughout these steps any authorized individual (PI, Dept., etc.) listed on the SP Proposal request will be able to track its review and approval status in Cayuse Sponsored Projects.

Once all required reviewers have approved the SP Proposal, you will receive an email indicating that the internal clearance proposal was successfully routed and received all the necessary approvals in ORSP. If the proposal is to be submitted by ORSP you will need to work with your Pre-Award Specialist in order to facilitate the process. However, in order to meet a proposal deadline, all required agency documents must be provided to ORSP in a timely manner in order to meet submission deadlines.

Yes No

**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?

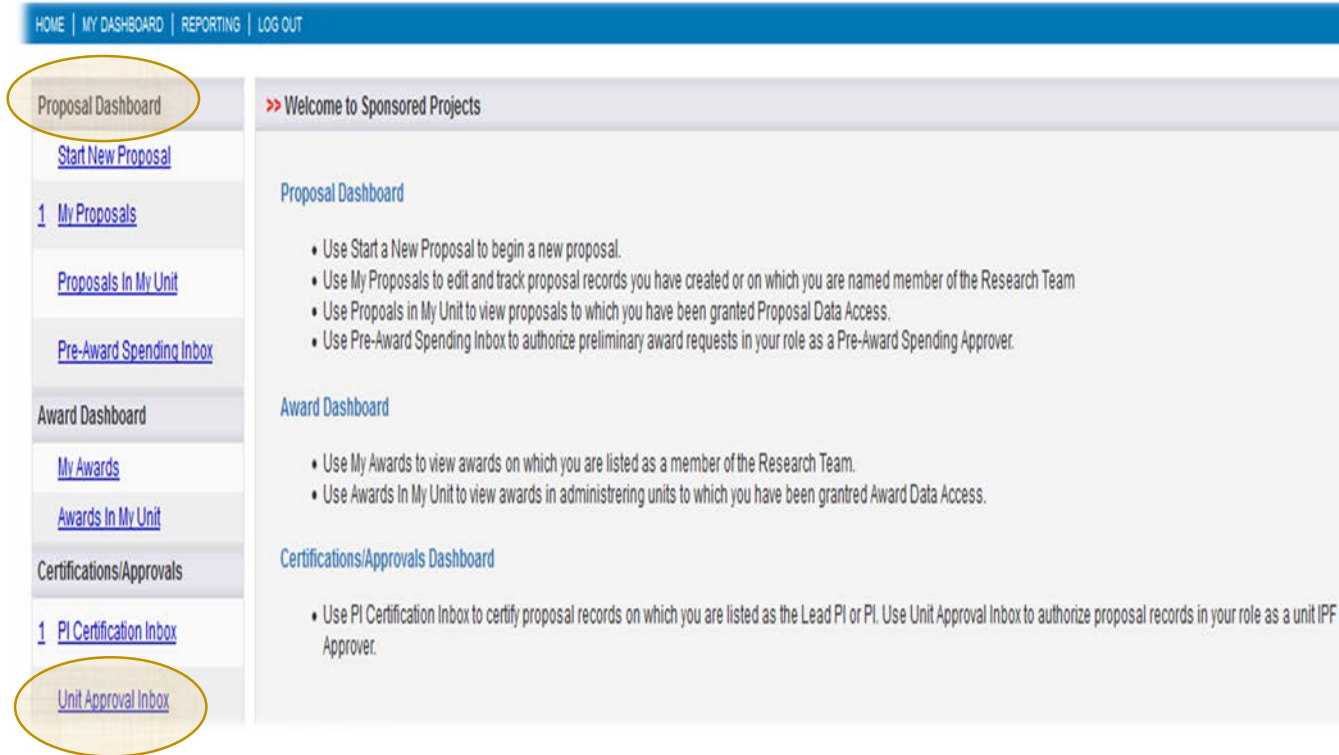
**Routing** is the necessary CSULB internal proposal process. A proposal must receive departmental, compliance, and ORSP approval prior to submission to the funding agency.

- 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



HOME | MY DASHBOARD | REPORTING | LOG OUT

**Proposal Dashboard**

- [Start New Proposal](#)
- 1 [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](#)

**>> Welcome to Sponsored Projects**

**Proposal Dashboard**

- Use Start a New Proposal to begin a new proposal.
- Use My Proposals to edit and track proposal records you have created or on which you are named member of the Research Team
- Use Proposals in My Unit to view proposals to which you have been granted Proposal Data Access.
- Use Pre-Award Spending Inbox to authorize preliminary award requests in your role as a Pre-Award Spending Approver.

**Award Dashboard**

- Use My Awards to view awards on which you are listed as a member of the Research Team.
- Use Awards In My Unit to view awards in administering units to which you have been granted Award Data Access.

**Certifications/Approvals Dashboard**

- Use PI Certification Inbox to certify proposal records on which you are listed as the Lead PI or PI. Use Unit Approval Inbox to authorize proposal records in your role as a unit IPF Approver.

**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

Proposal Dashboard >> Unit Approval Inbox

[Start New Proposal](#)

[My Proposals](#)

[Proposals In My Unit](#)

[Pre-Award Spending Inbox](#)

Award Dashboard

[My Awards](#)

[Awards In My Unit](#)

Certifications/Approvals


[PI Certification Inbox](#)

1 Unit Approval Inbox >>

To Be Authorized | Previously Reviewed

Below is a list of proposals that require your authorization as a unit proposal approver.

See [Research Contacts](#) for a complete listing of roles in your unit.

| Prop No. ↓              | PI     | Unit                | Project Name    | Sponsor                           | Deadline   | PI Cert   |
|-------------------------|--------|---------------------|-----------------|-----------------------------------|------------|---|
| <a href="#">18-0010</a> | Momoli | Chemistry & Biochem | Science-Science | National Science Foundation (NSF) | 06/30/2018 | Yes  |

View 1 - 1 of 1

Page 1 of 1

## “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

HOME | MY DASHBOARD | REPORTING | LOG OUT

Proposal Dashboard >> Proposal Routing Status

Proposal No: 18-0018 Submission Deadline: 6/30/2018

Project No: Proposal Specialist:

Lead Investigator: Fangyuan Tian Contract Specialist:

Sponsor: National Institute of Standards and Technology (NIST) Account Manager:

Project Title: Career in Science for the CSU System

View IPF **Authorize Proposal** **Reject Proposal**

Approvals Compliance Status History Pre-Award Spending Awards **PI Certification**

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 and Sponsored Programs.

Investigator(s) who must certify this Proposal

| Investigator                   | Role                        | Decision         |
|--------------------------------|-----------------------------|------------------|
| <a href="#">Fangyuan Tian</a>  | Lead Principal Investigator | Not Yet Reviewed |
| <a href="#">Jason Schwartz</a> | Principal Investigator      | Not Yet Reviewed |

Unit(s) that must authorize this proposal

| Order | Unit                         | Authorizing Person(s)   | Authorizing Decision |
|-------|------------------------------|---|----------------------|
| 1     | College of Natural Sci Math  | <a href="#">Curtis Bennett</a> , <a href="#">Barbara Tavor</a>                      | Not Yet Reviewed     |
| 2     | Chemistry & Biochem          | <a href="#">Chris Brazier</a>   | Not Yet Reviewed     |
| 2     | CNSM-ASM                     | <a href="#">Mania Reyes</a> , <a href="#">Henry Wu</a> , <a href="#">Kathy Vega</a> | Not Yet Reviewed     |
| 2     | Rsch & Sponsored Programs    | <a href="#">Simon Kim</a> , <a href="#">Henry Wu</a> , <a href="#">Jason Wang</a>   | Not Yet Reviewed     |
| 2     | Division of Academic Affairs | <a href="#">Brian Jersky</a>  | Not Yet Reviewed     |
| 3     | Office of Sponsored Projects | Admin Office  |                      |

Status History

| Status                            | Person                                 | Date      |
|-----------------------------------|--|-----------|
| Changed to: Submitted for Routing | Changed by <a href="#">Nora Momoli</a> | 6/29/2018 |
| Changed to: Unsubmitted           | Changed by <a href="#">Nora Momoli</a> | 6/14/2018 |

Office of Research and Sponsored Programs  
8300 State University Drive  
Suite 332  
Long Beach, CA 90815  
Phone: 562-965-0147  
Email: [ORSP-PreAward@csulb.edu](mailto:ORSP-PreAward@csulb.edu)

**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

HOME | MY DASHBOARD | REPORTING | LOG OUT

Proposal Dashboard >> Proposal Routing Status

Proposal No: 18-0018 Submission Deadline: 6/30/2018


Project No: Proposal Specialist:

Lead Investigator: Fangyuan Tian Contract Specialist:

Sponsor: National Institute of Standards and Technology (NIST) Account Manager:

Project Title: Career in Science for the CSU System

View PDF Authorize Proposal Reject 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 and Sponsored Programs.

Investigator(s) who must certify this Proposal

| Investigator  | Role                        | Decision         |
|---------------|-----------------------------|------------------|
| Fangyuan Tian | Lead Principal Investigator | Not Yet Reviewed |
| Jason Schwanz | Principal Investigator      | Not Yet Reviewed |

Unit(s) that must authorize this proposal

| Order | Unit                         | Authorizing Person(s)             | Authorizing Decision |
|-------|------------------------------|-----------------------------------|----------------------|
| 1     | College of Natural Sci Math  | Chris Bennett, Barbara Tavor      | Not Yet Reviewed     |
| 2     | Chemistry & Biochem          | Chris Brazier                     | Not Yet Reviewed     |
| 2     | CNSI/ASIM                    | Mania Reyes, Henry Wu, Kathy Vega | Not Yet Reviewed     |
| 2     | Rsch - Sponsored Programs    | Simon Kim, Henry Wu, Jason Wang   | Not Yet Reviewed     |
| 2     | Division of Academic Affairs | Brian Jersky                      | Not Yet Reviewed     |
| 3     | Office of Sponsored Projects | Admin Office                      |                      |

Status History

| Status                            | Person                 | Date      |
|-----------------------------------|------------------------|-----------|
| Changed to: Submitted for Routing | Changed by Nora Momoli | 6/29/2018 |
| Changed to: Unsubmitted           | Changed by Nora Momoli | 6/14/2018 |

**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")

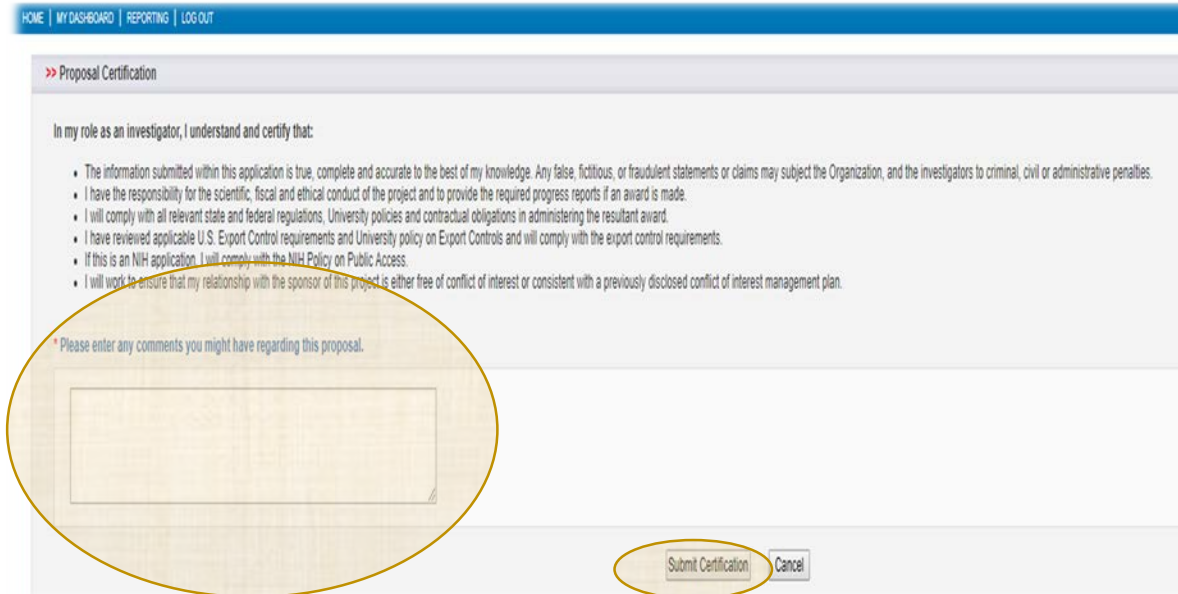
**Parallel Routing:** College/Department will be able to review and approve the proposal simultaneously so as not to block/lock the proposal

**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.



HOME | MY DASHBOARD | REPORTING | LOG OUT

>> Proposal Certification

In my role as an investigator, I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge. Any false, fictitious, or fraudulent statements or claims may subject the Organization, and the investigators to criminal, civil or administrative penalties.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies and contractual obligations in administering the resultant award.
- I have reviewed applicable U.S. Export Control requirements and University policy on Export Controls and will comply with the export control requirements.
- If this is an NIH application, I will comply with the NIH Policy on Public Access.
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.

\*Please enter any comments you might have regarding this proposal.

Submit Certification Cancel

**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. This will only be done once the ORSP/PAS has completed the full review and the proposal is ready for routing.

**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”

HOME | MY DASHBOARD | REPORTING | LOG OUT

**Proposal Dashboard**

[Start New Proposal](#)

**#1** [1 My Proposals](#) >>

[Proposals In My Unit](#)

[Pre-Award Spending Inbox](#)

**Award Dashboard**

[My Awards](#)

[Awards In My Unit](#)

**Certifications/Approvals**

[PI Certification Inbox](#)

[Unit Approval Inbox](#)

**>> My Proposals #2**

[Unsubmitted Proposals](#) | [Submitted Proposals](#)

Below is a list of unsubmitted proposals you initiated or on which you are listed.

| Created Date | Prop No           | Lead PI       | Project Name      | Sponsor                           | Deadline   | My Role                     |
|--------------|-------------------|---------------|-------------------|-----------------------------------|------------|-----------------------------|
| 07/27/2018   | <b>#3</b> 19-0001 | Jason Schwans | Living without... | National Science Foundation (NSF) | 09/01/2018 | Lead Principal Investigator |

View 1 - 1 of 1

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.