



UNIVERSITY OF THE VIRGIN ISLANDS OFFICE OF SPONSORED PROGRAMS

Cayuse Sponsored Projects User Guide

Submitting a Proposal



OFFICE OF SPONSORED PROGRAMS

UVI Cayuse SP User Guide

Cayuse Research Suite is used by the UVI Office of Sponsored Programs to manage proposal routing for submission to funding agencies. Cayuse SP also tracks awards received by the university. This guide has been developed to help you navigate Cayuse SP to create a new proposal record.


Proposal Submission Process

- ▶ The Cayuse SP module is used to create, route, and store proposals submitted for funding.
- ▶ All proposals for Sponsored Projects funding at UVI must be submitted through the appropriate university routing process by Principal Investigators (PIs). All Principal Investigators must use Cayuse SP for their proposal to be approved for submission to the sponsor. Individuals are not permitted to submit proposals on behalf of UVI; all proposals must be submitted by the Office of Sponsored Programs. For more information, see the University of the Virgin Islands [Proposal Review and Submission SOP](#)

How to Access Cayuse







- *Full-time faculty and staff will use their UVI credentials to log in through My Campus.
- Log in to My Campus using your UVI Single Sign-On (username and password). Search for the Cayuse App as shown below and click on it.
- If you cannot access Cayuse, send an email to osp@uvi.edu.

UVI Highlights



Welcome to the University of the Virgin Islands
The University of the Virgin Islands (UVI) is a student-centered institution devoted to excellence, inno...

QuickLaunch

 BucsConnect	 Career Services / Student Employment	 Cayuse
 Chrome River	 Cybersecurity Training	 Degree Works

*Note: If your employment at UVI started after the Fall Semester 2022, please complete the [Cayuse New User Registration Request Form](#) to request access to Cayuse. An email notification from OSP will be sent to you to let you know your account has been created.

Cayuse Proposals Dashboard Overview

Proposals Dashboard

+ Start New Proposal

13 In Development

Proposals are being filled out by researchers



1 Under Review

Proposals are being internal reviewed



3 Approved

Proposals are approved for submission



4 Submitted to Sponsor

Proposals were submitted to sponsor



0 Under Consideration

Sponsors have contacted your institution with interest



3 Funded

Proposals were accepted by the sponsor



4 Closed

Proposals were closed by an admin for some other reason



- In Development - Proposals are being filled out by researchers
- Under Review - Proposals are being internally reviewed
- Approved - Proposals are approved for submission
- Submitted to Sponsor - Proposals were submitted to the sponsor
- Under Consideration - Sponsors have contacted UVI with interest
- Funded - Proposals were accepted by the sponsor
- Closed - Proposals were closed by an admin for some other reason

Sponsored Projects Interface Overview

The screenshot displays the Cayuse Sponsored Projects interface. At the top, the header includes the Cayuse logo, the text "Sponsored Projects", and user information "Products" and "Diahann Ryan". A navigation bar contains "Proposals", "Projects", "Awards", "Reporting", and "More". The main content area is titled "Test Proposal Submission 2024" with a breadcrumb path "My Active Projects / Test Proposal Submission 2024 / 24-0001-P0001".

Callout 1 points to the main title. Callout 2 points to the breadcrumb. Callout 3 points to the "My Actions" panel, which includes "Complete Review" and "Route for Review" buttons. Callout 4 points to the "Proposal Summary" section, which includes a status dropdown set to "In Development" and a "Project: 24-0001" link. Callout 5 points to the "Proposal Form" tab. Callout 6 points to the "Proposal Sections" sidebar, which lists sections like "General Info", "Personnel", "Financial Conflicts Of Interest In Research", "Research Subjects", "Research Materials", "Additional Resources", "Budget", "Subrecipient", "Intellectual Property", and "International Engagement". Callout 7 points to the "Project: 24-0001" link. Callout 8 points to the "Project End Date" field.

The "Proposal Form" section is currently active, showing a "General Info" tab. A legend indicates that an asterisk (*) denotes required fields. The "Sponsor Information" section contains the following fields:

- Funding Agency (If not listed, choose "Organization Not Listed" and then specify below)*
- Prime Funding Agency (If Applicable. If Prime Funding Agency is not listed, choose "Organization Not Listed" and specify below)
- If Organization Not Listed above, Please Indicate the Funding Agency:
- If Organization Not Listed above, Please Indicate the Prime Funding Agency:
- Funding Opportunity Title/Sponsor Program Name*
- Funding Opportunity/Sponsor Application No.*

Example text for Funding Agency: "Research Experience for Undergraduates (REU). If no title or program name is available, please enter 'N/A'". Example text for Application No: "Enter N/A if there is no application number".

At the bottom right, there is a "My Tasks" button and a help icon.

The Proposal Interface

- 1) **Project Name:** This section contains the name of the project.
- 2) **My Actions:** The Route for Review button will activate once each section beneath the Proposal Sections has a green check mark. If the user has permissions to complete the review, the Complete Review button will activate once routing has finished.
- 3) **Proposal Summary:** This section will provide at-a-glance information, such as Sponsor, Deadlines, and Proposed Amount. The fields will remain blank until established at a project or proposal level.
- 4) **Status:** The status flag lets users know what phase the proposal is in: In Development, Under Review, Approved, Submitted to Sponsor, Under Consideration, Funded, and Closed.
- 5) **Proposal Form:** The form is where users fill out their proposal information.
- 6) **Proposal Section:** This section outlines the sections of the Proposal Form. All sections must have a check mark to route the proposal for review. An exclamation mark means that the section contains a required field that hasn't yet been completed.
- 7) **Connected Link:** Links to any connected project

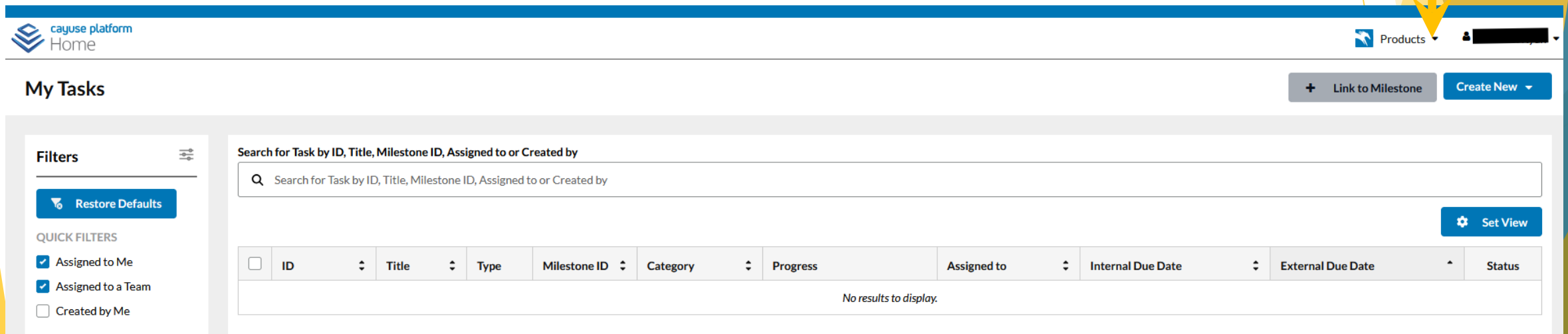
Creating a New Proposal

How To Submit A Proposal For Approval

How to Access Cayuse Sponsored Projects

From the Cayuse Platform Home page, click on the Products dropdown menu on the right-hand side of the screen and select Sponsored Project.

If you don't see Sponsored Projects, send an email to osp@uvi.edu



The screenshot shows the Cayuse Platform Home page. The top navigation bar includes the 'cayuse platform Home' logo on the left and a 'Products' dropdown menu on the right. Below the navigation bar, the 'My Tasks' section is visible. On the left side of the 'My Tasks' section, there is a 'Filters' sidebar with a 'Restore Defaults' button and 'QUICK FILTERS' including 'Assigned to Me', 'Assigned to a Team', and 'Created by Me'. The main area of 'My Tasks' features a search bar with the placeholder text 'Search for Task by ID, Title, Milestone ID, Assigned to or Created by'. Below the search bar is a table with columns: ID, Title, Type, Milestone ID, Category, Progress, Assigned to, Internal Due Date, External Due Date, and Status. The table currently displays 'No results to display.' In the top right corner of the 'My Tasks' section, there are buttons for '+ Link to Milestone' and 'Create New'. A yellow arrow points to the 'Products' dropdown menu in the top right corner of the page.

Proposals Dashboard

+ Start New Proposal

11 In Development
Proposals are being filled out by researchers



0 Under Review
Proposals are being internal reviewed



0 Approved
Proposals are approved for submission



0 Submitted to Sponsor
Proposals were submitted to sponsor



0 Under Consideration
Sponsors have contacted your institution with interest



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Proposals were accepted by the sponsor



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Proposals were closed by an admin for some other reason

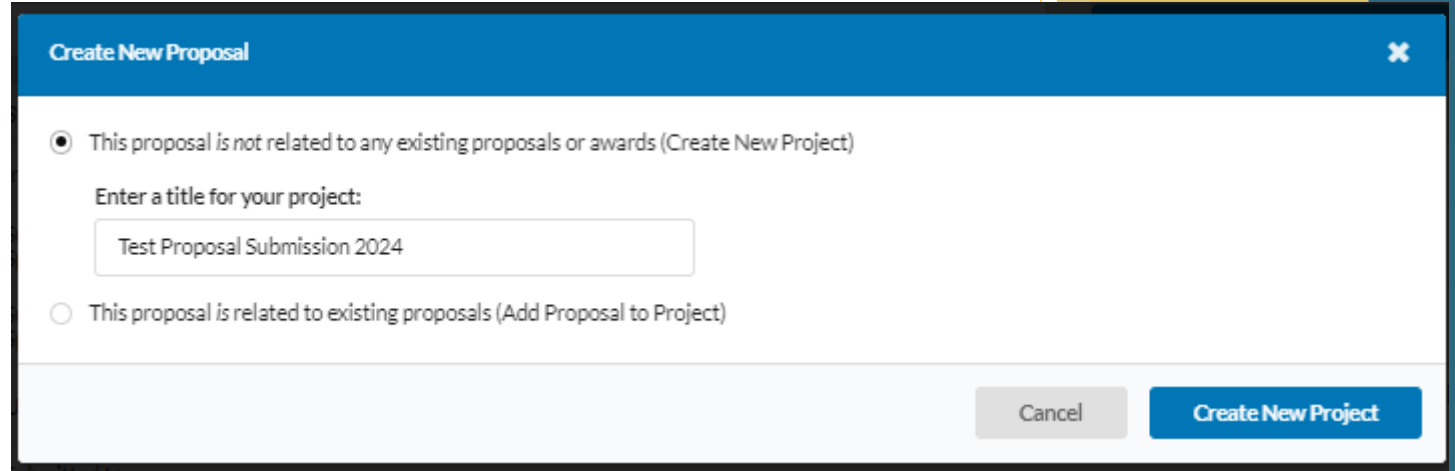


Select the type of proposal you would like to create.

From the Sponsored Projects dashboard, click on Start New Proposal.

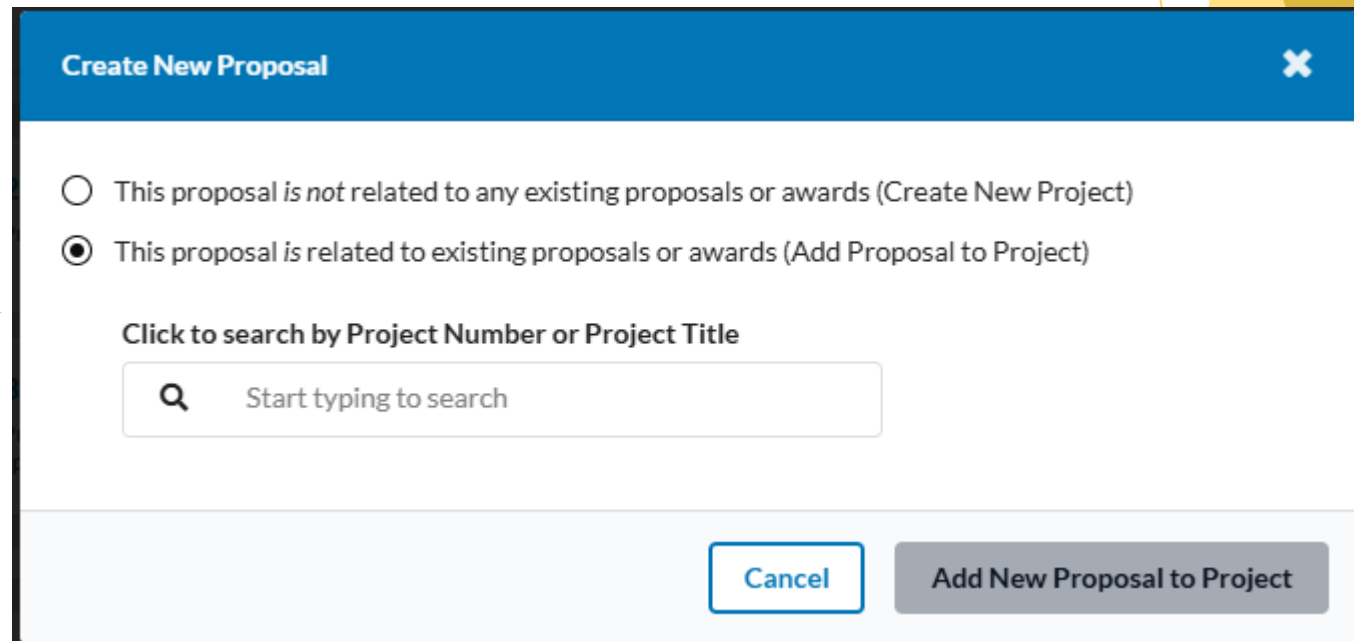
Status	Sponsor	Prime Sponsor	Admin Unit
Create New Proposal ✕			
<input type="radio"/> This proposal is not related to any existing proposals or awards (Create New Project)			
<input type="radio"/> This proposal is related to existing proposals (Add Proposal to Project)			

If you are creating a new proposal that is not related to an existing proposal, choose this option and enter a short title for your project. Click New Project.



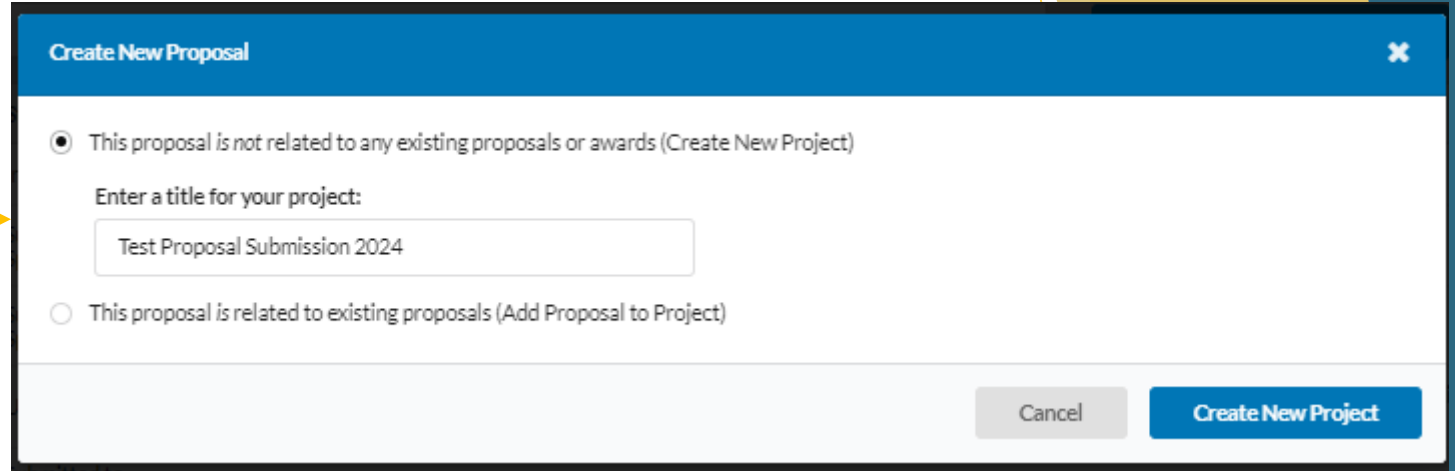
The screenshot shows a dialog box titled "Create New Proposal" with a close button (X) in the top right corner. It contains two radio button options. The first option, "This proposal is not related to any existing proposals or awards (Create New Project)", is selected. Below this option is a text input field labeled "Enter a title for your project:" containing the text "Test Proposal Submission 2024". The second option, "This proposal is related to existing proposals (Add Proposal to Project)", is unselected. At the bottom right, there are two buttons: "Cancel" and "Create New Project".

If your proposal is related to an existing proposal within a project, choose the option below and select the name of the existing proposal. Click on Add New Proposal to Project.



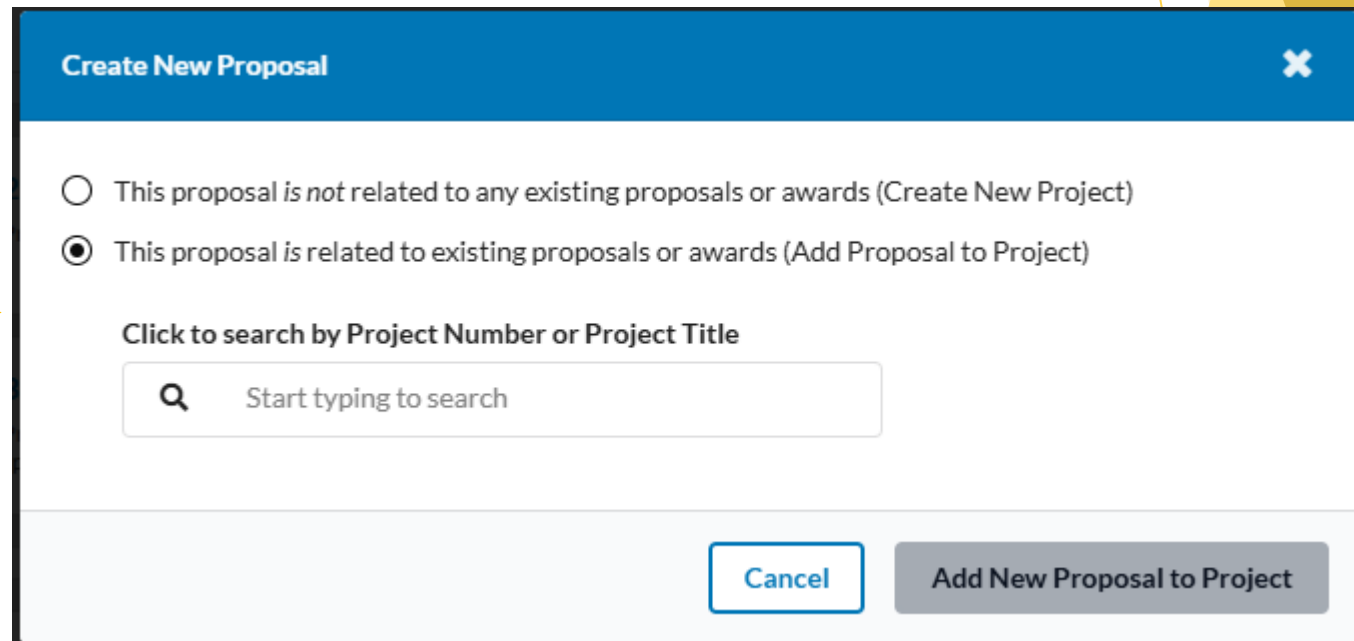
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If you are creating a new proposal that is not related to an existing proposal, choose this option and enter a short title for your project. Click New Project.



The screenshot shows a dialog box titled "Create New Proposal" with a close button (X) in the top right corner. It contains two radio button options. The first option, "This proposal is not related to any existing proposals or awards (Create New Project)", is selected. Below this option is a text input field labeled "Enter a title for your project:" containing the text "Test Proposal Submission 2024". The second option, "This proposal is related to existing proposals (Add Proposal to Project)", is unselected. At the bottom right, there are two buttons: "Cancel" and "Create New Project".

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Proposal Form: General Information

The number of questions in each section is shown in red. Additional questions will appear based on how you answer the questions. Fields noted with a red asterisk(*) are required.

Sponsor Information

- Funding Agency - select the funding agency that will directly fund the research project.
- Prime Funding Agency - If applicable, select the Prime Funding Agency. This applies if UVI will be receiving a subaward from another university. *Example: NSF awards a grant to University X and University X awards a subaward to UVI. NSF is the Prime Funding Agency and University X is the Funding Agency.*
- Funding Opportunity Title/Sponsor Program Name - If applicable enter the title or program name provided by the funding agency.
- Funding Opportunity/Sponsor Application No. - If applicable, enter the alphanumeric identifier provided by the funding agency for this proposal. Enter N/A if there is no application number
- Proposal Guidelines URL - If applicable, enter the web address of the guidelines or instructions associated with the sponsor's application. A copy may also be uploaded.
- Sponsor Deadline - click the calendar icon to enter the date.

General Info	12
Personnel	1
Financial Conflicts Of Interest In Research	2
Research Subjects	2
Research Materials	4
Additional Resources	2
Budget	16
Subrecipient	1
Intellectual Property	4
International Engagement	4
Attachments And Submission Notes	1

* Indicates Required Fields

Sponsor Information

The funding agency is the agency giving the funds directly to the University. A prime funding agency, is the originating source of funds. Example: UVI receives a subaward from another university, that received an award from the National Science Foundation (NSF). In this scenario, the university is funding agency, and NSF is prime funding agency.

Funding Agency (If not listed, choose "Organization Not Listed" and then specify below)

Q

Prime Funding Agency (If Applicable. If Prime Funding Agency is not listed, choose "Organization Not Listed" and specify below)

Q

If Organization Not Listed above, Please Indicate the Funding Agency:

If Organization Not Listed above, Please Indicate the Prime Funding Agency:

Funding Opportunity Title/Sponsor Program Name*

Funding Opportunity/Sponsor Application No.*

Example: Research Experience for Undergraduates (REU). If no title or program name is available, please enter "N/A".

Enter N/A if there is no application number.

Please provide the URL for the proposal guidelines and/or attach a copy of the guidelines below.

Proposal Guidelines URL

Please Attach Proposal Guidelines (if available)

Drag and drop new files or click to select from file system.

Sponsor Deadline*

If no specific deadline please select a target date for your submission.

General Proposal Information

Title of Project*

Admin Unit/Dept.*

Q

Please select the unit/department that will be responsible for administering the award if awarded.

Project Start Date*

Indicate the estimated start date.

Project End Date*

Indicate the estimated end date.

Activity Type*

Please select the primary activity type.

Proposal Type?*

CIP Code*

Please select a CIP code (Science Code) that mostly closely describes the primary research contained in this proposal.

Funding Instrument Type

How will this proposal be submitted?*

Please specify any additional information regarding how the proposal will be submitted:

Proposal Form: General Information

The number of questions in each section is shown in red. Additional questions will appear based on how you answer the questions. Fields noted with a red asterisk(*) are required.

- Title of Project - include the full/formal title of the proposal that is being submitted to the funding agency. This may be different from the proposal title.
- 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 Type - click to select the appropriate activity type for the project.
- Proposal Type - select the type of proposal that
- CIP Code
- Funding Instrument Type - select the appropriate funding mechanism that will be used by the funding agency.
- How will the proposal be submitted? - select the submission method for the proposal.

General Info	12
Personnel	1
Financial Conflicts Of Interest In Research	2
Research Subjects	2
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Budget	16
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The funding agency is the agency giving the funds directly to the University. A prime funding agency is the originating source of funds. Example: UVI receives a subaward from another university, that received an award from the National Science Foundation (NSF). In this scenario, the university is funding agency, and NSF is prime funding agency.

Funding Agency (If not listed, choose "Organization Not Listed" and then specify below)*

Prime Funding Agency (If Applicable. If Prime Funding Agency is not listed, choose "Organization Not Listed" and specify below)

If Organization Not Listed above, Please Indicate the Funding Agency:

If Organization Not Listed above, Please Indicate the Prime Funding Agency:

Funding Opportunity Title/Sponsor Program Name*

Funding Opportunity/Sponsor Application No.*

Example: Research Experience for Undergraduates (REU). If no title or program name is available, please enter "N/A".

Please provide the URL for the proposal guidelines and/or attach a copy of the guidelines below.

Enter N/A if there is no application number.

Proposal Guidelines URL

Please Attach Proposal Guidelines (if available)

Sponsor Deadline*

If no specific deadline please select a target date for your submission.

General Proposal Information

Title of Project*

Admin Unit/Dept.*

Please select the unit/department that will be responsible for administering the award if awarded.

Project Start Date*

Project End Date*

Indicate the estimated start date.

Indicate the estimated end date.

Activity Type*

Proposal Type?*

Please select the primary activity type.

CIP Code*

Please select a CIP code (Science Code) that mostly closely describes the primary research contained in this proposal.

Funding Instrument Type

How will this proposal be submitted?*

Please specify any additional information regarding how the proposal will be submitted:

Personnel

This section is used to list all key personnel (PI, Co-PI, and senior personnel) on the project.

- For the credit section, enter 100% for the Principal Investigator and 0% for the other senior personnel.
- Click “Add Team Member” to add the members of your research team for this project. Add internal association for all team members, this determines the workflow for approvals.
- Select the college(s) and/or schools for the PI and all Co-Pis on the project

Proposal Sections

- General Info ✓
- Personnel ✓**
- Financial Conflicts Of Interest In Research 2
- Research Subjects 2
- Research Materials 4
- Additional Resources 2
- Budget 13
- Subrecipient 1
- Intellectual Property 4
- International Engagement 4
- Attachments And Submission Notes 1

Personnel

* Indicates Required Fields

Reserach Team

List Principal Investigator and all Co-Principal Investigators/Co-Investigators for the project. For the credit box, put 100% for the Principal Investigator and 0% for the other senior personnel.

View Effort 0% of total credit has been allocated

Percentage
 Months

Name ⁱ	Role	Internal Association		Credit			Sponsored Effort			Cost Share Effort			Total Effort
				C	A	S	C	A	S				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %	0 %	

[+ Add Internal Association](#)

[+ Add Team Member](#)

If applicable, Select the college(s) and/or schools for the PI and all Co-PIs. Please Select all that apply.

If a PI and/or Co-PI are not associated with a college or school then do not select an option for that individual.

Financial Conflict of Interest in Research

Proposal Sections	Financial Conflicts of Interest in Research
General Info 12	Financial Conflicts of Interest in Research – Disclosure Process
Personnel ✓	Members of the research team certify they have completed their annual Conflict of Interest (COI) disclosure form. See Conflict of Interest Policy for additional information.
Financial Conflicts Of Interest In Research 2	* Indicates Required Fields
Research Subjects 2	I certify that all required research team members have submitted their COI disclosure.* <input type="checkbox"/>
Research Materials 4	I certify that all research team members required to submit a COI disclosure also have completed a current COI training.* <input type="checkbox"/>
Additional Resources 2	
Budget 16	
Subrecipient 1	
Intellectual Property 4	
International Engagement 4	
Attachments And Submission Notes 1	

The Principal Investigator must certify that all research team members have completed their annual Conflict of Interest (COI) disclosure form.

The PI also certifies that all members have completed COI training.

Research Subjects: Human Participants

Proposal Sections	Research Subjects
General Info 12	<p>* Indicates Required Fields</p> <p>Human Participants</p> <p>Does this research involve HUMAN SUBJECTS?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Animal Subjects</p> <p>Does this research involve ANIMAL SUBJECTS?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Personnel ✓	
Financial Conflicts Of Interest In Research 2	
Research Subjects 2	
Research Materials 4	
Additional Resources 2	
Budget 16	
Subrecipient 1	
Intellectual Property 4	
International Engagement 4	
Attachments And Submission Notes 1	

Proposal Sections	Research Subjects
General Info 12	<p>* Indicates Required Fields</p> <p>Human Participants</p> <p>Does this research involve HUMAN SUBJECTS?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Has your team submitted an application for IRB approval?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Animal Subjects</p> <p>Does this research involve ANIMAL SUBJECTS?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Please List the Species involved with this project*</p> <p>Has your team submitted an application for IACUC approval*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Personnel !	
Financial Conflicts Of Interest In Research 2	
Research Subjects 2	
Research Materials 4	
Additional Resources 2	
Budget 16	
Subrecipient 1	
Intellectual Property 4	
International Engagement 4	
Attachments And Submission Notes 1	

Research Subjects:

Does this research involve Human Subjects?

Select the appropriate response. If you select “No” to all proceed to the Animal Subjects section. If you select “Yes” answer the following questions.

Has your team submitted an application for IRB approval?

If “No” is selected, provide the following information.

Please indicate your reason for not submitting an IRB application.

- Not required at proposal submission
- Submission is pending

If you select “Yes” , provide the following information:

Please list the IRB studies associated with this research.

- List the IRB application numbers in the text box.

Research Subjects: Animals

Proposal Sections	Research Subjects
General Info 12	<p>* Indicates Required Fields</p> <p>Human Participants</p> <p>Does this research involve HUMAN SUBJECTS?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <div style="border: 1px solid red; padding: 5px;"><p>Animal Subjects</p><p>Does this research involve ANIMAL SUBJECTS?*</p><p><input type="radio"/> Yes <input type="radio"/> No</p></div>
Personnel ✓	
Financial Conflicts Of Interest In Research 2	
Research Subjects 2	
Research Materials 4	
Additional Resources 2	
Budget 16	
Subrecipient 1	
Intellectual Property 4	
International Engagement 4	
Attachments And Submission Notes 1	

Proposal Sections	Research Subjects
General Info 12	<p>* Indicates Required Fields</p> <p>Human Participants</p> <p>Does this research involve HUMAN SUBJECTS?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Has your team submitted an application for IRB approval?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <div style="border: 1px solid red; padding: 5px;"><p>Animal Subjects</p><p>Does this research involve ANIMAL SUBJECTS?*</p><p><input checked="" type="radio"/> Yes <input type="radio"/> No</p><p>Please List the Species involved with this project*</p><hr/><hr/><p>Has your team submitted an application for IACUC approval*</p><p><input type="radio"/> Yes <input type="radio"/> No</p></div>
Personnel !	
Financial Conflicts Of Interest In Research 2	
Research Subjects 2	
Research Materials 4	
Additional Resources 2	
Budget 16	
Subrecipient 1	
Intellectual Property 4	
International Engagement 4	
Attachments And Submission Notes 1	

Animal Subjects:

Does this research involve Animal Subjects?

Select the appropriate response. If you select “No” to all questions, proceed to the Research Materials section. If you select “Yes” provide the following information.

Please list the Species involved with this project

Has your team submitted an application for IACUC approval?

If “No” is selected, provide the following information.

Please indicate your reason for not submitting an IACUC application.

- Not required at proposal submission
- Submission is pending

If you select “Yes” , provide the following information:

Please list the IACUC studies associated with this research.

- List the IACUC application numbers in the text box.

Research Materials

Proposal Sections	Research Materials
General Info 12	* Indicates Required Fields
Personnel 1	RADIATION SAFETY
Financial Conflicts Of Interest In Research 2	Does this study involve the use of Radioactive Materials?*
Research Subjects 1	<input type="radio"/> Yes
Research Materials 4	<input type="radio"/> No
Additional Resources 2	Radioactive Materials are solids, liquids or gases that emits ionizing radiation spontaneously. This includes radiation producing devices or lasers.
Budget 16	CHEMICAL SAFETY
Subrecipient 1	Does this study involve the use of Hazardous Chemical Materials?*
Intellectual Property 4	<input type="radio"/> Yes
International Engagement 4	<input type="radio"/> No
Attachments And Submission Notes 1	A hazardous chemical is a chemical that has properties with the potential to do harm to human or animal health, the environment, or capable of damaging property. This includes flammable or explosive (e.g. petroleum, TNT, plastic explosives), irritating or corrosive to skin, lungs, and eyes.
	BIOLOGICAL SAFETY
	Does this study involve the use of Biological Materials?*
	<input type="radio"/> Yes
	<input type="radio"/> No
	Biological Materials are any material (including, without limitation, plants, animals, microbes or viruses) of biological origin which contains genetic information capable of reproduction and/or material derived from the same that is collected or produced.
	OTHER QUESTIONS RELATED TO RESEARCH MATERIALS
	Does this study involve the use of materials provided by the sponsor or any other party?*
	<input type="radio"/> Yes
	<input type="radio"/> No

Does the proposal involve research with the following:

- Radioactive Materials
- Chemical Materials
- Biological Materials

If you select “Yes” for any question, you will be required to provide additional information.

Additional Resources

Proposal Sections	Additional Resources
General Info 12	<p>Will the proposed project require any equipment installation, space modification, ventilation, electrical service/backup generator, or other modifications that would require approval from the Administration and Finance department?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Will the proposed project include the purchase of servers, integrated software or use of sensors/key requirements which will require significant IT&IA assistance?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Will release time be requested under this project?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Describe any risk requiring elevated approvals (Office of Sponsored Programs ONLY).</p> <p>Normal B <i>I</i> <u>U</u> </p> <hr/> <hr/>
Personnel ✓	
Financial Conflicts Of Interest In Research 2	
Research Subjects 2	
Research Materials 4	
Additional Resources 2	
Budget 16	
Subrecipient 2	
Intellectual Property 1	
International Engagement 3	
Attachments And Submission Notes 1	

In this section you will address additional resources needed for the project:

Select the resources that you will need and provide justification for each in the text box provided

- Administration and Finance Dept.
- Equipment installation
 - Space modification

- IT Department
- Purchase of servers
 - Purchase of integrated software, etc.

- Office of the Provost
- Release time

Note that answering yes, will trigger additional approvals from the departments listed above.

Budget Overview

Summary Budget Details (Year 1)

In the first column you will enter summary details **initial/current budget period for Year 1**

Select the start and end date from the calendar for the current period.

Enter the direct and indirect costs for the current budget period

Enter the project costs for the current budget period

Enter the F&A Base (the amount you are applying the indirect rate to)

The screenshot shows a web-based budget overview form. On the left is a 'Proposal Sections' sidebar with a 'Budget' section highlighted. The main content is divided into two columns. The left column is titled 'Summary Budget Details Initial/Current Budget Period (Year 1)' and contains input fields for: 'First Year Budget Start Date*', 'First Year Budget End Date*', 'Initial/Current Budget Period Direct Costs*', 'Initial/Current Budget Period Indirect Costs*', 'Initial/Current Budget Period Project Cost*', and 'Initial/Current Budget Period F&A Base*'. Below these are fields for 'F&A Rate*', a percentage input, and radio buttons for 'Are you requesting an F&A Waiver/Reduction?' and 'Does this proposal include funds or contributions in the form of cost sharing or matching?'. The right column is titled 'Summary Budget Details All Budget Periods' and contains input fields for: 'Total Project Period Start Date*', 'Total Project Period End Date*', 'Total Project Period Direct Costs*', 'Total Indirect Costs*', 'Total Project Cost*', and 'Total Project F&A Base*'. Red boxes highlight the date and cost input fields in both columns. A blue arrow points from the 'Year 1' column to the 'All Budget Periods' column.

Summary Budget Details All Budget Periods

In the second column you will enter summary budget details for **all budget periods**.

Select the start and end date for the total project period.

Enter the total project period direct and indirect costs

Enter the total project cost

Enter the total project F&A Base (the amount you are applying the indirect rate to)

Budget Overview cont'd

Proposal Sections

- General Info 12
- Personnel 1
- Financial Conflicts Of Interest In Resear 2
- Research Subjects 2
- Research Materials 4
- Additional Resources 2
- Budget 16**
- Subrecipient 1
- Intellectual Property 4
- International Engagement 4
- Attachments And Submission Notes 1

Budget

Summary Budget Details Initial/Current Budget Period (Year 1)

First Year Budget Start Date*

First Year Budget End Date*

Initial/Current Budget Period Direct Costs*

Initial/Current Budget Period Indirect Costs*

Initial/Current Budget Period Project Cost*

Initial/Current Budget Period F&A Base*

The Base is the amount you are applying the Indirect rate to.

Summary Budget Details All Budget Periods

Total Project Period Start Date*

Total Project Period End Date*

Total Project Period Direct Costs*

Total Indirect Costs*

Total Project Cost*

Total Project F&A Base*

The Base is the amount you are applying the Indirect rate to.

F&A Rate*

Please indicate the rate

Specify Rate as a percentage

Are you requesting an F&A Waiver/Reduction?

Yes

No

Federally Negotiated Rate

Sponsor Specified Rate

Voluntary Reduced Rate (Approvals Required)

Voluntary Waived Indirect (Approvals Required)

Indirect Costs Not Allowable

Field must not be empty

Facilities and Administration F&A Rate (Indirect Cost)

Select the F&A Rate from the drop-down menu.

- Federally Negotiated Rate
- Sponsor specified rate
- Voluntary reduced rate
- Voluntary waived indirect
- Indirect Costs not allowable

Enter the F&A rate

Budget Overview cont'd

Proposal Sections

- General Info 12
- Personnel 1
- Financial Conflicts Of Interest In Research 2
- Research Subjects 2
- Research Materials 4
- Additional Resources 2
- Budget 16**
- Subrecipient 1
- Intellectual Property 4
- International Engagement 4
- Attachments And Submission Notes 1

Budget

Summary Budget Details Initial/Current Budget Period (Year 1)

First Year Budget Start Date*

First Year Budget End Date*

Initial/Current Budget Period Direct Costs*

Initial/Current Budget Period Indirect Costs*

Initial/Current Budget Period Project Cost*

Initial/Current Budget Period F&A Base*

The Base is the amount you are applying the Indirect rate to.

F&A Rate*

Please indicate the rate

Specify Rate as a percentage

Are you requesting an F&A Waiver/Reduction?

Yes
 No

COST SHARE

Does this proposal include funds or contributions in the form of cost sharing or matching?*

Yes
 No

Attachments

Please Attach a Budget*

Attachment should be an excel or word document and include itemized lines (i.e. Personnel, fringe, equipment, supplies, travel, participant support costs, other direct costs and indirect costs).

Please Attach a Budget Justification*

Attachment should be in word or PDF.

Summary Budget Details All Budget Periods

Total Project Period Start Date*

Total Project Period End Date*

Total Project Period Direct Costs*

Total Indirect Costs*

Total Project Cost*

Total Project F&A Base*

The Base is the amount you are applying the Indirect rate to.

Cost Sharing or Matching

If you answer yes to this question, you will see additional sections that you need to fill out.

Budget Overview cont'd

Proposal Sections	Budget	
General Info 12	Summary Budget Details Initial/Current Budget Period (Year 1)	Summary Budget Details All Budget Periods
Personnel 1		
Financial Conflicts Of Interest In Resear 2		
Research Subjects 2		
Research Materials 4		
Additional Resources 2		
Budget 16		
Subrecipient 1		
Intellectual Property 4		
International Engagement 4		
Attachments And Submission Notes 1		

Initial/Current Budget Period (Year 1)	All Budget Periods
First Year Budget Start Date*	Total Project Period Start Date*
First Year Budget End Date*	Total Project Period End Date*
Initial/Current Budget Period Direct Costs*	Total Project Period Direct Costs*
Initial/Current Budget Period Indirect Costs*	Total Indirect Costs*
Initial/Current Budget Period Project Cost*	Total Project Cost*
Initial/Current Budget Period F&A Base*	Total Project F&A Base*

The Base is the amount you are applying the Indirect rate to.

F&A Rate*

Please indicate the rate

Specify Rate as a percentage

Are you requesting an F&A Waiver/Reduction?

Yes
 No

COST SHARE

Does this proposal include funds or contributions in the form of cost sharing or matching?

Yes
 No

Attachments

Please Attach a Budget*

Attachment should be an excel or word document and include itemized lines (i.e. Personnel, fringe, equipment, supplies, travel, participant support costs, other direct costs and indirect costs).

Please Attach a Budget Justification*

Attachment should be in word or PDF.

Budget Attachments

In this section you will attach the budget and budget justification.

The budget must be attached as an Excel Spreadsheet or Word document.

The budget justification must be attached as a PDF or Word document.

Subrecipient

Proposal Sections	Subrecipient
General Info 12	<p>* Indicates Required Fields</p> <p>Subcontractors</p> <p>Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of an award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a sponsored program.</p> <p>Does the proposed research include any subrecipient(s)?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Proposed Subrecipient(s)</p> <p><input type="text" value=""/></p> <p>Select the proposed Subrecipient(s) using the finder.</p> <p>If Subrecipient(s) are not listed, please provide those below</p> <p><input type="text" value=""/></p> <p>Please attach the following for all subcontractors:</p> <ol style="list-style-type: none">1. Statement of Work2. Budget3. Budget Justification4. Subrecipient Commitment Form (if subcontractor is not in the Federal Demonstration Partnership Clearinghouse)5. Letter of Intent from subcontractor signed by an authorized official of the proposed subcontractor (if subcontractor is in the Federal Demonstration Partnership Clearinghouse) <p>Subrecipient Attachments*</p> <p><input type="text" value=""/></p>
Personnel ✓	
Financial Conflicts Of Interest In Research 2	
Research Subjects 2	
Research Materials 4	
Additional Resources 2	
Budget 16	
Subrecipient 2	
Intellectual Property 1	
International Engagement 3	
Attachments And Submission Notes 1	

Subrecipient/Subcontractor

If subrecipients are included in the proposal, select yes and select the subrecipient from the drop-down menu. You can add more than one subrecipient.

If the subrecipient is not listed, type in the name in the text box provided.

After adding the subrecipients, you must upload the following documents to the Subrecipient Attachments section.

- Statement of Work
- Budget
- Budget Justification
- Subrecipient Commitment form
- Letter of Intent from subcontractor (signed by authorized official)

Intellectual Property

Proposal Sections	Intellectual Property
General Info 12	<p>* Indicates Required Fields</p> <p>Intellectual Property is defined as individually and collectively all inventions, improvements and/or discoveries, patentable or unpatentable, copyrightable or uncopyrightable, including but not limited to mask works, computer software, both object and source code, data, data bases and works of authorship.</p> <p>Have you previously disclosed any intellectual property such as inventions (patentable or unpatentable) or copyrights to the institution?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Does the research in this proposal involve any filed and/or issued patents?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>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?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a commercial entity?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Personnel ✓	
Financial Conflicts Of Interest In Research 2	
Research Subjects 2	
Research Materials 2	
Additional Resources 2	
Budget 16	
Subrecipient 1	
Intellectual Property 4	
International Engagement 4	
Attachments And Submission Notes 1	

Intellectual Property

This section addresses the disclosure of any intellectual property.

1. Have you previously disclosed any intellectual property, such as inventions (patentable or unpatentable) or copyrights, to the institution? If you select “Yes” enter the title.
2. Does the research in this proposal involve any filled and/or issued patents?
3. Will this research use any material obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material?
4. Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a commercial entity?

International Engagement

Proposal Sections	International Engagement
General Info 12	<p>The below questions are to evaluate any areas of the project, which may fall under export control or other international engagement regulations. While not an exhaustive list, your sponsored project may be subject to export controls when:</p> <ul style="list-style-type: none">• The items, materials, technology or technical data used in the scope of work are identified on U.S. export control lists;• There is collaboration with foreign nationals or entities from U.S.-sanctioned countries; or• A sponsored project agreement limits publication of results or participation in the effort based on citizenship. <p>* Indicates Required Fields</p> <p>Will the proposed project involve activities conducted outside of the United States?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Does the project involve conducting proprietary research with a potential military application?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Do you anticipate sending/transporting or receiving any material, technology, or non-public design or fabrication information related to technology from outside of the US?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Do you anticipate any travel outside the US associated with this project?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Personnel ✓	
Financial Conflicts Of Interest In Research 2	
Research Subjects 2	
Research Materials 2	
Additional Resources 2	
Budget 16	
Subrecipient 1	
Intellectual Property 4	
International Engagement 4	
Attachments And Submission Notes 1	

International Engagement

The questions in this section are to evaluate any areas of the project, which may fall under export control.

1. Will the proposed project involve activities conducted outside of the United States? If “Yes” is selected list the names of the country.
2. Does the project involve conducting propriety research with a potential military application?
3. Do you anticipate sending/transporting or receiving any material technology, or non-public design or fabrication information related to technology from outside the US? If “Yes” is selected list the name of the country and the items to ship or transport out of the US?
4. Do you anticipate any travel outside the US associated with this project? If “Yes” is selected list the countries, you are travelling to.

Attachments and Submission Notes

Proposal Sections	Attachments and Submission Notes
General Info	<h3>Additional Attachments</h3> <p>Where applicable, please attach the following documents if not already uploaded in previous sections (items in red below are required for every proposal):</p> <ul style="list-style-type: none">• Scope of Work, Narrative, or Research Plan• Subcontractor documentation (letter of commitment, budget, budget justification, scope of work) -- Subcontractor section• Letters of support, cover letters, etc.• Other documents required by funding agency <p>Scope of Work, Narrative, or Research plan*</p> <p><small>Drag and drop new files or click to select from file system...</small></p> <div><p>↓ Budget Justification T... X</p><p>14KB</p></div>
Personnel	
Financial Conflicts Of Interest In Research	
Research Subjects	
Research Materials	
Additional Resources	
Budget	
Subrecipient	
Intellectual Property	
International Engagement	
Attachments And Submission Notes 	<h3>Additional Attachments</h3> <p><small>Drag and drop new files or click to select from file system...</small></p> <p><input type="checkbox"/> Add Attachments?</p>

Submission Notes

Enter any additional comments on this proposal

Additional Attachments

Attach your primary project documents, such as the Scope of Work, Project Narrative, or Research Plan in this section.

You may also upload and unlimited number of supplemental files (e.g. letter of support, cover letters) to support your submission.

Complete Proposal Submission

My Actions	Proposal Summary
<p>Complete Review</p> <p>Route for Review</p>	<p>PI: Diahann M Ryan</p> <p>Admin Unit: Office of Sponsored Programs</p> <p>Sponsor: National Science Foundation (NSF)</p> <p>Prime Sponsor: --</p> <p>Sponsor Deadline: 10/1/2024</p> <p>Total Sponsor Costs: 1250000</p> <p>Project Start Date: 9/1/2025</p> <p>Project End Date: 10/31/2029</p> <p>Instrument Type: Grant</p>

Proposal Form | Routing | History | Access | Tasks | Notes | Attachments | Links | Admin Only

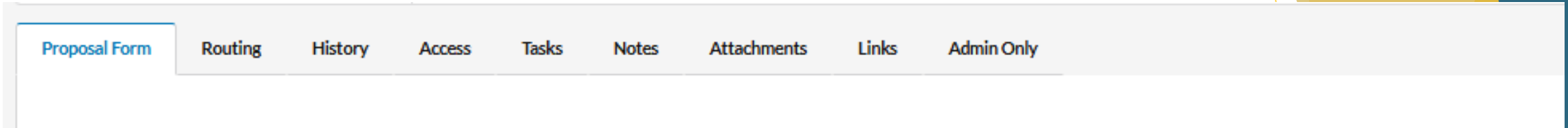
Proposal Sections	Attachments and Submission Notes
<ul style="list-style-type: none">General Info <input checked="" type="checkbox"/>Personnel <input checked="" type="checkbox"/>Financial Conflicts Of Interest In Research <input checked="" type="checkbox"/>Research Subjects <input checked="" type="checkbox"/>Research Materials <input checked="" type="checkbox"/>Additional Resources <input checked="" type="checkbox"/>Budget <input checked="" type="checkbox"/>Subrecipient <input checked="" type="checkbox"/>Intellectual Property <input checked="" type="checkbox"/>International Engagement <input checked="" type="checkbox"/>Attachments And Submission Notes <input checked="" type="checkbox"/>	<h3>Additional Attachments</h3> <p>Where applicable, please attach the following documents if not already uploaded in previous sections (Items in red below are required for every proposal):</p> <ul style="list-style-type: none">• Scope of Work, Narrative, or Research Plan• Subcontractor documentation (letter of commitment, budget, budget justification, scope of work) -- Subcontractor section• Letters of support, cover letters, etc.• Other documents required by funding agency <p>Scope of Work, Narrative, or Research plan*</p> <p><small>Drag and drop new files or click to select from file system...</small></p> <p>↓ Budget Justification_T - X 1400</p> <p>Additional Attachments</p> <p><small>Drag and drop new files or click to select from file system...</small></p> <p><input type="checkbox"/> Add Attachments?</p> <h3>Submission Notes</h3> <p>Enter any additional comments on this proposal</p> <p>Please include any special notes, comments or instructions regarding your proposal in the box below. This is internal information for the University only and will not be forwarded to the sponsor.</p>

Submission

You will receive a green checkmark after you have successfully completed each section of the proposal form.

Note that the Route for Review button is now active. Click on the button to move your proposal to the next step in the approval workflow.

Additional Tabs Defined



- ▶ Routing - Information about the routing process is displayed under this tab.
- ▶ History - View proposal status and history. Proposal status can also be viewed from the Sponsored Projects dashboard.
- ▶ Access - Manage who can view or edit the proposal
- ▶ Tasks - View open tasks relating to the proposal
- ▶ Notes - Add comments to the proposal for reference
- ▶ Attachments - Upload files relevant to the proposal
- ▶ Links - Displays data from records in connected systems
- ▶ Admin Only - Add notes and attachments that are only visible to other Administrators (tab is only visible to SP System and SP

RESOURCES

Resources

Cayuse Academy Training Videos:

- ▶ <https://tinyurl.com/bdesbjdb> (Introduction to Sponsored Projects)
- ▶ <https://tinyurl.com/5a6bsv5h> (Projects and Proposals)
- ▶ <https://tinyurl.com/2y5e6vsm> (Sponsored Projects Tabs & Tasks)
- ▶ <https://tinyurl.com/ypzksb77> (Sponsored Projects Awards)

Cayuse Research Suite: <https://www.uvi.edu/research/sponsored-programs/cayuse-research-suite.html>

[OSP-PROPOSAL-002_SOP_Notice of Intent](#)

[OSP-PROPOSAL-003_SOP_Proposal Review and Submission](#)