How to Log Into Cayuse SP

Step 1: Navigate to the [Howard University Cayuse SP System](#).

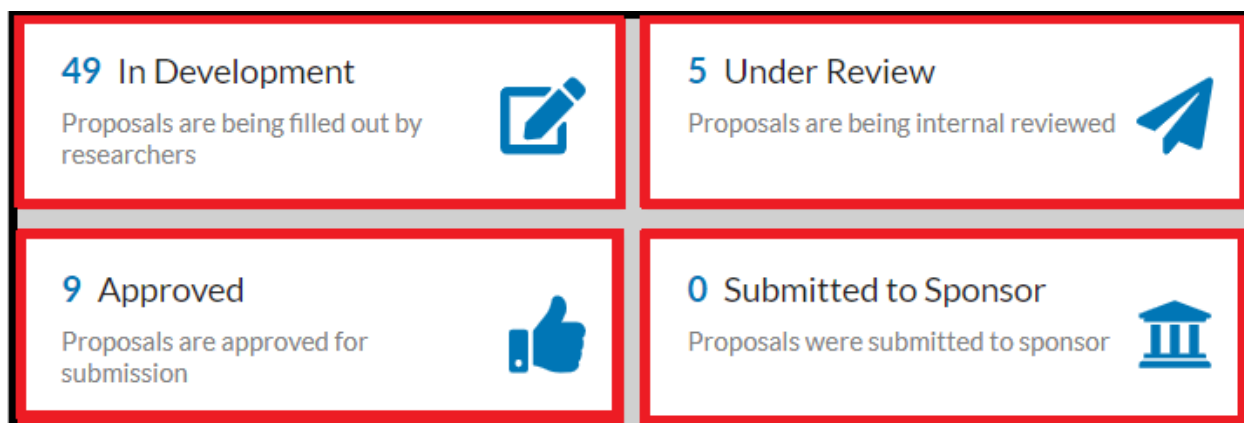**Step 2:** Enter your Howard University-issued Username and password.

Once logged in to the system, you will be taken to the Cayuse Home screen.

NOTE: If you recieve the image below after Step 2. Please create a ticket in the [Office of Research Ticket System](#) for access to Cayuse.

Understand the Cayuse SP Dashboard

The Cayuse SP Dashboard serves as the central hub within Cayuse SP. This is where you can start a new proposal record and/or view all of your current proposal records that are in development, under review, and fully approved.

49 In Development	5 Under Review
Proposals are being filled out by researchers	Proposals are being internal reviewed

9 Approved	0 Submitted to Sponsor
Proposals are approved for submission	Proposals were submitted to sponsor

The SP Dashboard also contains a complete list of your proposals that can be sorted by a broad array of fields. Some of these proposal records may still be in development, some may be under review, and some may be approved and submitted to Sponsor. The SP Dashboard also lists the Proposal Number associated with each specific proposal record. The proposal number field is an important piece of reference information when it comes to tying proposals to active awards.

Proposal #	Project Title	PI	Status
21-0124-P0001	11/1/2021, Faculty, Frances, NSF, Artificial Intelligence..	--	In Development
21-0123-P0001	11/1/2021, Faculty, Frances, NSF, Artificial Intelligence..	--	In Development
21-0122-P0001	TEST	--	In Development
21-0118-P0001	IP Test 00194731	--	In Development
21-0117-P0001	IP Test 00210702	--	Under Review
21-0116-P0001	10/1/2021, Faculty, Frances, NSF, Articial Intelligence...	--	In Development
21-0109-P0001	04292021	--	In Development
21-0108-P0001	test	--	In Development
21-0107-P0001	Test SP	--	In Development
21-0102-P0002	Test Proposal SP - 4/29	--	In Development