Cayuse SP PI Quick Reference Guide

Introduction

Cayuse Sponsored Projects (SP) is Howard University's pre-award and non-financial post-award management system. Cayuse SP integrates with Workday, allowing for a more streamlined and efficient connection between systems.

Below is a list of important information that will assist Principal Investigators in:

- Logging into Cayuse SP
- Certifying Proposals
- Locating Proposals
- Verifying Proposal Routing Statuses
- Identifying Helpful Resources

How to Log into Cayuse SP

Consistent with how users log into others systems protected by Azure Directory:

Step 1: Navigate to the Howard University's Cayuse SP System:
https://howard.app.cayuse.com/sp/proposals
Step 2: Enter your Howard-issued username and password.
Step 3: Click "Sign in".

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

Please Note: When navigating to Cayuse for the first time, your browser may present a security warning prompting you to accept a certificate prior to entering your Shibboleth credentials. This is safe. Cayuse purchases and maintains electronic certificates that are approved for internet commerce and are compliant with internet security standards. You may accept the certificate permanently and proceed to the login screen.

How to Certify a Proposal

When a Proposal Record has been submitted into routing, a required certification attestation will be sent to all PI, Co-PI and Multi-PIs identified in the Key Personnel section of the Proposal Record. Each PI will receive an email that contains a direct link to certify the proposal (see below).
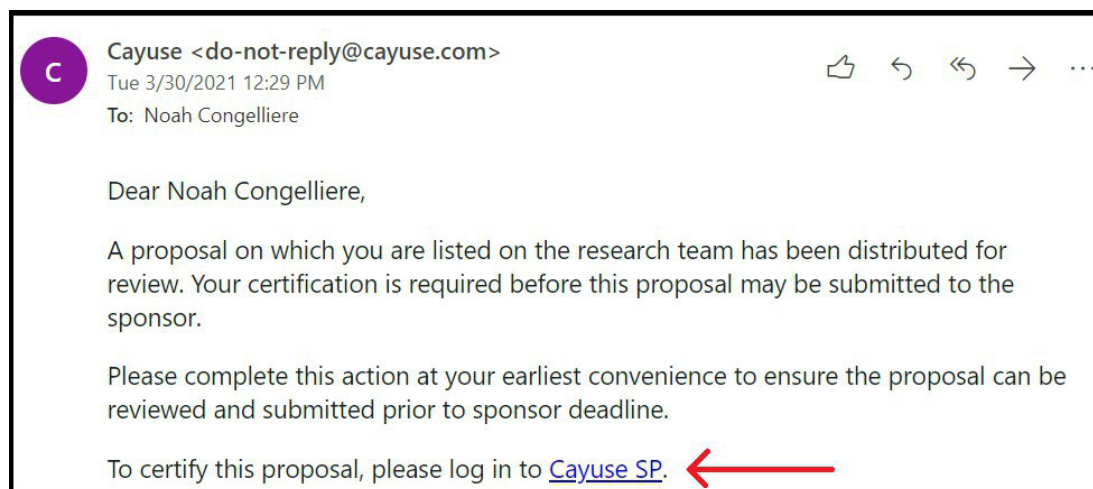
When the link is clicked from within the email, the Proposal Record will be automatically loaded. You will then need to click the "Certify Proposal" button in the upper-left corner of the Proposal Record under the "My Actions" area.

Please:
1. Read the Certifications (See Below).
2. Check the "Confirm My Certification" box.
3. Click "Certify".
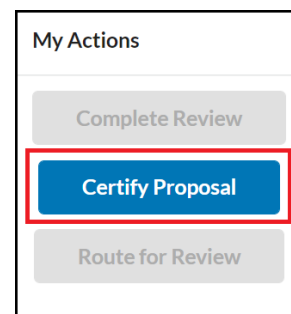
Confirm Certification

I understand and certify that:

- I certify that the information submitted within the application is true, complete, and accurate to the best of my knowledge.
- I acknowledge the responsibility associated with my role as PI/Co-PI/Multi-PI and agree to comply with the sponsor's policies.
- I agree to accept responsibility for the conduct of the project and to provide the required reports and/or deliverables if the sponsored project is awarded as a result of the application.
- I certify that I am not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from current transactions by a federal department or agency.
- I certify that I have read the **Federal Mandate to Disclose International Collaborations** found here.
- I certify that I have disclosed all international collaborations or support in the proposal and if not, I certify that I do not have any foreign support or involvement to disclose in the proposal.

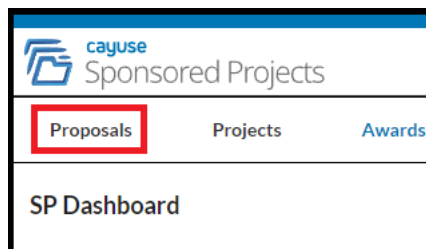☐ Confirm my Certification

Comment

Please add a comment.

Cancel   Certify

How to Locate Proposals
Step 1: Log into Cayuse SP
Step 2: Click Products > Sponsored Projects
Step 3: Click "Proposals"

In the Proposals section, you will find Proposal Records where you are indicated as a PI, Co-PI, or Multi-PI.

How to Open a Proposal
To open a Proposal Record, simply click the blue Proposal Number.

Proposal #	Project Title	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

How to Sort Your Proposals
When you've clicked on the "Proposals" section of Cayuse SP, you will be taken to "The SP Dashboard". This area contains different columns of information based on specific proposal data elements (Sponsor, Sponsor Deadline, PI etc.). You can set the view here to show only the column fields that are useful to you.

Step 1: On the SP Dashboard, click "Set View".

Step 2: Check only the boxes that contain the fields you want to see.

Step 3: Click "Update".

	Proposal #	PI	Status	Sponsor	Sponsor Deadline	DCG Officer
☐	21-0058-P0001	--	In Development		5/14/2021 10:31:57 pm	Katie Rountree
☐	21-0057-P0001	--	In Development		5/14/2021 10:31:36 pm	Andrew Probasco
☐	21-0056-P0001	--	In Development		5/14/2021 10:31:15 pm	Amanda Reguengo
☐	21-0055-P0001	--	Under Review	American Training International	5/14/2021 9:25:35 pm	Jeri Muniz
☐	21-0054-P0001	--	Under Review	20th Century Fox (US)	5/28/2021 7:00:00 am	Aimee Barnard

How to Search for Proposals
You can also use the search function of the SP Dashboard to narrow your proposals by various data fields (Ex. Sponsor, Sponsor Deadline Date etc.)

To Use the Search Function:
Step 1: Click the Search Bar in the SP Dashboard.
Step 2: Select the Data Field You Want to Search By (Ex. Sponsor)
Step 3: Type the Information into the Search Bar (Ex. National Science Foundation).

This will narrow the search results to show only the information you are searching for.

Where Is My Proposal in the Routing Process?
To check where your proposal is in the routing process:

Step 1: Log into Cayuse SP
Step 2: Click Products > Sponsored Projects
Step 3: Click "Proposals"
Step 4: Open the Specific Proposal
Step 5: Click the Routing Tab

The "Routing" Tab of the Proposal Form will show all person(s) who still need to approve the proposal record in order to move the proposal status from *Under Review* to *Approved*.

Where Do I Go for Help?
Below is a helpful list of Cayuse SP post go-live contacts and resources that will assist you with any potential technical or programmatic inquiries.

Have a Question About a Specific Proposal or Award?
Create a ticket in the Office of Research Ticketing System and someone from the Sponsored Programs Office, SPO, will answer questions regarding issues related to any specific proposal and/or award.

Need Additional Training?
Web Guides
Training Videos