
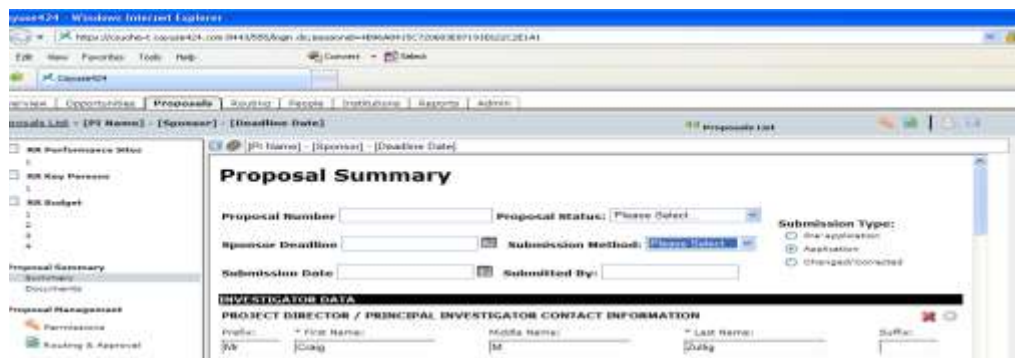


## Instructions for PI: Creating a New Proposal in Cayuse424

1. Log in to <https://JSU.cayuse424.com> using your JSU email username (i.e., anewton@jsu.edu would be anewton) and your MyJSU Password.
2. If you are applying to a federal opportunity as the lead institution, select the “Opportunities” tab and **SKIP TO STEP 5.**
3. If you are applying to a federal opportunity as a subaward, select the “Proposals” tab and click “Create Proposal” and then “Research Subaward Proposal” and then “Create.” **SKIP TO STEP 6.**
4. If you are NOT applying to a federal opportunity, select the “Proposals” tab and click “Create Proposal” and then “Other Proposal” and then “Create.” **SKIP TO STEP 6.**
5. Search for your Opportunity that you plan to apply to using key words or the opportunity number. If you do not see it listed, then click “Download Opportunities”. Here you can search by Opportunity Number of CFDA number. Click “Download Opportunities” and a list will generate. Find your Opportunity in the list and click the  to “Create a Proposal” for your chosen Opportunity.
6. Fill in “Proposal Name” with a brief descriptive title of your project. (OSP will go in and rename your proposal according to our internal numbering/naming system)
7. Type your last name in the blank and click “Search for PI” and select your name from the box below.
8. Select your organization. (Jacksonville State University)
9. Select the Default IDC Rate. IF the majority of the work will be done on campus, select “ON CAMPUS.” If the majority of the work will be done off campus, then select “OFF CAMPUS.” (You will not see this field if you are not applying to a federal opportunity).
10. Select the appropriate number of Budget periods. This is the number of years or the duration of the project.
11. Enter the due date as it is listed in the opportunity or RFP.
12. Enter the appropriate validation type. If you see the specific organization that you are applying to then select it. If you don’t see the federal organization listed then select “Other Federal Agency.” If the sponsor is not a federal agency, then select “Other - Minimal”
13. Click “Create Proposal”
14. From the left side of the page select “Summary.” This summary page must be completed in order to successfully complete the notification process. Summary Page should look like the image below.



15. Fill out the Proposal Summary according to the following chart. All fields that are highlighted in yellow must be complete.

Field:	Principle Inv.	Notes
<b>Header</b>		
Proposal Number		OSP will assign this.
Proposal Status		For now, it will be 'Under Review'
Sponsor Deadline	X	Use date listed in the official RFP (Request for Proposal)
Submission Date		OSP will submit and note this submission date
Submitted By		OSP will submit
Submission Type	X	"Pre Application" = Pre proposal ; "Application" = Full Application : "Changed/Corrected" = Revision requested by funding agency
<b>Investigator Data</b>		
Name/Title/Address/ID #	X	Will automatically populate if you entered your name correctly when you created the proposal
First Budget Period Effort	X	How much time do you expect to allocate to this project during the first budget period. Call OSP with questions.
Status of PI	X	Tenure/Tenure track = 9 month faculty Permanent PI status = 100% of salary is paid by a grant(s) Other Appointment = 12 month administrators and staff
Status Waiver Required	X	Always "No"
Signed IP Waiver	X	Always "No" unless the proposal or RFP requires some upfront commercial rights to JSU Intellectual Property. If "YES" a signed waiver should be attached under "Documentation." Policy being revised and form being drafted.
Signed COI Disclosure	X	Mark "Yes" only if there could be real or potential conflicts of interests with this proposal. If "Yes" attach disclosure form under "Documentation". Policy and form are being drafted.
Agency Certification Document		
Cost Sharing Authorization	X	Mark "YES" if Cost Sharing is a requirement of this RFP and attach the Cost Sharing Authorization/FOAP approval under "Documentation".
<b>Sponsor Data</b>		
Agency	X	Only fill in if Sponsor is not found in drop down menu below
Proposal Type		
Sponsor Mechanism		
Sponsor	X	Select sponsor from drop down menu. This is the entity from which you will receive the funds. If this is a subaward, then the sponsor is the lead institution that is applying. If sponsor is not listed, then write in the sponsor name above in the "Agency" field.
Code	X	Autofill
Name	X	Autofill
Subdivision 1		
Subdivision 2		

<b>Project Data</b>		
Title of Project	X	DESCRIPTIVE title of your project
Is this a Subcontract?	X	Select "Yes" or "No"
If yes, who is Prime?	X	If "YES" it is a subaward, then who is the prime sponsor? Where/Who are the original funds coming from.
Type of Proposal	X	Select Type of Proposal
Type of Agency	X	Select Type of Agency
Kind of Application	X	Select Kind of Application
Type of Project	X	Select Type of Project (See Descriptions Below Chart)***
<b>Project Administration</b>		
Who is responsible?		
Departmental Identification Number		
Departmental Name		
Primary Dept. Contact Info		
Account Classification		
Other Institutional Code		
NAICS Code		
<b>Compliance Data</b>		
Animal Subjects	X	If you are using vertebrates in your research select "YES." If "Yes" you must then answer 2 follow up questions.
Human Subjects	X	If you are using humans in your research select "YES." If "Yes" you must then answer 2 follow up questions.
Hazardous Materials	X	If your research involves any of the items listed then you must attach a statement of explanation in the "Documents" section.
IACUC & IRB approval numbers		If applicable.
<b>Budget Data</b>		
Performance Dates	X	Enter First Budget Period Begin and End Dates as MM/DD/YYYY. (First year of the project) Enter Cumulative Budget Period Begin and End Dates As MM/DD/YYYY. (Entire life of the project)
Cost Sharing Information	X	Does the opportunity or RFP require cost sharing/matching (mandatory committed)? If so, select "Yes." If "Yes" you must complete the remaining fields. Voluntary Committed is usually NOT recommended unless under unique conditions. Select "No"
Budget Period	X	For each budget period please estimate the associated direct cost and indirect cost.
Direct Cost	X	Total Direct Cost associated with the project.
Indirect Cost	X	Total Indirect Cost associated with the project. (35.1% of modified total direct costs for on campus and for off campus)
Total Cost	X	Autofill

<b>Award Data</b>		
Award Number		
Contract Number		
Date		
Budget Period		
Direct Cost		
Indirect Cost		
Total Cost		
<b>Export Control</b>		
Question 1	X	If "Yes" to any of these, please attach a statement of explanation in the "Documents" section.
Question 2	X	
Question 3	X	
<b>Comments and Explanations</b>		
Text Box	X	Please provide a 1-2 paragraph abstract describing your project per Dr. Tucker's request.

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- i. *Basic Research* – (defined by NSF) a systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and observable facts without specific applications towards processes or products in mind.
- ii. *Capital (Equipment/Construction)* – sole purpose of the project is to purchase equipment defined by having a useful life of more than one year and acquisition cost of \$5,000 or more per unit
- iii. *Applied Research* – (defined by NSF) systematic study to gain knowledge or understanding necessary to determine the means by which a recognized and specific need may be met.
- iv. *Clinical Study/Trial* – (defined by NIH) a research study in which one or more human subjects are prospectively assigned to one or more interventions to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.
- v. *Research Training* – (defined by NIH) multidirectional integration of basic research, patient-oriented research, and population-based research with long-term aim on improving the health of the public.
- vi. *Service* – Sole purpose of the proposal is one or combination of the following: Public Service, Outreach, or Programmatic.
- vii. *Instructional Research* – (OSP) this is used to identify projects where the main focus is to redesign, change or update the curriculum within the PI's or Co-PI's department/college.
- viii. *Other* –projects purpose is for Institutional/Academic Support

16. Once the proposal summary page is COMPLETE, click the "Permissions" tab on the left hand side of the page.

17. Select "Add user." Type the name of your chair/director (direct supervisor) in the box and click "Search". Select the name below.

18. Repeat and add your Dean or Vice President. Type the name of your Dean/VP in the box and click "Search."

19. Repeat and add Allison Newton. Type Newton in the box and then select Allison Newton below. Click "Close"

20. Once these users have been added, be sure that only the "Read" option is checked for each user that you just added. This will allow your Chair/Director, Dean/VP, and OSP to be notified of your intent to apply for this grant.

21. **DO NOT** route the proposal using the "Routing and Approval" tab at this time. This is to be done 3 days prior to the deadline when the application is complete.

22. Click the blue floppy disc "save" icon in the upper right hand corner. Then Click **"SIGN OUT."** (If you don't sign out the proposal will be locked)

## **FINAL ROUTING INSTRUCTIONS**

Three days before the proposal deadline, the PI must have completed the application in Cayuse, including documentation and budget.

1. The PI will go to the Routing and Approval tab in the left column under **Proposal Management**. Some faculty may have routing chains already established, and if that is the case, the PI will simply CHECK THE BOX NEXT TO THE APPROPRIATE NAME. If not, build the Routing Approval by typing in the last name and selecting from the drop-down menu.

The order of the Routing and Approval is the same as the Form 42:

- PI(s);
  - Department Chair(s);
  - Dean(s);
  - Office of Sponsored Programs;
  - Provost;
  - Restricted Funds Accountant;
  - VP, Finance & Administration; and
  - Office of Sponsored Programs
2. The application will then go to the next person in the chain, until it reaches the Office of Sponsored Programs for the second time.
  3. ONLY when the application has been approved by everyone in the chain will it be submitted.

## **INSTRUCTIONS FOR CHAIRS/DEANS/DIRECTORS**

If you are the supervisor of a faculty member who is working on an application in Cayuse, you may occasionally receive an email requesting you to login to Cayuse and approve an application for submission.

1. Click on the link received in the email notification.
2. Sign in using your current JSU email username and MyJSU password.
3. When the application opens, you will see the cover page; to review the application, start with the Summary Page, which you can navigate to under the **Proposal Summary** section of the left hand column.
4. Once you have reviewed the proposal, choose Routing & Approval in the left hand column under **Proposal Management**. If you do not wish to approve the application, please contact the PI or OSP to discuss issues.
5. If you choose to approve the application, you will be directed to the routing page, where you will click the box beside your name. The application will then go to the next person on the routing chain.