

Instructions for Navigating the Cayuse SP Home Screen

The screenshot shows the Cayuse SP Home Screen. On the left is a navigation menu with the following items: Proposal Dashboard (with sub-links: Start New Proposal, My Proposals, Proposals In My Unit, Overdraft Spending Inbox), Award Dashboard (with sub-links: My Awards, Awards In My Unit), and Certifications/Approvals (with sub-links: PI Certification Inbox, Unit Approval Inbox). Below the menu is contact information for PreAward Services. The main content area is titled '>> Welcome to Sponsored Projects' and contains instructions for using the Proposal Dashboard, Award Dashboard, and Certifications/Approvals Dashboard, along with administrative support information and a link to the EUGDPR notice.

Proposal Dashboard

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

Award Dashboard

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

Certifications/Approvals

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

PreAward Services
2 Fairchild Hall, 1601 Vassar St.,
Manhattan, KS 66506-1103
Phone: 785.532.8804
Fax: 785.532.5944
Email: research@ksu.edu

>> Welcome to Sponsored Projects

Use the Proposal Dashboard to:

- Start a new proposal.
- Edit and track proposal records you have created or on which you are named as a contributing member.
- View proposal records in administering units to which you have been granted Proposal Data Access.
- Authorize preliminary award requests in your role as a Pre-Award Spending Approver.

Use the Award Dashboard to:

- View awards on which you are listed as a member of the Research Team.
- View awards in administering units to which you have been granted Award Data Access.

Use the Certifications/Approvals Dashboard to:

- Certify proposal records on which you are cited as the Lead PI or PI.
- Authorize proposal records in your role as a unit IPF Approver.

Administrative Support

If you are needing assistance with any of the following please do not hesitate to contact us.

- Office of Research Development (ORD):** Finding funding opportunities and collaborators; technical proposal reviews; managing teaming and logistics and diversity/education for larger, multidisciplinary submissions; developing data management plans and more. Email: ord@ksu.edu
- PreAward Services (PAS):** Proposal preparation, including budget development, preparation of forms, editing, review, final document submission, preparation and negotiation of award agreements (as well as subaward agreements), obtaining campus approvals and more. Email: research@ksu.edu
- Sponsored Programs Accounting (SPA):** Fiscal administration services for grants and contracts involving invoicing and financial reports; review of expenditures for compliance with federal, state and sponsor guidelines and regulations; monitoring of Subawards; maintenance of effort reporting and cost sharing systems. Email: spaaccts@ksu.edu
- University Research Compliance Office (URCO):** Assist researchers with regulatory oversight and guidance on research involving human subjects, laboratory animal care and use and recombinant or synthetic nucleic acid molecules or biohazard materials. URCO oversees institutional biosafety and export controls programs and also administers institutional and sponsor required trainings. Email: comply@ksu.edu

See [EUGDPR notice](#) for details regarding personal information.

Start New Proposal

- Select to easily initiate a new Internal Processing Form (IPF)

My Proposals

- Proposals that you have initiated or are listed on as a member of the Investigator/Research Team

Proposals in My Unit

- Proposals that you have Proposal Data Access to the associated unit

Overdraft Spending Inbox

- Review/approve/track overdraft spending requests in which you are an Overdraft approver

My Awards

- Awards that you have initiated or are listed under the Investigator/Research Team section

Awards in My Unit

- Awards that you have Award Data Access to the associated unit

PI Certification Inbox

- Review/certify/track IPF's in which you serve as a Lead PI or PI

Unit Approval Inbox

- Review/authorize/track IPF's in which you are an IPF approver