

## Instructions for Starting an Internal Processing Form (IPF)

1. Log in to Cayuse (k-state.cayuse424.com) with your K-State eID and password.
2. The Cayuse Landing Screen will appear. Select the “Cayuse SP” hyperlink.
3. The Cayuse Home Screen will appear. Click “Start New Proposal” to get started.
4. You have now entered the first screen for completing the IPF. For a full list of field descriptions please reference the Master IPF Field Listing. At this stage, only fields with red asterisk need to be completed. Once filled out, click “Save”.

### FIELDS ON THIS SCREEN AND KSU USE FOR THESE FIELDS

Sponsor: Organization contracting directly with K-State; if the sponsor you need is not available then email [cayuse@ksu.edu](mailto:cayuse@ksu.edu) to request that it be added.

Admin Unit: Primary accounting unit for the project; Never select a unit ending in -AES/CES/EES/CE as these are reserved for the Investigator/Research Team selection for reporting purposes

Primary Admin Contact: Enter the Grant Specialist responsible for the record in Cayuse SP

Short Project Name: Internal reference name for proposal (Ex: Willie Wildcat, NIH R01)

Project Start Date: Anticipated/contractual start date for project

Project End Date: Anticipated/contractual end date for project

Activity Code: Select the appropriate code from the below options; if your response could be a combination of one or more, please select the predominant code.

**Applied Research:** Research using known knowledge/procedures to solve a practical problem or meet a need

**Basic Research:** Fundamental research; attempts to create new knowledge/procedures/info

**Development Research:** The systematic use of the knowledge/understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes

**Instruction:** Involving instructional course work or training classes/workshops, where KSU credit is offered

**Public Service:** Service rendered to the general public

Proposal Type: Select the appropriate IPF routing type

Instrument Type: Select the appropriate instrument type; if you are initiating a preproposal or proposal, this information may not be known at this stage. Please select the most appropriate response. It will be reviewed/updated at the award IPF routing phase.

Sponsor Deadline: Input the appropriate date and time that the sponsor has specified for the deadline

Title of Project: Official technical title of project as specified by PI

Note: If the Proposal IPF will be associated with a submission in Cayuse 424, select the “Create a Paired Proposal” radio button. Cayuse 424 will appear in a new tab. The Create Proposal pop up will appear, select the appropriate radio button and click “Create”. Proceed with the proposal development in Cayuse 424.

If you’ve already created the 424 proposal, select the “Pair with a 424 Proposal”. The Sponsored Projects to 424 Pairing pop up will appear, select the appropriate 424 proposal to pair your SP record with.

Once your pairing is complete you will see an orange pairing icon in the IPF screen, located next to the Item List proposal number and PDC icon in the upper left-hand corner.

5. The IPF Routing will appear after you click “Save”. Complete the required sections as best as you can.

If you are initiating an IPF as a Lead Principal Investigator, then proceed with completing the sections labeled with “(PI)” in the title. **Additionally, you will need to add the appropriate Grant Specialist as a Proposal Editor to the Research Team otherwise they will be unable to access the IPF.**

If department/college grant specialists are creating the IPF, they should add the PreAward grant specialist as a Proposal Editor and know that the PreAward grant specialist will do the same in return.

6. When you are ready to notify PreAward Services of your IPF record, please email your appropriate Grant Specialist. If you are uncertain who your assigned GS is, please find the staff listing here: <https://www.k-state.edu/research/leadership/staff.html#preaward>.