Cayuse SP (Sponsored Project)
What takes place in what system?

Cayuse 424 (Proposals S2S)
- Build SF424 Proposal
- Documents related to proposal that go to sponsor
- S2S (Submit Proposal to Grants.Gov)

Cayuse SP (Sponsored Project)
- IPF (Internal Proposal Form)
- Routing and Approvals
- Internal documents related to proposal – not going to sponsor

Albert Einstein College of Medicine
Changes and Enhancements

- Cayuse SP will take the place of the Einstein Final Approval Form
- PI Certification in Cayuse SP or Paper Form
- All Routing/Approvals take place in Cayuse SP
- Parallel Routing enabled to route to multiple units at the same time
- Better access to data – Connect Proposal to Award to Project
How the records are related

Proposal: 13-0050
13=Fiscal year; 0050=Sequential proposal number

Project: A14-1262
A=Award (formerly “Award Project”); 14=Fiscal year; 1262=Sequential project number

Award: A14-1262-001
A14-1262=Project number; 001=Sequential award number

Subcontract: A14-1262-S001-A01
A14-1262=Project number; S001=Subcontract number; A01=Amendment number

*Legacy records begin with 00- or A00-
Cayuse SP Process
## IPF Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>This section holds information about the proposal opportunity, sponsor, deadline, project dates, etc.</td>
</tr>
<tr>
<td>Investigator/Research Team</td>
<td>The Principal Investigator (or “Lead Principal Investigator”, Co-Investigators and Key Personnel are identified in this section.</td>
</tr>
<tr>
<td>Budget</td>
<td>Either summary or detailed budget information. You can autofill the budget from a 424 proposal</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>OGS has worked with Einstein's Conflict of Interest (COI) dept. to make the questions self-explanatory</td>
</tr>
<tr>
<td>Regulatory Compliance</td>
<td>Questions related to human subject, animal subject or research materials.</td>
</tr>
<tr>
<td>Subcontractors</td>
<td>Details for the subcontractor if applicable.</td>
</tr>
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</table>
Export Control
Einstein is required to comply with Federal regulations governing the distribution of controlled information and technology to foreign nationals and foreign countries for reasons of foreign policy and national security.

Intellectual Property
Terms and conditions in sponsored research agreements and licensing or material transfer agreements can sometimes conflict with one another, affecting the management of intellectual property.

Location of Sponsored Activities
There on-campus locations, in-state location, out of state locations and out of the country locations. You may list multiple sites under each location but the sum of all percentages in all locations must equal 100%.
### Proposal Attachments
This section is a key resource for investigators, departmental administrators, and approvers in Cayuse SP. The uploaded documents are a permanent record of the proposal, including the opportunity announcement, proposal, excel budget, cost share documentation, letters of support, subcontract/subrecipients commitment forms, etc.

### Approving Units
Cayuse SP automatically includes the Lead Principal Investigator, Principal Investigators, Award Department (managing department), PI department(s), and affiliated centers and institutes in the list of Approving Departments. Regulatory Compliance approvers must be manually added.
**IPF Sections**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Submission Notes</td>
<td>Provide any additional information, comments, or instructions regarding the proposal in this section. There is no limit on the number of notes. Notes are visible to all members listed on the Research Team, proposal approvers, and OGS, and may not be changed or deleted after creation.</td>
</tr>
</tbody>
</table>
PI Certification vs Unit Approvals

**PI Certification**
- **Lead Principal Investigator**
- **Principal Investigator**

**Certification – in Cayuse SP and certify the proposal or per Form**

**Unit Approval**
- **Department Admin on behalf of the unit**
- **Research Team Units**
- **Compliance Review**

<table>
<thead>
<tr>
<th>IRB</th>
<th>IACUC</th>
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<tbody>
<tr>
<td>OBBD</td>
<td>Monte OSRP</td>
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<tr>
<td>Monte Clinical Trials</td>
<td>OGS</td>
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<tr>
<td>Core Facilities</td>
<td>EH&amp;S</td>
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Legacy Data

Historical Data
ONLY AVAILABLE IN PROPOSALS

Going Forward
PROPOSALS WILL BE LINKED TO SPONSORED PROJECT RECORDS
Useful Links

**Einstein Cayuse URL:**
https://einstein.cayuse424.com/

**Cayuse Support Site:**
http://support.cayuse.com/

**Einstein Cayuse Go-Live Helpdesk:**
https://app.smartsheet.com/b/form/f3d4d917974d444081e79a93f304e9b

**PI/Unit Approver Dashboard Overview Video:**
https://fast.wistia.com/embed/iframe/j5j5l9wzi