Cayuse SP

Cayuse SP is an electronic routing system designed to manage research operations and provide a framework to track and report proposal reviews and approvals to the sponsored programs activity. It is essentially an electronic routing system for proposal review and approvals and replaces the Electronic Proposal Transmittal Form (ePTF).

For an overview of the workflow process in Cayuse, click here.

Resources and References

ORSS (Office of Research Support Services)

- **JCRI (Jefferson Clinical Research Institute)** - Clinical research administrators facilitate contract and budget negotiations for clinical research trials. The budget and contract are negotiated and once finalized, are entered in the system and routed for approval by the principal investigator, departmental chair, and departmental administrator.
- **ORA (Office of Research Administration)** - Actual submitters to the external sponsors like NIH, AHA, etc. They review the proposal and sign off on it before submitting. If they find any errors they send the proposal back to RACE for corrections.
- **RACE (Research Administration Center of Excellence)** - Grant administrators who work with the PIs. After the proposal is prepared, it is routed to the chair of the PI's department for approvals. If there are other personnel on the project, the proposal is routed to their respective chairs and administrators for approvals.

Evisions Online User Guide

Questions? Please chat the Solution Center from 8 a.m. to 5 p.m. at solution.jefferson.edu.

If after hours, call the Solution Center at 215-955-7975.

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Cayuse Process Flow

Click Here to Download This Diagram!

Questions? Please chat with the Solution Center from 8 a.m. to 5 p.m. at solution.jefferson.edu.

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Quick Guides

Use the links below to download and print quick help.

- PI Quick Guide
- Department Administrator Quick Guide

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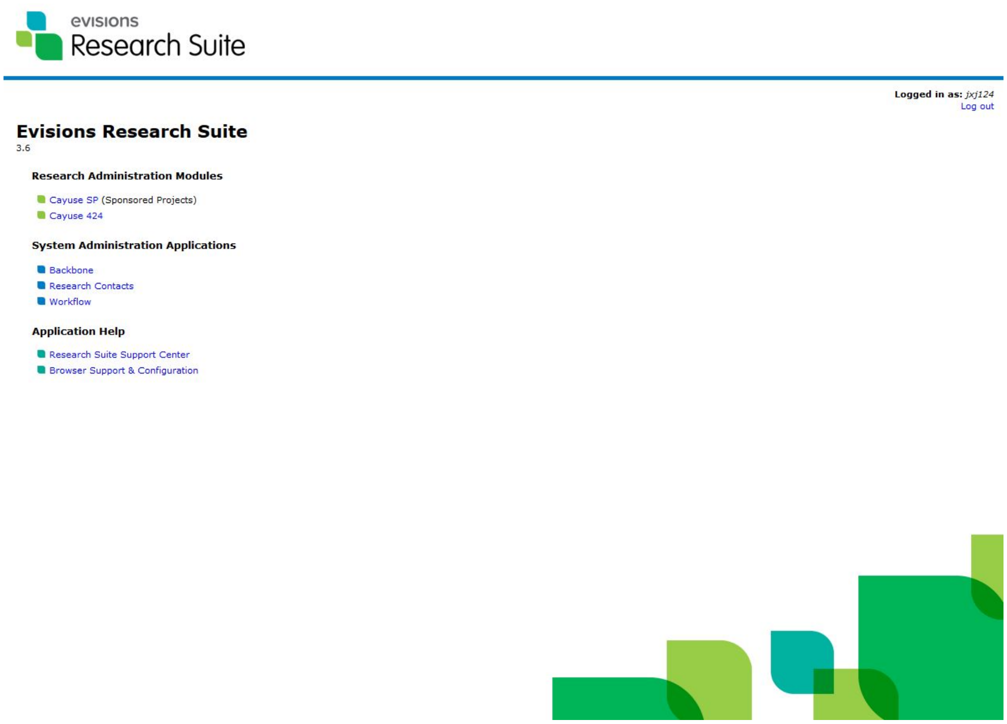
Accessing Cayuse SP

Before logging in, make sure your browser is properly configured to work with Cayuse. You will need to enable pop-ups, JavaScript, and cookies.

> **Tip**
> If your login credentials don't work or do not exist, please email resadmin@jefferson.edu and access will be provided within one (1) business day. If immediate action is needed, please contact Jeanmarie Johnston at 215-503-6976.

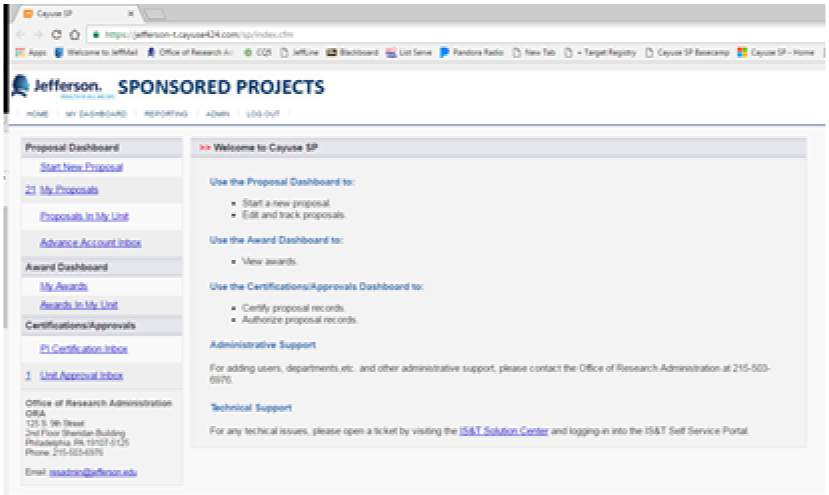
1. Open any browser window, preferably Google Chrome or Firefox.
2. In the URL window, access https://jefferson.cayuse424.com/**.**
3. Enter your TJU campus key and Cayuse password and click LOGIN. This will take you to the Evisions Research Suite.



4. Click on Cayuse SP under the Research Administration Modules header. This will take you to the Evisions Research Suite Sponsored Proposal Dashboard.

Proposal Dashboard

The Proposal Dashboard allows you to start a new electronic proposal form (SP record) and provides visibility and access to your proposal information at various stages of the development, routing, and approval cycles.



Use the **Proposal Dashboard** to:

- Start a new electronic proposal form (**Start New Proposal**).
- Edit and track electronic proposals you have created or on which you are named on the budget (**My Proposals**).
- Edit and track electronic proposal forms in your department if you have been set up in Cayuse as an approver (**Proposals in My Unit**).
- Prepare, view and manage Advance Account Requests (**Advance Account Inbox**).

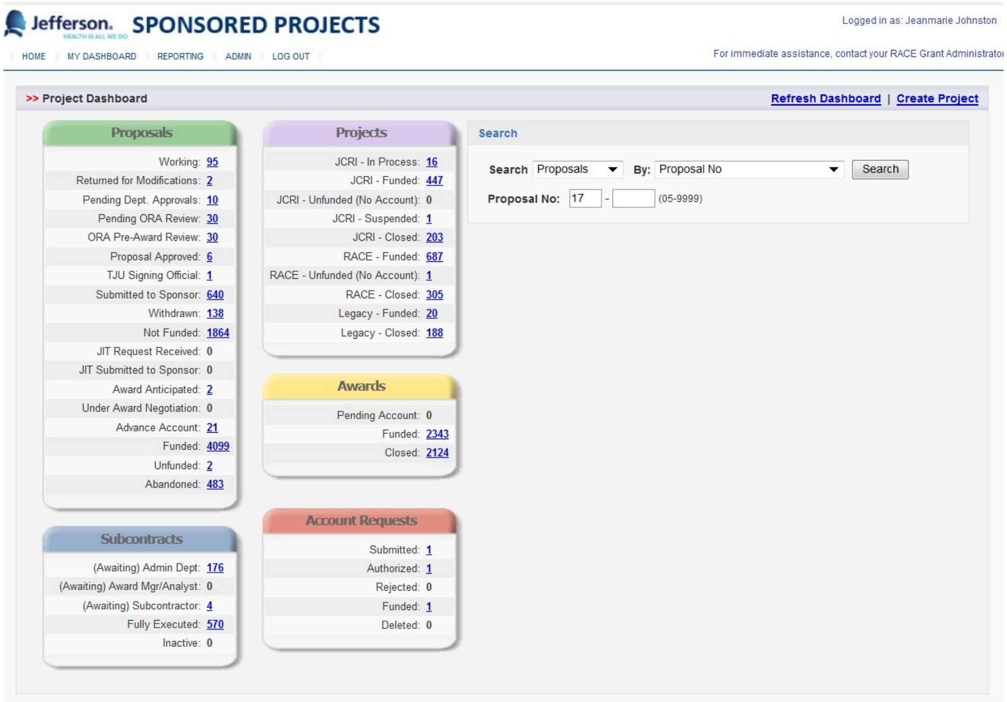
Use the **Awards Dashboard** to:

- View awards in your department using **(My Awards & Awards In My Unit).**
- Department Administrators will be able to see proposals where members of their department are listed as PI or as any other role on the budget.

Use the **Certification/Approvals** to:

- Allow PI certification of proposal records **(PI Certification Inbox).**
- Allow Department Administrators and Chairs the ability to authorize proposals **(Unit Approval Inbox).**

Project Dashboard



Cayuse SP has consolidated the **Proposal Administration** and **Award Administration** dashboards into one dashboard called the **Project Dashboard**.

The Project Dashboard has five sections to it (as seen above) including: Proposals, Subcontracts, Projects, Awards, and Account Requests.

A **Search** section is also included, located to the right of the buckets, which allows you to search by any of the buckets (Proposals, Awards, Accounts, Projects, etc.) and then by the most common elements for each type (Proposal No, Lead PI, Research Team Member, Sponsor, etc.).

In the new Project Dashboard, each bucket has a line for each "status" available for that type of item (i.e. Proposals, Awards, etc.).

You can also refresh the Dashboard by clicking **Refresh Dashboard** in the upper right corner of the screen. This will update all records that have been modified by other users since you logged in.

Creating A Proposal

- Start a New Proposal
- General Proposal Information
- Submission Method
- Project Personnel
- Budget
- Subcontractors
- Regulatory Compliance
- Export Control
- Intellectual Property
- Proposal Abstract
- Additional Questions
- Proposal Attachments
- Approving Units
- Submission Notes

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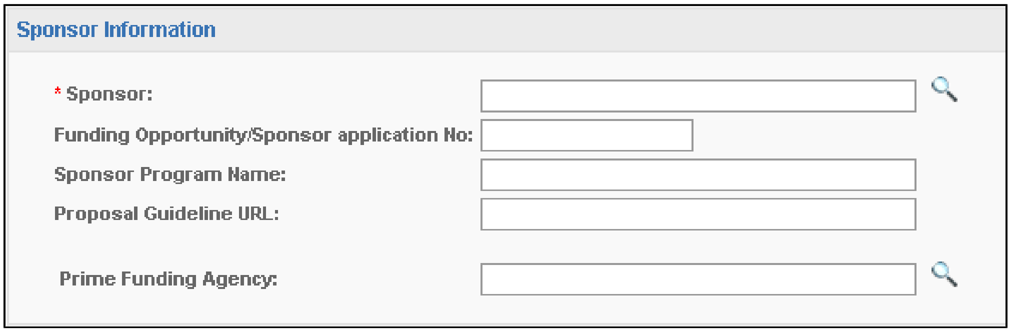
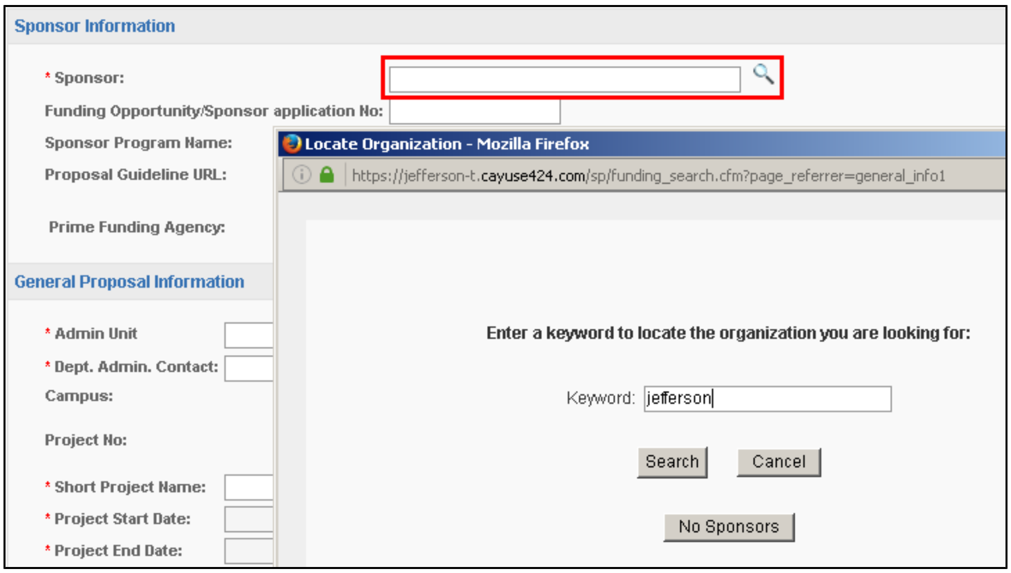
Start a New Proposal

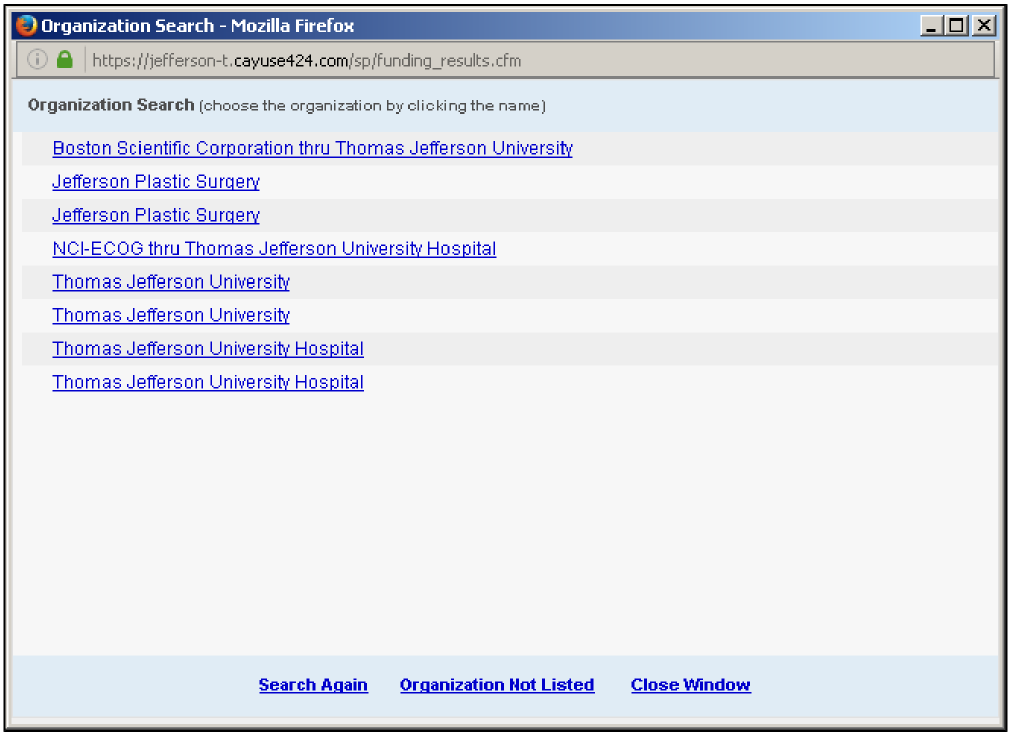
All proposals begin by identifying the project sponsor. This is the agency/entity that will fund your research.



1. Click in the **Sponsor** field or click on the search icon. Cayuse will automatically redirect you to a pop-up search page.



2. Enter all or part of your sponsor name, then press **Enter** or click **Search**. Select the sponsor that will directly fund the research project. Generally speaking, this is the sponsor whose name will be on the check to the institution or to whom ORA will send invoices.



3. Scroll through the list to find the correct name of the funding agency and click it to select.

> If your agency/entity is not listed, email jeanmarie.johnston@jefferson.edu to request a new sponsor.

4. Always enter the **Funding Opportunity/Sponsor Application No.** provided by the sponsor for this proposal.
5. Enter the **Sponsor Program Name** as listed in the funding announcement.
6. Enter the web address of the guidelines/instructions associated with the sponsor's application, if such an address exists, into the **Propos al Guideline URL** field.

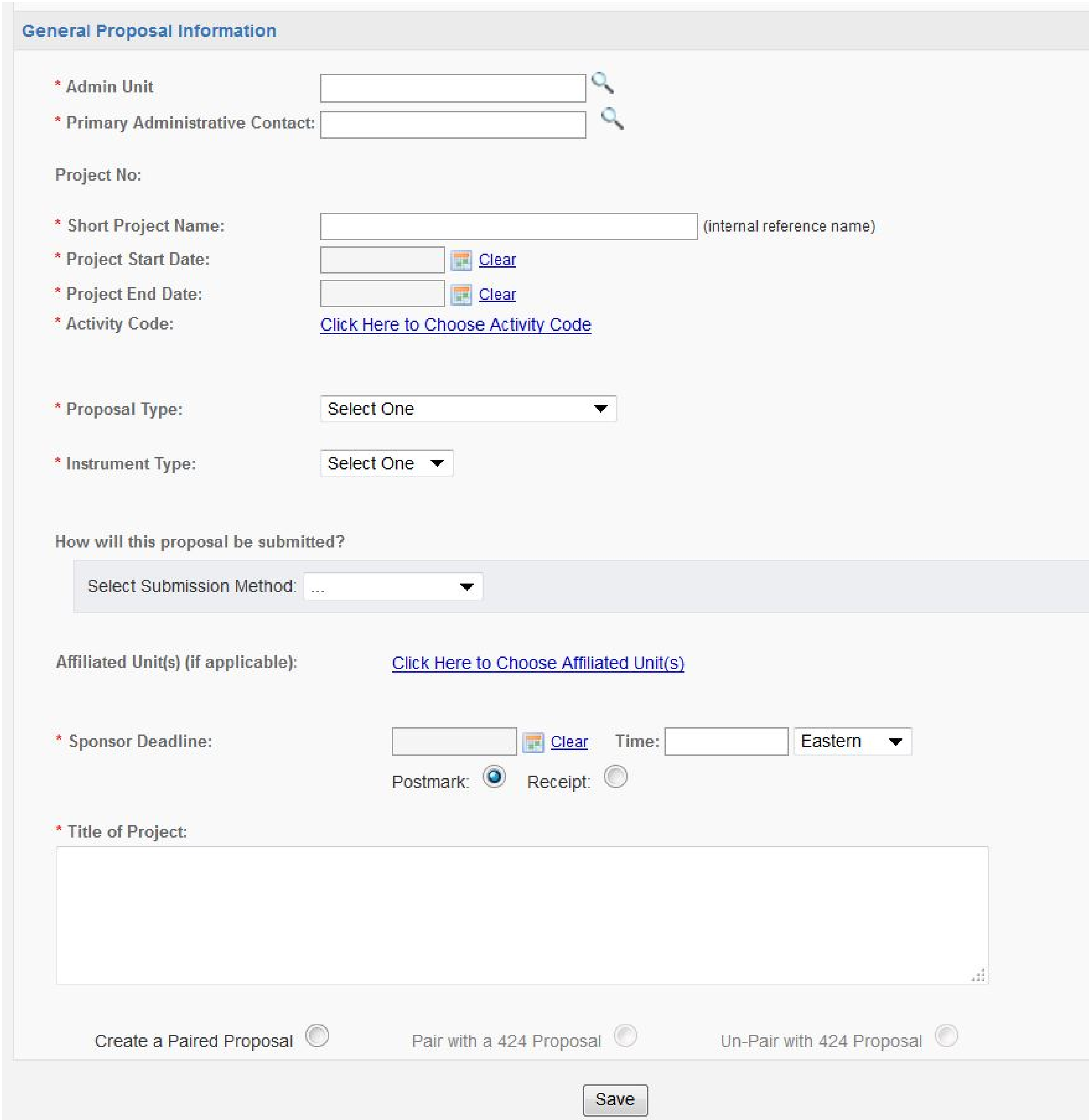
   Note: A copy of the solicitation guidelines must be added to the proposal attachments section.

7. **Prime Funding Agency** applies when you receive a subcontract from an intermediary funding source. For example, if TJU receives a NIH grant received through Temple University, Temple University is the Sponsor and National Institutes of Health (NIH) is the Prime Funding Agency. **If the funding is direct, enter the sponsor name in both fields.**

> If you've incorrectly added a **Prime Funding Agency**, use the search button next to the field and **search again.**

General Proposal Information

1. Click the search icon next to **Admin Unit** to search for the department name of the Lead Principal Investigator, then click on the value to populate the field.



2. Click on the search icon next to the **Primary Administrative Contact** to search for the name of the person who will be the contact for the proposal going forward, then click on the value to populate the field. Note: This will populate the approvals for that specified department.

3. Enter an abbreviated name for this project in the **Short Project Name** field.

4. Use the calendar icon to enter the anticipated start date in the **Project Start Date** field.

5. Use the calendar icon to enter the **Project End Date** field.

6. Click the **Activity Code** link and select the best code for the type of project.

    - **Clinical Trial** - A research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes.

    - **Conference** - Sponsor funding to support a symposium, seminar, workshop, or any other organized and formal meeting, whether conducted face-to-face or via the Internet, where individuals assemble (or meet virtually) to exchange information and view or explore or clarify a defined subject, problem, or area of knowledge, whether or not a published report results from such meeting.

- **Construction** - Sponsor funding to support construction of new buildings or completion of shell space in existing buildings (including the installation of fixed equipment, but excluding the cost of land acquisition and off-site improvements). The construction of shell space is not allowable as a construction activity since shell space does not provide usable space for research activities. New construction, or activities that would change the "footprint" of an existing facility (e.g., relocation of existing exterior walls, roofs, or floors, attachment of fire escapes) is considered construction**.**

- **Contract -** A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.

- **Equipment** - Sponsor funding to support tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000.

- **Fellowship** - A training program award (federal or non-federal) where the sponsor specifies the individual receiving the award. Fellowships provide predoctoral and postdoctoral research training to individuals to broaden their scientific background and extend their potential for research in specified health-related areas. NIH fellowships comprise the F activity codes.

- **Other** - Administrative core grants (program projects), editorships, educational programs that are not training, non-research fee-for-service contracts, meeting or travel grants and scholarships.

- **Other - Clinical Research -** Pathology Studies (i.e. Tissue Analysis).

- **Population Health Research** - Patient studies that do not involve therapeutic agents, devices, etc… Includes epidemiology, literature review, retrospective chart review, health services research, behavioral economics and disease prevention and public health.

- **Service Program** - Clinical support grants; supports specialized patient care programs. There is no research involved. Generally city/state funded programs which pay for patient services (mammograms, family planning, addiction counseling, etc.).

- **Training Grant** - Support of TJU enrolled students (graduate and/or undergraduates). DOES NOT include career development "K" awards, which should be classified by the type of research being performed.

- **Unfunded** - Collaborative research agreements, equipment loans, compassionate use/single use, or other agreements which provide no funding. No account number will be established.

- **Wet Bench Lab Research** - Laboratory research. Typically would involve animal or cell line research, chemicals, lab equipment, etc.

7. Click on the drop-down menu to select the appropriate **Proposal Type**.

- **New** - Initial funding of a project that has not previously been funded.

- **Change of Grantee Institution** - Transfer grant application.

- **Change of PI** - Initiated to record a change in PI for an active (funded) sponsored project.

- **Continuation** - A subsequent budget period within a previously approved project period; does not compete with other applicants for available funds.

- **Competing Renewal** - An application for additional funding beyond the current project period; competes with other applicants for available funds.

- **Resubmission** - An application that has been previously submitted, but not funded, and is being resubmitted for new consideration. Also used for resubmissions of competing renewals.

- **Supplement** - A revision or supplement is a request for changes to an existing grant, such as for additional funds to cover increased costs or to expand the scope of work of an existing award. For NIH awards, supplements can be identified by an application type "3" and the letter "S" following the grant year.

- **No Cost Extension Award Only (NCE)** - An extension of time to a project period and/or budget period to complete the work of the grant under that period, without additional sponsored funds or competition.

- **Reduction Award Only** - The instance by which the NIH (and other agencies) may reduce the authorized amount on a continuation year Notice of Award (NOA) in order to reflect an unobligated balance from a prior period that will not be carried over, meaning they are reducing the amount of new money on the award. In these cases, the SP record should reflect the authorized amount – not the approved budget.

- **Payment** - Actual cash related to JCRI industry-based clinical trials to be entered on a monthly basis.

- **Future Year** – a point in time in which an award is anticipated, and funds are contingent on their availability and on satisfactory

progress being achieved on the project.
- **Advance Account** – an account number established prior to the receipt of a formal award notice which allows for expenses to be charged directly to a grant account in order to alleviate the need for cost transfers.

8. Complete the drop-down menu for the **Instrument Type** (RACE, JCRI or Legacy).

Questions? Please chat with the Solution Center from 8 a.m. to 5 p.m. at solution.jefferson.edu.

If after hours, call the Solution Center at 215-955-7975.

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Submission Method

Click the drop-down menu in the **Select Submission Method** field.

If You Are	Then
Submitting through the National Science Foundation's Fastlane system	Select Fastlane.
Submitting through grants.gov/research.gov	Select Cayuse 424.
Submitting through any other agency	Select the correct option from the remaining values according to the instructions in the solicitation.
Unsure of which option to select.	Contact your ORA or RACE representative for help
Submitting through Proposal Central	Select OTHER and add Proposal Central

1. If you selected **Paper** as your submission method, complete the subsequent fields indicating how to handle the paper submission, including:

    - Number of copies
    - Sponsor’s full name and address
    - Sponsor’s phone number
    - Sponsor’s submission instructions

Upon successful review by ORA, the RACE GA will be cleared to mail the submission to the appropriate sponsor.

For any other submission type, use the large, free form field to add submission notes.

Affiliated Units

1. If you will be collaborating with other departments and would like to note the departmental fees associated with this project, click on the **A ffiliated Units** hyperlink, and check the boxes that correspond to the departments. **Affiliated Units** are units providing a significant contribution to the project, i.e. Biostats, the Cancer Center, etc. This is not for salaries in other departments. This department will be pulled into the approval routing units. Scroll to the bottom and click the **Select** button. RACE GA's should list all specific fees in the comment box on the **Budget** tab.

NOTE: Biostatistics/Pharmacology (10005001) should always be selected as affiliated unit for Biostatistician faculty effort when they are not identified as key personnel and for biostats fees that are included on the budget and added in the comments box on the **Budget** tab.

1. Using the calendar icon, enter the **Sponsor Deadline**. Specify the time of day and time zone stated as the sponsor’s deadline.

2. Using the radio buttons, indicate whether this deadline is the **postmark due date or the receipt** due date.

3. Enter the **Title of Project** in the field.

    > Do not pair the application. Ensure there are no buttons marked.

4. Click the **Save** button.

Cayuse SP will:

- Populate an **Item List** on the left-hand side of the screen that walks you through the remaining information needed for the proposal.
- Assign your proposal a unique system generated ID number visible at top of the **Item List**.
- Indicate which sections are both completed and validated by a green checkmark.
- Save the proposal in the **My Proposals** section of the PI dashboard where it will be available for changes until submitted.

Project Personnel

Lead Principal Investigator

Cayuse SP requires you to enter the Lead Principal Investigator first. If this is a Multi-PI submission, this is the contact PI at TJU. Follow these steps to complete this task:

1. Click the **Project Personnel** link in your **Item List**.
2. Click the search icon next to the **Last Name** field. Search for the last name of the Lead PI and select it from the search results. (Once Lead PI is selected, their department name should immediately populate into the Unit field. Please confirm that the Unit name is correct, if not, please click the radio icon and choose the correct department.)
3. In the Role drop-down list, choose Lead Principal Investigator option.
4. Enter the number of months the Lead PI will work on this project in the **Person Months** field.
5. In the **Sponsored Effort %** field, enter the percentage of overall time (**Person Months**) the Lead PI will dedicate to the project.
6. **Cost Shared Effort %** field, enter the percentage of effort being cost shared on the grant.

   NOTE: Do not use the **Allocation of Credit** % field.
7. Click the **Save Personnel** button.
8. You may update this information before submission by using the **Edit** or **Remove** options to the right of the record in the **List of Personnel.**

   NOTE: If the PI is a TBD, the SP record will need not to be routed until the new PI is officially on campus. Instead, create the record and attach departmental approval and notify ORA Pre-Award of the status of the record, and the PI. Only the Department Administrator and Chair will need to approve the application. The Key Personnel themselves will not need to approve the application. They will however, be expected to complete the Conflict of Interest.

Additional Personnel

Follow the instructions above, but make sure to select the person's role in your project from the **Role** drop-down list. *All roles will be routed through the approval chain except Proposal Editor and Other Participant (no routing).*

- **Principal Investigator**: The individual(s) designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award. The applicant organization may designate multiple individuals as program directors/principal investigators (PD/PIs) who share the authority and responsibility for leading and directing the project, intellectually and logistically. When multiple PD/PIs are named, each is responsible and accountable to the applicant organization, or as appropriate, to a collaborating organization for the proper conduct of the project or program including the submission of all required reports. The presence of more than one PD/PI on an application or award diminishes neither the responsibility nor the accountability of any individual PD/PI. **If this is a Multi-PI submission, the first PI should be the Lead PI and the second researcher should be the Principal Investigator.**

- **Investigator**: An individual involved with the PD/PI in the scientific development or execution of a project. The Co-Investigator (collaborator) may be employed by, or be affiliated with, the applicant/recipient organization or another organization participating in the project under a consortium agreement. A Co-Investigator typically devotes a specified percentage of time to the project and is considered senior/key personnel.

- **Investigator (Non-Key)**: An individual involved with the PD/PI in the scientific development or execution of a project. An Investigator (Non-Key) typically devotes a specified percentage of time to the project but is not considered senior/key personnel by the principal investigator.
- **Other Key Participant**: This designation accommodates project participants whose role title differs from those above this definition. After selecting Other Key Participant, a field labeled "Role Title" appears beneath the Role. Enter the participant's custom title into the Role Title field. The participant's unit will be included in the routing list on the Approving Unit's screen.
- **Other Participants (no routing) :** Personnel not contributing in a substantive, measurable way to the scientific development or execution of the project. Personnel roles not identified above including but not limited to research assistant or technician. This role is considered to be non-key personnel.
- **Proposal Editor**: This role enables the Proposal Creator to hand over proposal development responsibilities to an administrative assistant or other staff member who is not an investigator. A Proposal Editor acquires write permissions to the SP record and paired 424 proposal.

  NOTE: If a Department Chair is included in the personnel, you will need to manually go into the Approving Units tab, and include the Chair's home department. You will also need to manually include the appropriate Dean.

- If you add non-key personnel outside of the PI's department, you will need to manually add the appropriate administrator to the routing process.
- If a Division Chair is included in the application, you will need to manually add the Department Chair on the Approving Units tab. See the instructions at the top of the Cayuse SP Project Personnel tab.
- Whenever you add an administrator to the routing process, you will automatically bring in the Chair of that department.

NOTE: As a reminder, **Assignment of Invention** and **Conflict of Interest** will need to be checked in PeopleSoft, under Research Administration. Both systems will be updated nightly. Only the Department Administrator and Chair will need to approve the application. The Key Personnel themselves will not need to approve the application. They will however, be expected to complete the Conflict of Interest.

Questions? Please chat the Solution Center from 8 a.m. to 5 p.m. at solution.jefferson.edu.

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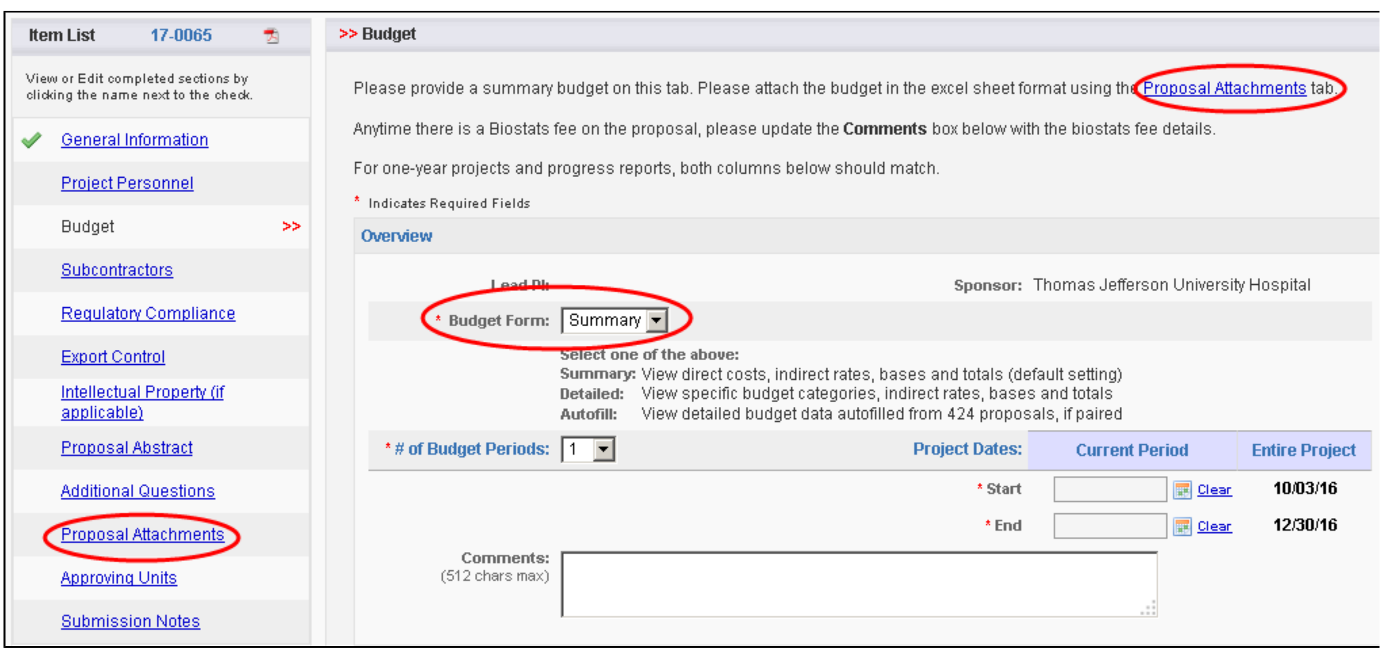
Budget

You must complete all budget information in addition to uploading a detailed Excel budget to the **Proposal Attachments** section. Please be mindful when entering your comments, as all comments will be a permanent part of the record.



The **Budget Form** selected should always be **Summary**.

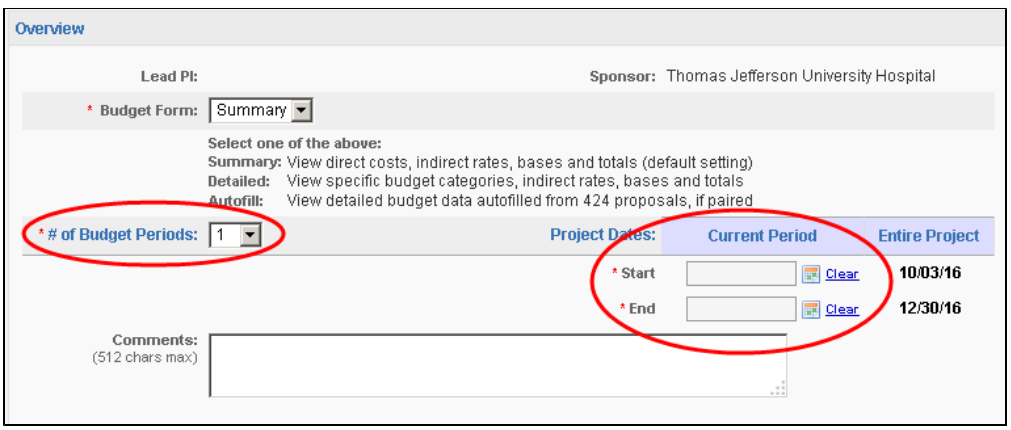
Next Steps:

- Number of Budget Period Data
- Cost Sharing
- F&A Rates
- Budget Categories
- Additional Resources

Number of Budget Period Data

1. Indicate the **Number of Budgets**

Note that the **Entire Project dates** are already populated. Enter the **Current Period** for the project's initial budget period using the calendar icon.



2. Add comments as appropriate. Always specify amount of biostats fees included on the budget (if applicable). Example: Biostats Fees: Year 1 $5,000; Total $25,000.

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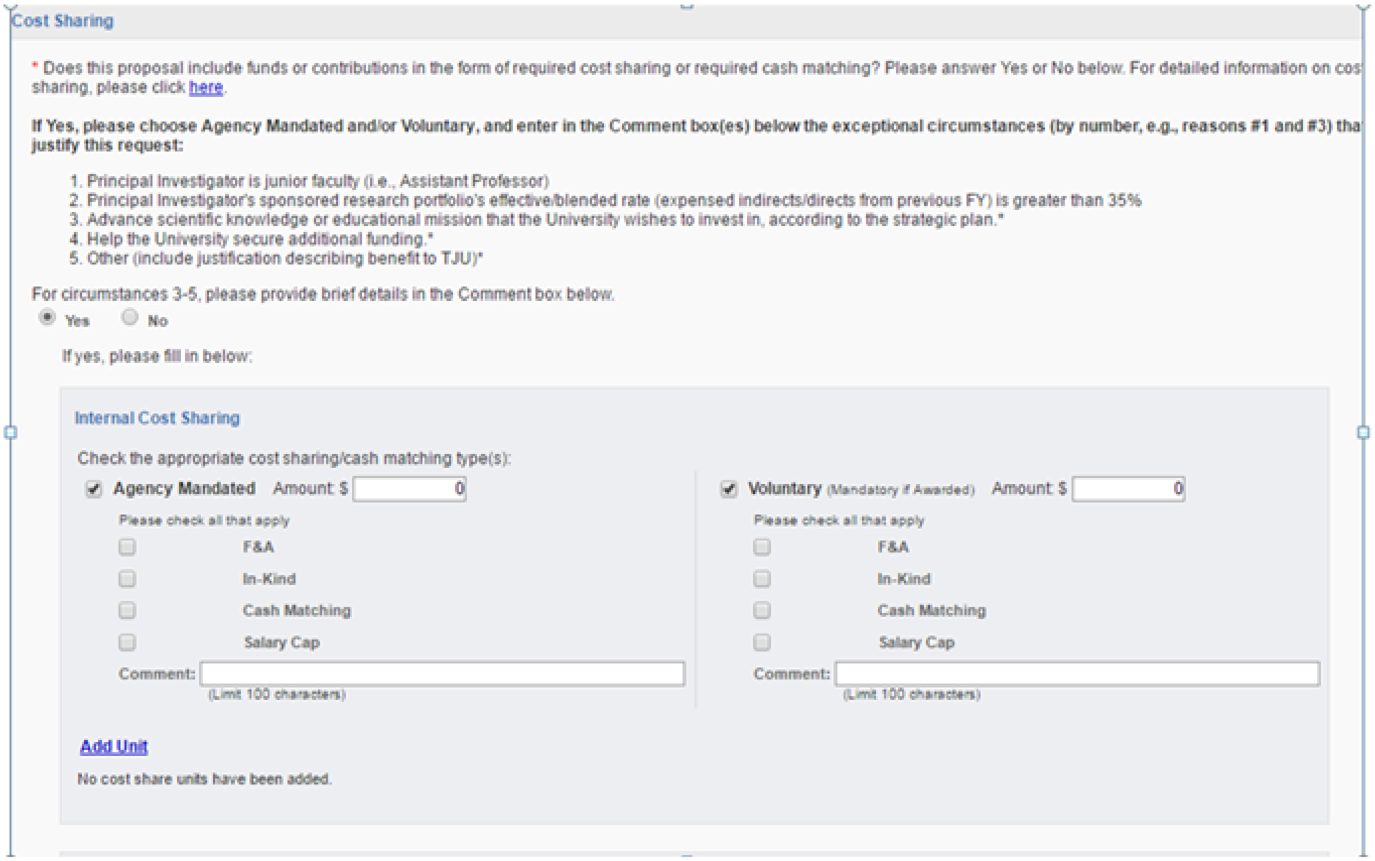
Cost Sharing

During the proposal stage, cost sharing information is located in Cayuse SP on the Proposal level budget tab. When YES is selected to indicate cost sharing, the section appears like this:



Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing or required cash matching? Please answer Yes or No below. For detailed information on cost sharing, please click here.

If Yes, please choose Agency Mandated and/or Voluntary, and enter in the Comment box(es) below the exceptional circumstances (by number, e.g., reasons #1 and #3) that justify this request:

1. Principal Investigator is junior faculty (i.e., Assistant Professor)
2. Principal Investigator's sponsored research portfolio's effective/blended rate (expensed indirects/directs from previous FY) is greater than 35%
3. Advance scientific knowledge or educational mission that the University wishes to invest in, according to the strategic plan.*
4. Help the University secure additional funding.*
5. Other (include justification describing benefit to TJU)*

For circumstances 3-5, please provide brief details in the Comment box below.

Yes No

If yes, please fill in below:

Internal Cost Sharing

Check the appropriate cost sharing/cash matching type(s):

Agency Mandated Amount $ 0

Please check all that apply

F&A

In-Kind

Cash Matching

Salary Cap

Comment:

(Limit 100 characters)

Voluntary (Mandatory if Awarded) Amount $ 0

Please check all that apply

F&A

In-Kind

Cash Matching

Salary Cap

Comment:

(Limit 100 characters)

Add Unit

No cost share units have been added.

Instructions

For cost sharing related to the legislatively mandated “NIH Salary Cap” select NO; ***do not*** indicate cost sharing in Cayuse. The salary cap is considered to be **Implicit** Cost Sharing and no cost sharing approvals are required. This applies to NIH and other caps where published materials indicate that their cap is based on the federal salary cap (such as state-funded Tobacco and PCORI projects).

For all other cost sharing, select either ***Agency Mandated*** or ***Voluntary***.

- Agency Mandated Cost Sharing, also known as **Mandatory**, is cost sharing that is required by the sponsor as a condition of obtaining funding.
- **Voluntary** Cost Sharing is cost sharing that was included in the proposal but was not a sponsor requirement.

There are several forms related to cost sharing approvals, including:

- Cost Sharing Request Form
- Cost Sharing CalculationWorksheet
- Facilities & Administrative (F&A) Waiver Request Form

The completed forms should be uploaded to the proposal level attachements tab; the calculation worksheet is located within the RACE budget document.

The amount of cost sharing identified on the Cayuse Proposal level budget tab should match the figures on the accompanying forms.

The following table illustrates how to enter cost sharing information into Cayuse at the proposal stage. Follow these instructions and terminology, regardless of sponsor terminology. For example, the sponsor may indicate “in-kind” cost sharing that Jefferson considers to be “cash matching” for Cayuse entry.

Step 1: Determine if the cost sharing is mandatory or voluntary

Step 2: Which category applies?

Agency Mandated (Mandatory)		Voluntary	
F&A	Institutional cost sharing approval is not required in cases where the sponsor has a published policy stating that F&A is not permitted or is less than the appropriate Jefferson rate. **Do not** se lect cost sharing in these circumstances.	**F&A**	Voluntarily waiving F&A (or accepting a reduced rate) is rare and approval must be obtained prior to beginning the Cayuse proposal . Enter the dollar amount. Upload a completed "F&A Waiver Request Form" and a cost sharing calculation worksheet and enter "see attached" in the comments section. There is no need to enter the justification in the comment box, as it is included on the request form. Do not "add unit" to route for institutional approval; the approval will be included on the waiver form.
In-Kind	Use only when the sponsor requires **outside entities** (not Jefferson) to contribute towards the grant. Enter the dollar amount so that the funds will be reflected in the budget as *third- party cost sharing*. No routing for institutional approval is necessary.	**In-Kind**	Use only when **outside entities** (not Jefferson) are contributing services or equipment towards the grant. Enter the dollar amount if the services/equipment are quantifiable. No routing for institutional approval is necessary.
Cash Matching	Use to indicate mandatory cost sharing where expenses will be borne by **Jefferson**. Enter the dollar amount so that the funds will be reflected in the budget as *internal cost sharing*. Upload the completed "Cost Sharing Request Form" and calculation worksheet and enter "see attached" in the comments section. There is no need to enter the justification in the comments box, as it is included on the request form. "Add unit" to route for institutional approval.	**Cash Matching**	Use to indicate voluntary cost sharing where expenses will be borne by **Jefferson**. **This is the most common type of voluntary cost sharing.** Enter the dollar amount so that the funds will be reflected in the budget as *internal cost sharing*. Upload the completed "Cost Sharing Request Form" and calculation worksheet and enter "see attached" in the comments section. There is no need to enter the justification in the comments box, as it is included on the request form. "Add unit" to route for institutional approval.
Salary Cap	**Do not** select this option. This cost sharing should be captured under Agency Mandated Cash Matching.	**Salary Cap**	**Do not** select this option. This cost sharing should be captured under Voluntary Cash Matching.

Select "NO" for cost sharing for training grant proposals where graduate students or postdocs current salary/stipend/fringe benefits exceeds the sponsor's funding level. This applies only to training grants with published caps.

Entering a dollar value in the cost sharing section will result in the inclusion of these dollars in the budget, either under internal cost sharing or third party ("in-kind") cost sharing. Enter the cost sharing amount for the current budget period only (as opposed to the entire project period).

Cost sharing is typically requested during the proposal stage. If the project is funded,ORA preaward will attach the cost sharing worksheet to the Award level attachments tab for each approved year upon receipt of that years award.

EXAMPLES

NIH Career Development "K" award

In cases where the award requires 75% effort, but the salary amount provided by the grant will not cover 75% of the PI salary, the associated cost sharing would be considered *Mandatory Cash Matching.*

A sponsor that requires a match to reflect institutional support

If the sponsor requires matching institutional support, the associated cost sharing would be considered *Mandatory Cash Matching.*

A non-federal sponsor with a salary cap

If a sponsor such as the Muscular Dystrophy Association limits the amount of salary that can be charged to an award, the associated cost sharing would be considered *Mandatory Cash Matching*.

Cost shared effort due to budget constraints

If a portion of the PI's salary is being cost shared to conform to budget limitations, the associated cost sharing would be considered *Voluntary Cash Matching*.

Waived F&A due to budget constraints

If the F&A is being cost shared to conform to budget limitations the associated cost sharing would be considered *Voluntary F&A*.

Make sure to include the Cost Sharing Worksheet to the **Proposal Attachments** Section of the application. Cost Sharing approvers must be manually added in the Routing Process. See the list of approvers included on the Approving Units tab in Cayuse.

F&A Rates

1. Enter in the F&A rate for the Current Period and the Entire Project in the **F&A Rate 1** field.
2. If TJU's F&A rate is changing during the initial budget period, this rate will be reflected in the **F&A Rate 2** field. If TJU's F&A rate is not changing during the initial budget period, continue to the next step.

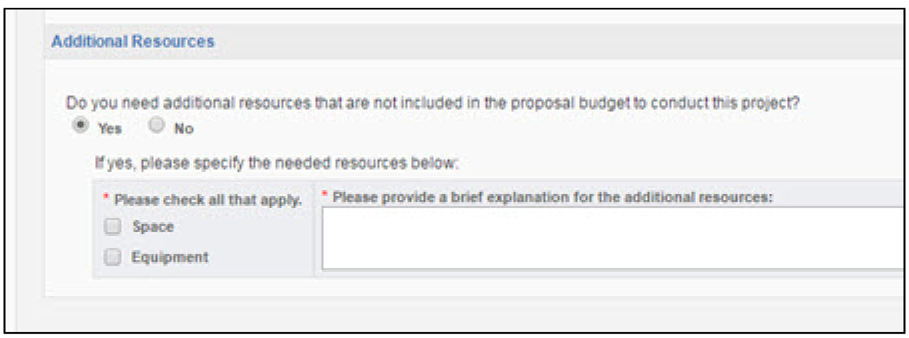
   NOTE: If a sponsor-imposed rate limit applies to your project, please describe this in the **Notes** section, and upload copies of supporting documentation to the **Attachments** section.

Budget Categories

1. Enter the **Sponsor Direct Costs** in the Current Period and Entire Project fields.
2. Calculate the **BASE for the F&A Rate (1)** calculation.
3. The **Indirect Costs (F&A)** will be automatically calculated.
4. The **FEE** field should remain blank unless submitting a SBIR/STTR application.
5. The remaining fields will be automatically calculated.

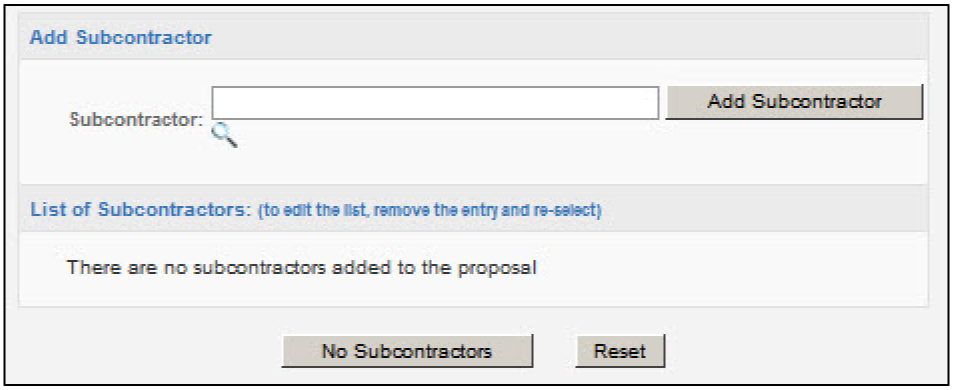
Additional Resources

1. Check all boxes that apply to your request: **Space**, and/or **Equipment**.
2. Briefly explain your request in the text field provided.
3. Click the **Save** button.



Subcontractors

This screen must be completed even if you are not using subcontractors. If you are not using subcontractors, click the **No Subcontractors** button .



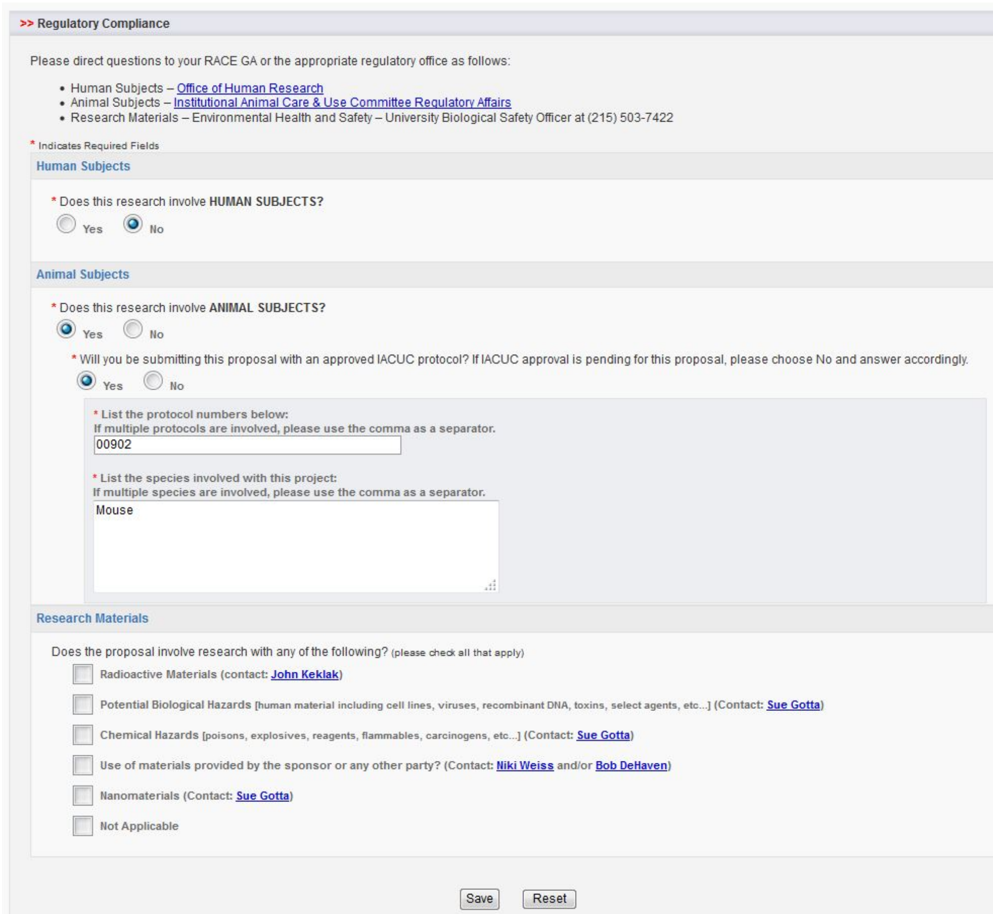
1. If subcontract(s) will be issued, use the search icon to find subcontractors, and click the **Add Subcontractor** button.
2. Repeat for each institution you want to add.

> You can click the **Reset** button to start over if you've made a mistake. Contact the Office of Research Administration if an institution needs to be added to the subcontractor list.

3. Select **Authorize Subcontractor List** when finished.

Regulatory Compliance

The Principal Investigator is expected to complete this section of the proposal.


>> Regulatory Compliance

Please direct questions to your RACE GA or the appropriate regulatory office as follows:

- Human Subjects – Office of Human Research
- Animal Subjects – Institutional Animal Care & Use Committee Regulatory Affairs
- Research Materials – Environmental Health and Safety – University Biological Safety Officer at (215) 503-7422

* Indicates Required Fields

Human Subjects

* Does this research involve **HUMAN SUBJECTS?**

Yes No

Animal Subjects

* Does this research involve **ANIMAL SUBJECTS?**

Yes No

* Will you be submitting this proposal with an approved IACUC protocol? If IACUC approval is pending for this proposal, please choose No and answer accordingly.

Yes No

* List the protocol numbers below:
If multiple protocols are involved, please use the comma as a separator.
00902

* List the species involved with this project:
If multiple species are involved, please use the comma as a separator.
Mouse

Research Materials

Does the proposal involve research with any of the following? (please check all that apply)

- Radioactive Materials (contact: John Keklak)
- Potential Biological Hazards [human material including cell lines, viruses, recombinant DNA, toxins, select agents, etc...] (Contact: Sue Gotta)
- Chemical Hazards [poisons, explosives, reagents, flammables, carcinogens, etc...] (Contact: Sue Gotta)
- Use of materials provided by the sponsor or any other party? (Contact: Niki Weiss and/or Bob DeHaven)
- Nanomaterials (Contact: Sue Gotta)
- Not Applicable

Save Reset

Human Subjects

1. If your proposal does not involve human subjects, click the **No** radio button.

2. If your proposal involves human subjects, click the **Yes** radio button. Cayuse will prompt for IRB information.

3. If your research team submitted an application for IRB approval, click the **Yes** radio button. List the protocol approval number as appropriate.

4. If your research team has not submitted for IRB approval, click the **No** radio button, and enter the reason your team has not yet submitted an application to the IRB.

   NOTE: If your protocol approval is PENDING, select YES, to Does this Research involve Human Subjects, and NO to Will you be submitting this proposal with an approved IRB Protocol. You will then be able to select Submission is Pending.

Animal Subjects

1. If your proposal does not involve animal subjects, click the **No** radio button.

2. If your proposal involves animal subjects, click the **Yes** radio button. Cayuse will prompt for IACUC information.

3. If your research team submitted an application for IACUC approval, click the **Yes** radio button. List the protocol approval number as appropriate.

4. If your research team has not submitted for IACUC approval, click the **No** radio button, and enter the reason your team has not yet submitted an application to the IACUC.

   NOTE: If your protocol approval is PENDING, select YES, to Does this Research involve Animal Subjects, and NO to Will you be submitting this proposal with an approved IRB Protocol. You will then be able to select Submission is Pending.

Research Materials

1. Check the applicable box(es) relevant to your proposal.
2. If none of the materials are relevant to your proposal, select **Not Applicable**.

3. Click the **Save** button.

Questions? Please chat the Solution Center from 8 a.m. to 5 p.m. at solution.jefferson.edu.

If after hours, call the Solution Center at 215-955-7975.

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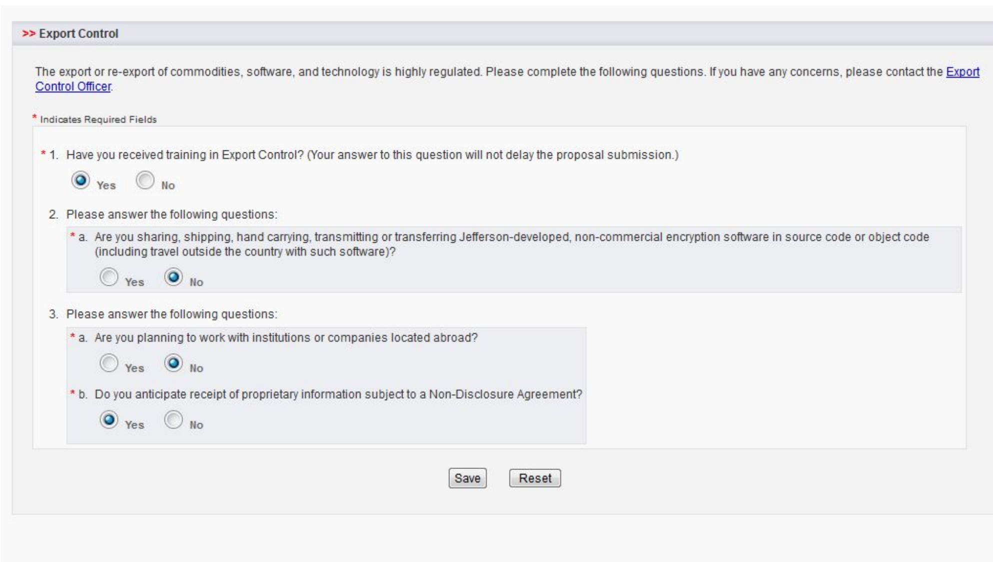
Export Control

The Principal Investigator is expected to complete this section of the proposal.



Jefferson engages in research and educational activities that may involve the development or use of products, goods, hardware, software, materials or technology that may be subject to U.S. export control laws and regulations. The U.S. government increasingly is focused on the compliance of universities with these laws and regulations.

This questionnaire will walk you through a series of "Yes" or "No" questions, leading to a determination of whether or not an export control concern may be applicable to any particular situation. Be aware that export controls may apply when an item, information or software is being sent or taken (e.g. traveling with a laptop) outside US borders, OR when it is being shared with "foreign persons or entities" in the United States, **inclu ding Jefferson faculty, staff, and students working on campus**.

The Lead Principal Investigator is required to answer all questions on the Export Control Compliance Questionnaire. If there are any additional questions or need for clarification, please contact Jefferson’s Export Control Officer at: **215-503-1232** or exportcontrol@jefferson.edu.

Questions? Please chat the Solution Center from 8a.m. to 5 p.m. at solution.jefferson.edu.

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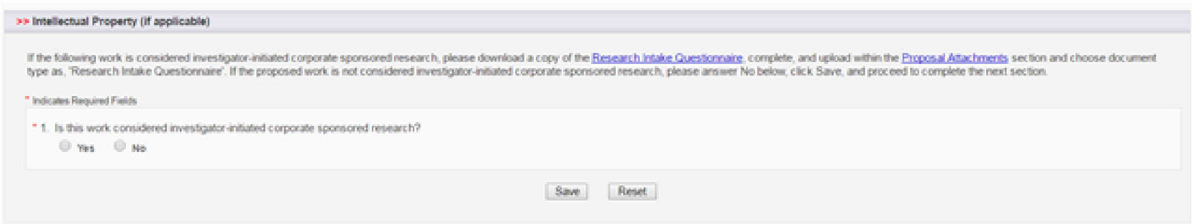
Intellectual Property

The Principal Investigator is expected to complete this section of the proposal.

This form should be completed when the Principal Investigator is submitting an Investigator Initiated Clinical Trial or a Sponsored Research Agreement to an industry or corporate sponsor.



If your work is considered Investigator Initiated Corporate Sponsored Research, complete the linked **Research Intake Questionnaire**.

Questions? Please chat the Solution Center from 8a.m. to 5 p.m. at solution.jefferson.edu.

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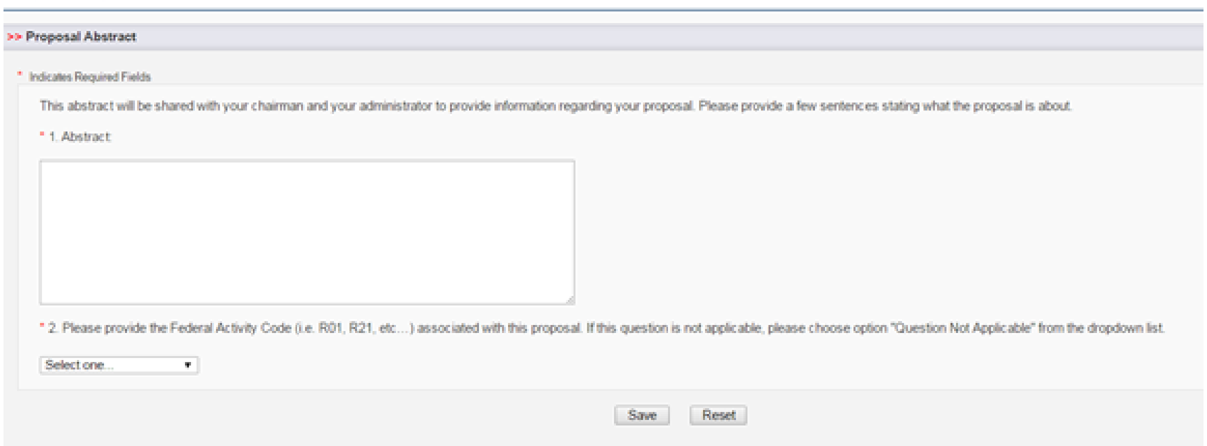
Proposal Abstract

The Principal Investigator is expected to complete this portion of the application.

1. Click the **Proposal Abstract** link in your **Item List**.



2. Cut and paste (or type) the proposal abstract content into the field provided. If the proposal abstract is not available, please enter a few sentences describing the project.

   This field is required. You must enter some text in order for the proposal to be validated at submission.

3. Select the best **NIH Activity Code** from the drop-down menu, if applicable.
4. Click the **Save** button.

Questions? Please chat the Solution Center from 8a.m. to 5 p.m. at solution.jefferson.edu.

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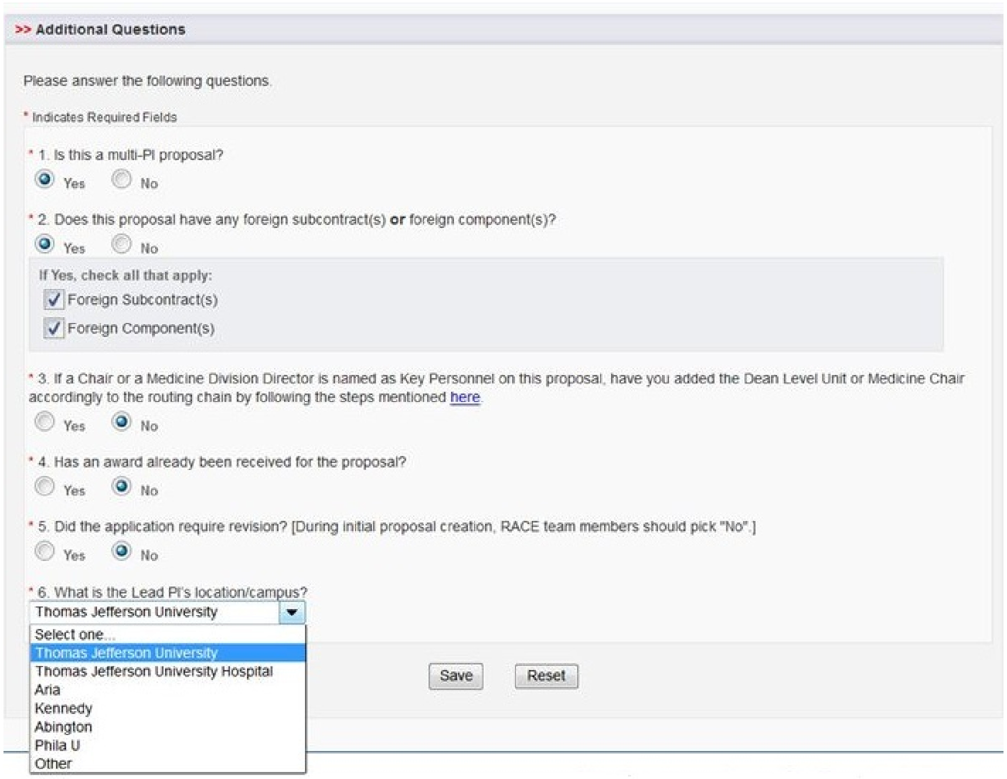
Additional Questions

1. Complete all **Yes** or **No** questions and respond to the appropriate check boxes.

2. If Yes is answered on question #2, please check ALL that apply.



3. Select the home institution of the Lead PI as the **location/campus**.

4. Click the **Save** button.

Questions? Please chat the Solution Center from 8a.m. to 5 p.m. at solution.jefferson.edu.

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Proposal Attachments

> JeffShare will no longer be used to house proposal documents. Cayuse SP will now be the official record for each application. Postaward documents and subcontract invoices will continue to be housed in JeffShare.

When applicable, please attach the following documents:

- Proposal Announcement Guidelines
- Budget (in Excel)
- Cost Share Calculation Form
- Subcontractor documentation (Sub vs. Contractor Checklist, Subaward Commitment Form, budget, budget justification, scope of work)
- Representations & Certifications (IRB and/or IACUC protocol approval)
  **NOTE: One PDF file containing all of the subaward documentation must be uploaded in the file Subaward Commitment Letter for application review*

For industry-sponsored clinical trials, please attach the following documents:

- Sponsor Protocol/Workscope
- Final Sponsor Budget/Final Internal Budget
- Contract
- Prime Contract, Budget (if TJU is the sub)
- Informed Consent Form from the sponsor or approved from IRB
- Initial IRB approval letter

- Research Intake Questionnaire
- Investigator Brochure (if available)

Begin this process by clicking the **Proposal Attachments** link in your **Item List**.

1. Click the **Browse** button. Navigate to the document on your computer and click **Open**.
2. Select the correct **Document Type** from the drop-down menu.
3. Click the **Add** button. Cayuse adds the attachment to the log at the bottom of the window. NOTE: Be sure **Admin Only** Access is selected on each attachment. However, if a budget justification is being attached, provide "**Unit Approvers and Administrators**" access to this document only.
4. Repeat these steps as many times as is necessary to upload all necessary documents.

   NOTE: to remove an attachment, you will have to remove it at the Level it was uploaded, example: Proposal, Project or Award level.

Questions? Please chat the Solution Center from 8a.m. to 5 p.m. at solution.jefferson.edu.

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Approving Units

Cayuse will auto-populate Approving Departments based on your selections in the previous sections, along with the roles you identified for them. Cayuse does not display the specific name of the person to whom the workflow notification will be sent. This is because workflow within the system is assigned based on security role, not username. To see the actual approvers name, select **Administer Proposal** along the left hand menu bar and then select the **Routing** tab.

> The department to which the grant will be awarded is listed first in the routing order. This department's position is not editable, since the person assigned as approver in this department must approve first. The routing order of all subsequent departments is subject to your changes. **RACE GAs should change the routing order to all 2's to ensure approvers can approve the application in any order.**

Adding Departments

If you need to add departments beyond those already listed:

1. Click the search icon next to the **Unit** field to select the department by clicking the hyperlink.
2. Click the **Add Unit** button.
3. Repeat steps number 1 and 2 as many times as necessary to add all departments.
4. If you'd like to reorder the workflow routing, use the **Routing Order** drop-down menus next to each department.
5. Click the **Authorize Unit Listing** button when the routing list is final.

Questions? Please chat the Solution Center from 8a.m. to 5 p.m. at solution.jefferson.edu.

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Submission Notes

Submission notes should be used to communicate across departments, throughout the life of the project.

ORA Pre-Award will use the Submission Notes section to indicate when the complete proposal (the Cayuse SP record and application) was received from RACE.

Note: Please be advised that once a note is added, it cannot be edited or deleted. The note will follow the proposal through its entire life cycle.

Questions? Please chat the Solution Center from 8a.m. to 5 p.m. at solution.jefferson.edu.

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Submitting, Certifying, and Approving the Proposal

Submitting

After completing the proposal details in Cayuse SP, you must submit the proposal in order for the Lead PI to receive notification to certify the proposal. In turn, the Lead PI must certify the proposal in order for the departmental approvers to be prompted to review.

1. From within the proposal, click the **Submit for Routing** button at the bottom of your **Item List**.
2. Cayuse SP will ask you to confirm the submission. **Consequences of submission are:**
    i. ***the Record will be locked and can no longer be edited (except by ORA);***
    ii. ***the Record will be routed to all affiliated departments for review and concurrence; should any of these departments reject the Record you will be notified by email of the rejection and for what reason(s);***
    iii. ***the PI(s) will be notified by email that they must certify the Record in Cayuse SP ; and***
    iv. ***ultimately, the Record will arrive in ORA for final review and approval.***
3. If you would like to submit, click the **Yes** button. Continue to the next section. If you would like to submit later, click the **No** button.

NOTE: Once the proposal is submitted for routing, Conflict of Interest (COI) will be triggered on the SP record for anyone with a Role identified as the Lead Principal Investigator, Principal Investigator and Other Key Participants.

Certifying

All Lead Principal Investigators and Principal Investigators must certify their proposals. Follow these steps to complete this task.

1. From the main menu, click on the **PI Certification Inbox** link under your **Proposal Dashboard**.
2. If you have more than one proposal to certify, click the proposal you'd like to approve by clicking on the proposal number link (in blue) displayed in your inbox.
3. Cayuse SP will prompt you to confirm, which includes certifying:
   In my role as an investigator, I understand and certify the following:
    - I certify that the information submitted within this proposal is true, complete, and accurate to the best of my knowledge. I understand that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
    - I accept responsibility for the scientific and technical conduct of this project, and for the provision of required technical reports, as required by the sponsor.
    - I will ensure that all project personnel complete education programs required by the university/hospital, or the sponsor, and that I will supervise all staff until they have completed said education.
    - I certify that research will not be undertaken prior to receipt of the appropriate internal review board approval for animal and/or human subjects.
    - I certify that I will administer the project in accordance with all applicable federal regulations and the policies of the sponsor and the university if an award is made as a result of this proposal/application.
    - I certify that if a subcontract is executed under such award, that I will assume responsibility for oversight of the subrecipient, and will provide quarterly statements as to the status of the subcontract.
    - I certify that neither the PI, nor anyone proposed to work on this project is, to the best of my knowledge, excluded from participation in federally-funded activities as a result of government-wide suspension and debarment.
4. Add any comments regarding this proposal into the field provided.
5. Click the **Submit Certification** button.

Approving or Rejecting

If you are a Department Approver, follow these steps to complete this task:

1. From the main menu, click on the **Dept Approval Inbox** link under your **Proposal Dashboard**.

2. Select the proposal you'd like to approve by clicking on the proposal number link (in blue) displayed in your inbox.

3. Review the proposal details by clicking through the tabs.

4. To reject the proposal, click the **Reject Proposal** button. Detail your reasons for rejection and click the **Submit Rejection** button. You have completed this process.

   OR

   To approve the proposal, click the **Authorize Proposal** button.

5. Cayuse will prompt you to confirm your authorization, which certifies:

   - The activity is appropriate for your organization and supports the mission of the University.
   - Your organization agrees to provide the resources identified.
   - These resources could include cost-sharing and the responsibility of reimbursement of costs to the University in the event the sponsor does not pay.
   - The individual serving as PI on the project is eligible to serve in this role.

6. Enter any comments and click the **Submit Authorization** button.

   NOTE: Before rejecting a proposal, talk to the RACE GA about your concerns. Rejecting will require all approvals to be removed and will therefore need to be obtained again. Only the Department Administrator and Chair will need to approve the application. The Key Personnel themselves will not need to approve the application, they will however, be expected to complete their Conflict of Interest in Peoplesoft.

Administer Proposals

Awards and Projects will be administered by ORA.

You can click the **Administer Proposal** button to access the Proposal Administration screen. From this screen you will be able to access the following tabs for the following purposes:

General: Review high level proposal information including Proposal and Contract Specialist

Routing: Verify and monitor Department Approvers per application

Compliance: Review Protocol approval numbers for Human and Animal Subjects

Events: Add workflow calendar events with pre-set reminders for ORA Personnel

Awards: Add and monitor all awards associated with specific proposals

Submissions Notes: Review all notes generated over the life of the project

Attachments: Review all attachments associated with the proposal

Emails: View emails associated with the project

Specific Functions

Awards

Advance Account

RACE GAs should:

- Access the proposal in the Proposal Dashboard.
- The proposal status should be **Proposal Approved/Submitted**
- Select the **View Routing Status** button along the left hand menu.
- Select **Advance Account** Request
- Select **Add Advance Account Request to Proposal**
- Complete the form
- Project Contact should be a representative from the sponsoring organization (the Grants Management Specialist at the NIH or the subaward contact if we are the subcontractor) .
- RACE GAs will upload the PI's approval in the attachment section, under the document type **PI Approval for Advance Account Request.**
- Submit **Advance Account Request.** The request will send an auto-generated email to the Department Admin first, and the Dean Level Approver second.

Once the Dean Level Approver authorizes the request, ORA Pre-Award will see an Authorized request under the Account Request bucket.

- ORA Pre-award should review the attached PDF for request details and check for IRB and IACUC approval, if applicable.
- Once ready to approve, select the **title**, and mark **Funded**.
- Select the **Proposal Number, Events** tab to create a workflow record, notifying ORA Post-Award of the approved request.

ORA Post-Award should access the Funded records in the Account Request Bucket

- Select the **proposal number.**
- Select **Add Award,** and continue the account set up process.

Purge files

IS&T will create quarterly reports indicating which files need to be purged and will forward that document to ORA.

RPPR's

- Once the RPPR has been routed to ORA, ORA Preaward RA reviews the proposal in eRA Commons
- RACE GA's should send ORA the budget for the upcoming year as an Excel file (in the standard budget format)
- There will not be a corresponding Cayuse SP record created
- ORA Preaward RA's will open the Cayuse SP Award Administration and revise the People tab as needed, including any new personnel/effort as indicated on the Excel budget sheet
- The Reporting Designation should be Anticipated and will remain Anticipated until the NOA is received.

Questions? Please chat the Solution Center from 8a.m. to 5 p.m. at solution.jefferson.edu.

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