

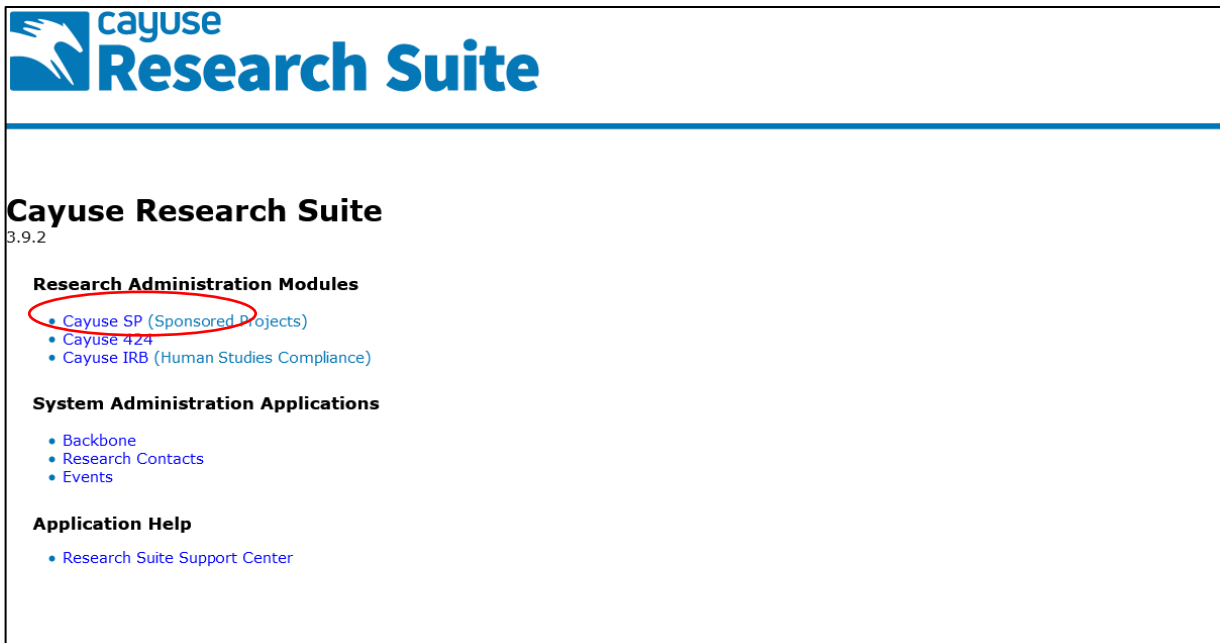
Use Cayuse SP to:

- [Create a Proposal \(IPF\) or Contract Record](#) - p. 1
- [Certify \(Approve\) a Proposal](#) – p. 3
- [Track status of routing approvals for your proposals](#) – p.6
- [View your proposal and award records](#) – p.6

[Cayuse link](#). Note that either Firefox or Chrome are recommended for your best Cayuse experience, on either a PC or Mac platform.

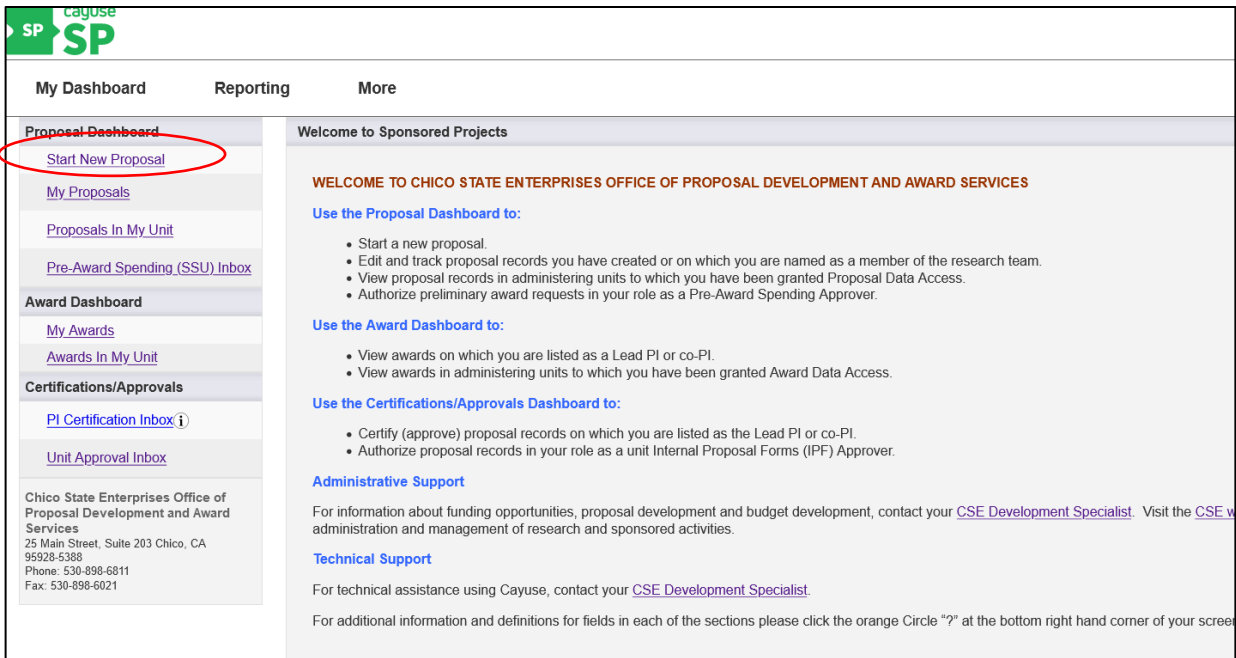
Creating a Proposal or Contract Record

1. Log into Cayuse using your Chico State credentials (single sign on)
2. From the landing page, click on **Cayuse SP**



3. On the Sponsored Project dashboard, click on **Start New Proposal**.

Note: if you would like to copy the information from a previous proposal in Cayuse, go to: Proposal Dashboard/My Proposals. Click on Submitted Proposals tab, and click on Copy, on the far right of the screen. This will create a new proposal record that you can edit.



4. Complete the **Start New Proposal** section, following the instructions at the top of the page, and click Save.

5. A proposal number is then created. Continue to complete the remaining sections of the proposal, which in Cayuse is also called the IPF (Internal Processing Forms) via the links on the left side of the screen. As you complete each section, a green checkmark may appear. Complete all sections except for Approving Units (which your Development Specialist will complete).

Note about Budget Overview screen: you may leave this screen blank since in most cases, the budget is not finalized at the initial stages. Your Development Specialist will complete the Budget Overview screen once the budget is final and ready for routing.

If you are unsure about a question or how to complete a section, you may leave it blank to discuss with your Development Specialist. **Each section has an instructional header – please read these instructions.** When you complete the proposal record, email your Dev Spec. to inform us of your new proposal record.

Certifying a Proposal

If you are a Principal Investigator or Project Director on a proposal, you can certify (approve) the proposal (IPF) once it has been submitted for routing by your Development Specialist. In Cayuse SP, the Lead PI and other Principal Investigators are required to certify.


You will be notified via email when a proposal is in need of certification. Once you log into Cayuse, you will see a number next to the PI Certification Inbox.

1. Click on **PI Certification Inbox**.



2. From your PI Certification Inbox, beneath the To be Certified tab, click on the proposal number of the proposal you need to certify.

3. From the Proposal Routing Status screen, there are two ways to review the proposal: 1) click on View IPF, which will take you to the IPF forms; or 2) click on the PDF icon. Note that the PDF compiles the IPF information into a single document, but it doesn't include or append the budget and other routing documents. If you prefer to review the proposal via the PDF, you can easily access the budget and other routing documents by clicking on the paperclip icon.

Proposal Routing Status

Proposal: [21-0074](#)  Sponsor: US Dept of Agriculture/NIFA Submission Deadline: 6/30/2021
Project: Prime Sponsor: Proposed Begin-End Dates: 7/01/2021 - 6/30/2023
Lead PI: [Garrett Liles](#) Instrument Type: Grant/Contract Proposed Total Amount: \$14,000.00
Admin Unit: Agriculture Academic Instruct Specialists:
Project Title: Developing a Regenerative Agriculture Demonstration Laboratory Program for Soil Sciences Undergraduate Research Experience

[View IPF](#) [Certify Proposal](#)

Approvals Compliance Status History Pre-Award Spending Awards  

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the Chico State Enterprises Office of Proposal Development and Award Services.

Investigator(s) who must certify this Proposal


Investigator	Role	Decision
Garrett Liles	Lead Principal Investigator	Not Yet Reviewed
Thomas Henderson	Principal Investigator	Not Yet Reviewed

Unit(s) that must authorize this proposal



Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Agriculture Academic Instruct	Eric Houk	Not Yet Reviewed
2	Coll of Agriculture	Stephen Doyle	Not Yet Reviewed
2	Business and Finance	Stacie Corona	Not Yet Reviewed
2	Geographical Info Center	Jason Schwenkler	Not Yet Reviewed
2	Coll Of Behavioral&Social Sci	Eddie Vela	Not Yet Reviewed
3	Chico State Enterprises	Mary Sidney	Not Yet Reviewed

4. After you have reviewed the IPF, click on **Certify Proposal** beneath the Item List or from the Proposal Routing Status screen.

Proposal Routing Status

Proposal: [21-0074](#)  Sponsor: US Dept of Agriculture/NIFA Submission Deadline: 6/30/2021
Project: Prime Sponsor: Proposed Begin-End Dates: 7/01/2021 - 6/30/2023
Lead PI: [Garrett Liles](#) Instrument Type: Grant/Contract Proposed Total Amount: \$14,000.00
Admin Unit: Agriculture Academic Instruct Specialists:
Project Title: Developing a Regenerative Agriculture Demonstration Laboratory Program for Soil Sciences Undergraduate Research Experience

[View IPF](#) [Certify Proposal](#)

Approvals Compliance Status History Pre-Award Spending Awards  

>> Proposal Certification

In my role as an investigator, I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge.
- Any false, fictitious, or fraudulent statements or claims may subject Chico State Enterprises and the investigators to criminal, civil or administrative penalties.
- I have the responsibility for the [scientific, fiscal and ethical conduct](#) of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies and contractual obligations in administering the resultant award.
- The proposed project meets funder requirements, cost share has been obtained or will be secured prior to any project expenditures, and any budgetary obligations are met.
- If this is an NIH application, I will comply with the [NIH Policy on Public Access](#).
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest.
- I am not debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule and will notify Chico State Enterprises if I am.
- I confirm that all project personnel are legally authorized to work for any U.S. employer including Chico State Enterprises (CSE).

Please enter any comments you might have regarding this proposal.

5. Enter any comments you have regarding the proposal. These will be visible to the Research Team, proposal reviewers, and the Development Specialist.

6. Click **Submit Certification** to acknowledge the certification statement.

Other Functions

From your Proposal Dashboard, you also have ability to:

- Edit and track proposal records you have created or on which you are named as a member of the research team.
- View proposal records in administering units to which you have been granted Proposal Data Access.
- Request Pre-Award Spending (SSU).

From your Award Dashboard, you have ability to:

- View awards on which you are listed as a Lead PI or co-PI.
- View awards in administering units to which you have been granted Award Data Access.

The screenshot shows the Cayuse SP (Sponsored Projects) dashboard. The left sidebar has a navigation menu with the following items: 'Start New Proposal', 'My Proposals', 'Proposals In My Unit', 'Pre-Award Spending (SSU) Inbox', 'Award Dashboard', 'My Awards', 'Awards In My Unit', 'Certifications/Approvals', 'PI Certification Inbox', and 'Unit Approval Inbox'. The 'Pre-Award Spending (SSU) Inbox' link is circled in red. The main content area is titled 'Welcome to Sponsored Projects' and includes a welcome message, instructions on how to use the Proposal, Award, and Certifications/Approvals dashboards, and contact information for Administrative and Technical Support.

If you have any questions about Cayuse, please contact your [CSE Development Specialist](#) or [Julie Jessen](#), Director of Grant Development and Pre-Award.