

Cayuse Proposal and Award Management

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Office of Research

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October 12, 2023

WHAT IS CAYUSE?

Cayuse is an Electronic Administration Software (eRA) package that is designed to simplify the preparation and electronic submission of proposals.

- ❖ Easy electronic approvals
- ❖ Data Accuracy
- ❖ Easy to Manage

CAYUSE MODULES AT CCNY

- Cayuse: Sponsored Programs (SP)
- Cayuse: 424
- Cayuse: Animal Oversight (IACUC) -
NEW in Spring 2024

CAYUSE SPONSORED PROGRAMS (SP)



WHAT IS CAYUSE SPONSORED PROGRAMS?

Cayuse Sponsored Projects (or, *Cayuse SP*) module allows PIs to quickly and accurately prepare a proposal for internal routing and review, acts as the central hub in which research administrators gain full transparency into the entire research lifecycle, from awards, budgets, to accounts. In conjunction with the Research Foundation's web report accounting portal, it helps the PIs and the college research administrators to access the award records.

WHY CAYUSE SP?

- ❖ Easy Proposal Case Management
- ❖ Institutional Oversight
- ❖ Departmental Approvals
- ❖ Research Compliance Flags
- ❖ Award Management

CAYUSE SP: PREAWARD PROCESS

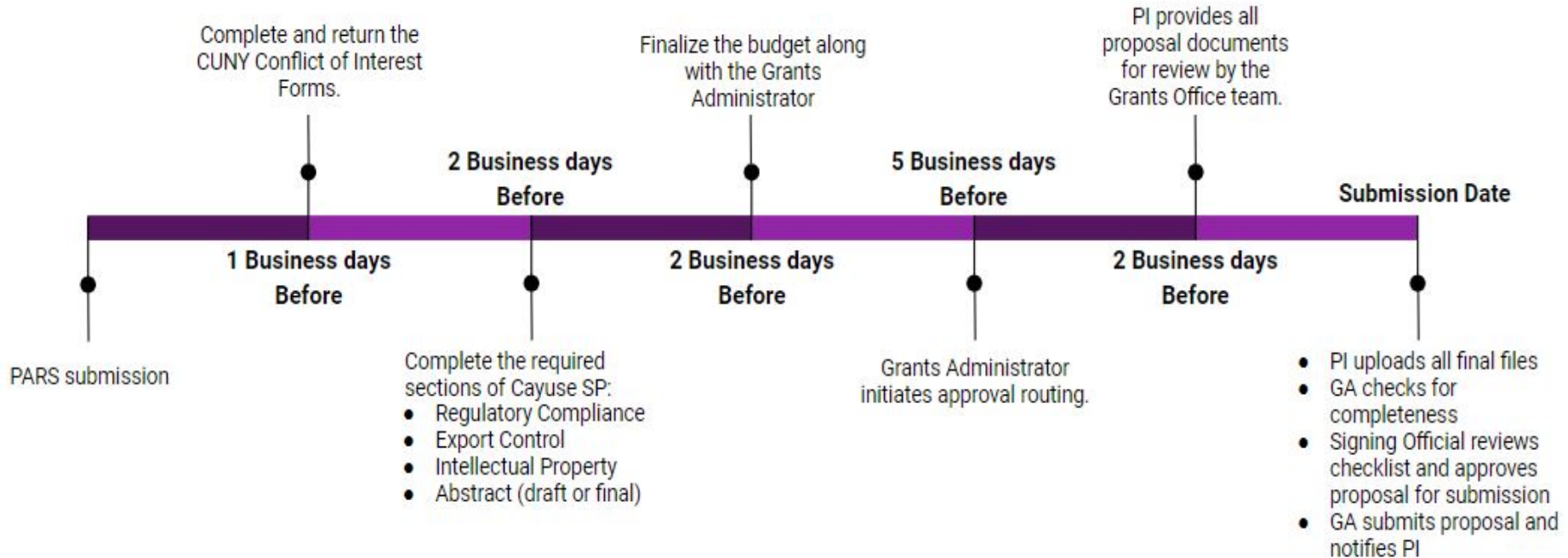
**PROPOSAL ASSISTANCE
REQUEST SYSTEM
(PARS)**

The City College
of New York

OFFICE OF RESEARCH



Submission Timeline



CAYUSE SP PRE- AWARD PROCESS

First contact email from Grants Office once PARS is received and Cayuse SP case is created.

Dear Prof. (PI Name),

(Grants Administrator Name) is assigned to work with you on this proposal, and will follow up with you directly concerning the preparation for this proposal.

IMPORTANT NOTE:

The CUNY Financial Conflict of Interest Form is required. Please complete and return the attached FCOI form by the date indicated below. This form **MUST be completed by all CUNY investigators identified on the project.** While this disclosure form is not required at this application stage for investigators who have not yet been named in this proposal, please keep in mind that once the project is funded and such investigators are identified to be involved in your project activities, **You should notify them that they are required to submit the CUNY Financial Conflict of Interest at that time.**

Please [log into Cayuse SP now](#) to complete these required sections:

- [Regulatory Compliance](#) - regarding human and animal subjects
- [Export Control](#)
- [Intellectual Property](#)
- [Proposal Abstract](#) - a draft version is fine

Your SP number is 24-xxxx

Please finalize your submission according to this timeline:

- **CUNY Conflict of Interest Forms:** Complete and return 9 am on XXX <One (1) business day before completing cayuse SP>
- **Cayuse SP:** Complete required sections (see above) as soon as possible, however no later than 9 am on XXX <Two (2) business days before budget>.
- **Budget:** Finalize with GA by 9 am XXX <Two (2) business days before departmental approval>
- **Departmental Approval:** GA initiates approval routing by 5 pm on XXX <Five (5) business days before final proposal review>
- **Final proposal review:** Provide all proposal documents for GA review by 9 am on XXX <Two (2) business days before submission deadline>

Please note that any requests for proposal assistance (PARS) received within 10 business days of scheduled submission, will not be reviewed for full compliance of the sponsor's guidelines. In such cases, the proposal will be submitted as is.

Logging into Cayuse SP: for tutorial and links, visit CCNY's Cayuse website at: <https://www.ccnycuny.edu/research/cayuse>

APPS Peer Review: The RF APPS team has established a proposal peer review system to provide constructive feedback from colleagues to improve the competitiveness of your proposal. For more information, please contact apps@rfccny.org

CAYUSE SPRE-AWARD PROCESS **LOGGING INTO CAYUSE**

The screenshot shows a web browser window with the URL <https://www.ccnycuny.edu>. The page content is organized into three columns: "Research Overview", "Discoveries in Actions", and "Faculty & Staff Experts".

- Research Overview:** Includes links for "Research Overview", "The Office of Research" (circled in red), "Research Compliance & Ethics", "College Research Council", and "Libraries".
- Discoveries in Actions:** Includes links for "Centers and Institutes", "QC-ALERT Programs", "Undergraduate Research", and "The RICC".
- Faculty & Staff Experts:** Includes links for "By Area of Expertise" and "View All Faculty & Staff".

An orange callout box with a red border contains the text: "Click Research tab and navigate to Office of Research". An arrow points from this box to the "The Office of Research" link in the "Research Overview" column.

The website footer is purple and contains the CCNY logo, the CUNY logo, and a navigation menu with links for "ABOUT", "ACADEMICS", "ADMISSIONS", "RESEARCH" (circled in red), "STUDENT AFFAIRS", and "SUPPORT CCNY". Search and login icons are also present in the footer.

LOGGING INTO CAYUSE CONTINUED

The screenshot shows the CCNY website header with the CCNY logo and a search bar. Below the header is a navigation menu with the following items: HOME, ABOUT, FUNDING OPPORTUNITIES, **SPONSORED PROGRAMS**, COMPLIANCE, ANIMAL CARE/ IACUC, and RESEARCH SAFETY. The 'SPONSORED PROGRAMS' item is circled in red. A dropdown menu is open under 'SPONSORED PROGRAMS', listing: Office Of Grants And Sponsored Programs, Proposal Timeline, Electronic Systems, PARS, **Cayuse System**, and Post Award. The 'Cayuse System' item is also circled in red. A red callout box on the left contains the text: 'Click Sponsored Programs and Navigate to Cayuse System'. Red arrows point from the callout box to the 'SPONSORED PROGRAMS' menu item and the 'Cayuse System' dropdown item. The background of the page features a photograph of two people in a laboratory setting.

Click Sponsored Programs and Navigate to Cayuse System

Q SEARCH



- ABOUT
- ACADEMICS
- ADMISSIONS
- RESEARCH
- STUDENT AFFAIRS
- SUPPORT CCNY

RESEARCH

- HOME
- ABOUT
- FUNDING OPPORTUNITIES
- SPONSORED PROGRAMS**
- COMPLIANCE
- ANIMAL CARE/ IACUC
- RESEARCH SAFETY

Sponsored Programs

- Office Of Grants And Sponsored Programs
- Proposal Timeline
- Electronic Systems
- PARS
- Cayuse System**
- Post Award

LOGGING INTO CAYUSE CONTINUED

RESEARCH

HOME ▾ ABOUT ▾ FUNDING OPPORTUNITIES ▾ SPONSORED PROGRAMS ▾ COMPLIANCE ▾ ANIMAL CARE/ IACUC ▾ RESEARCH SAFETY

Cayuse SP and 424

Home / Research / Cayuse SP and 424

Click to log in



Grants and Sponsored Programs (GSP) office utilizes a grant management software for research administration from Cayuse, LLC. Several key modules available from Cayuse are currently used to prepare for proposal submissions, administer grants, and manage other compliance records. At CCNY, we use *Cayuse 424* as the submission portal for proposals that are sent to Grants.gov, a common portal used by a wide range of federal sponsors. This provides our faculty researchers and support staff an easier interface to Grants.gov.

LOGGING INTO CAYUSE CONTINUED

First time signing in to Cayuse?

- [Click here](#) and enter your username (e.g. ksmith)
- You will receive an email at your CCNY email address
- Follow instructions in the email to sign in

Forgot your username or password?

- [Click here](#) and enter your CCNY email address
- You will receive an email at your CCNY email address
- Follow instructions in the email to sign in

First time users can also log in from the Office of Research web page.

PIs and other authorized users can change password and username here.

LOGGING INTO CAYUSE CONTINUED



The screenshot shows a login form with two input fields. The first field is labeled 'Username' and contains the text 'lwatkisstewart'. The second field is labeled 'Password' and contains ten dots. A green 'Sign in' button is located below the password field. Arrows point from the 'Username' and 'Password' labels to their respective input fields.

Username Format : First letter of first name, full lastname, all lower case letters, no spaces.

Password : *New users*: A temporary password will be created by GSP.

Problems or questions? [Contact Support](#) ▶

CAYUSE SP: PREAWARD PROCESS



Logged in as: *lwatkisstewart*
Log out

Cayuse Research Suite 3.9.1

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424

System Administration Applications

- Backbone
- Research Contacts
- Events

Application Help

- Research Suite Support Center

Cayuse SP (For ALL PROPOSALS)

- Chair/Dean approval
- Compliance questionnaires
- GSP tracking database

CAYUSE SP: PRE- AWARD PROCESS

My Dashboard **Events** **More**

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals in My Unit](#)
- [Forward Funding Inbox](#)

Award Dashboard

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

Certifications/Approvals

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

Welcome to Cayuse SP

CCNY's new electronic grants management system, Cayuse Cayuse SP, will streamline pre-award and post-award processes for administering sponsored programs on campus. Grants and Sponsored Programs (GSP - formerly Office of Research Administration) is currently using Cayuse SP to manage the pre-award process and maintain related documents. Management of the post-award process in Cayuse will be rolled out over the course of 2014-15.

Here are some of the key benefits:

- Easy electronic approvals: Paper transmittal sheets are replaced by a simple online process for reviewing and approving proposals for submission - the Internal Processing Form, or IPF
- Integrated record keeping: PI and grant administrators will have easy access to proposals, award notices, progress reports and other documents, regardless of submission method (e.g., whether Fastlane for NSF submissions or Grants.gov for NIH)
- Better tracking and reporting: Tracking of proposal and award data will be more robust, allowing for faster and more accurate reporting at the department, division/school and college levels.

Grants and Sponsored Programs (GSP) will use Cayuse SP to:

- Manage the proposal submission process and maintain related documents
- Route Internal Processing Forms (IPF) to obtain proposal approval from Chairs, Deans and Associate Provost (replacing paper transmittal sheets)
- Manage the award establishment process and maintain related documents

PIs, Co-PIs and other contributing members will use Cayuse SP to:

- Complete required questionnaires related to human and animal subjects, Conflicts of Interest, Intellectual Property and Export Controls
- Provide proposal abstracts for review
- Certify proposals for approval by Chair, Dean and Associate Provost
- Track the progress of approval by Chair, Dean and Associate Provost

Chairs, Deans and other administrative approvers will use Cayuse SP to:

- Review proposal budgets, including faculty effort and cost sharing
- Review proposal abstracts
- Authorize proposals for submission

Administrative Support

Contact CCNY's Grants and Sponsored Programs (GSP) for policies and procedures regarding the management and administration of externally sponsored grants and contracts. We serve as your primary support office for information on proposal development, budget preparation, award administration and more.

Technical Support

For technical issues in Cayuse SP, contact the CCNY Grants and Sponsored Programs at one of the following:

- Email: gspace@ccny.cuny.edu
- Phone: 212.650.5418
- Location: Shepard Hall, Room 16
- Website: www.cuny.edu/gspa

Support hours are Monday - Friday 9:00 AM - 5:00 PM.

Call 212.650.5418 for assistance Mon-Fri, 9am-5pm
This application is supported by CCNY's Grants and Sponsored Programs.
Please [contact us](#) if you have any questions.

PIs click here to see all their proposals...

....and here to view proposal awaiting PI and Co-PI certification.

Deans, Chairs and others click here to view proposals.

and here to approve.

CAYUSE SP: PREAWARD PROCESS

“Submitted” means routed for internal approval, not submitted to sponsor

Click **Proposal Number** for detailed view.

This application is supported by CCNY's Grants and Sponsored Programs. Please [contact support](#) if you have any questions.

SP cayuse **SP** Latoya Watkis-Stewart

My Dashboard Events More

Proposal Dashboard
[Start New Proposal](#)
2 My Proposals >>
[Proposals In My Unit](#)
[Forward Funding Inbox](#)

Award Dashboard
[My Awards](#)
[Awards In My Unit](#)

Certifications/Approvals
[PI Certification Inbox](#) (1)
[Unit Approval Inbox](#) (7)

Grants and Sponsored Programs
The City College of New York
Shepard Hall, Room 16
New York, NY 10031
Phone: 212 650 5418
Fax: 212 650 7906
Email: cayuse@ccny.cuny.edu

My Proposals

Unsubmitted Proposals Submitted Proposals

Below is a list of unsubmitted proposals you initiated or on which you are listed.

Created Date	Prop No	Lead PI	Project Name	Sponsor	Deadline	My Role	Flags
01/14/2022	22-1		ASRC(CAT)_01.17	Advanced Science Research Center (ASRC)- Sensor CAT	01/17/2022	Owner	Edit Copy Delete
11/28/2016	17		NYSERDA_11.29	New York State Energy Research and Development Authority - NYSERDA	11/29/2016	Owner	Edit Copy Delete

View 1 - 2 of 2 Page 1 of 1



CAYUSE SP: FORWARD PROCESS



Latoya Watkis-Stewart

My Dashboard Events More

Item List 20-0057

View or Edit completed sections by clicking the name next to the check.

- General Information >>
- [Investigators/Research Team](#)
- [Budget](#)
- [Subcontractors](#)
- [Regulatory Compliance](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

Submit for Routing

>> General Information

Principal Investigator: If you wish to start a new proposal, please visit the Grants and Sponsored Programs website and use PARS to submit a [Proposal Assistance Request](#). A GSP Grants Administrator (GA) will initiate the proposal record and provide access for you to complete the sections listed below. When all sections are complete, the GA will route the proposal for approval by all affiliated departments.

Sections to be completed by a GSP Grants Administrator:


- Start New Proposal
- General Information
- Investigators / Research Team / Personnel
- Budget
- Subcontractors
- Attachments (GA and Lead PI)
- Approving Departments
- Submission Notes (GA and Lead PI)

Sections to be completed by the Lead Principal Investigator:

- Conflict of Interest
- Regulatory Compliance
- Export Control
- Intellectual Property
- Application Abstract
- Attachments (GA and Lead PI)
- Submission Notes (GA and Lead PI)

* Indicates Required Fields


Sponsor Information

* Sponsor: 

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency: 



CAYUSE SP: PREAWARD PROCESS

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ [Investigators/Research Team](#)
- [Budget](#)
- ✓ [Subcontractors](#)
- [Regulatory Compliance](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

Submit for Routing



View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Subcontractors](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Proposal Abstract](#)
- ✓ [Proposal Attachments](#)
- ✓ [Approving Units](#)
- [Submission Notes](#)

Administer Proposal

View Routing Status

Internal Approval – Last 5 days



CAYUSE SP: PROAWARD PROCESS ROUTING EMAILS

Email Log

TO: [REDACTED]@ccny.cuny.edu
CC: cayuse@ccny.cuny.edu, aoctalien@ccny.cuny.edu, ahernandez7@ccny.cuny.edu
FROM: do-not-reply@cayuse.com/1015293281
SUBJECT: ALERT: Your Certification is Required - [REDACTED]

BODY:

Dear Lead PI and all Co-PIs:

Your action **is** required (PI and all Co-PIs):

- **Certify Proposal:** Please log into [Cayuse SP](#) NOW and go to your "PI Certification Inbox" to review and certify the proposal listed below.

NOTE: If [REDACTED] does not certify this proposal in Cayuse SP, Akim Octalien will not be authorized to submit the proposal to Memorial Sloan Kettering Cancer Center - MSKCC via Email on Oct 5 2023.

This proposal below has also been routed for review and approval by chair(s), dean(s) and administration.

Proposal No: [REDACTED]
Lead Principal Investigator: [REDACTED]
Other Investigators:
Proposal Title: I CARE (Immunotherapy Cutaneous Adverse events REsearch)
Sponsor: Memorial Sloan Kettering Cancer Center - MSKCC
Deadline: Thursday October 5 2023
GSP Grants Administrator: Akim Octalien (212-650-7908, aoctalien@ccny.cuny.edu)

For links to reset your Cayuse password, lookup your username or to log out, please visit the [GSP website](#). If you have any questions, please reply to this email at ext. 5418, or contact your assigned Grants Administrator (listed above).

DTS: 2023-10-03 20:13:00 EDT

Email to PI after routing

Email to Department Chair after routing

TO: [REDACTED]@ccny.cuny.edu
CC: ahernandez7@ccny.cuny.edu, ahernandez7@ccny.cuny.edu
FROM: do-not-reply@cayuse.com/1016054039
SUBJECT: CAYUSE: Proposal Authorization Required - 24-[REDACTED] (PI: [REDACTED])

BODY:

Proposal No: 24-[REDACTED]
Lead Principal Investigator: [REDACTED]
Other Investigators:
Proposal Title: Project Harmony 2.0: Individual Patient Meta-analysis of Clinical Significance Trajectories for PTSD/SUD and PTSD/OD
Sponsor: The State University of New Jersey, Rutgers
Deadline: Friday October 6 2023
GSP Grants Administrator: Adilene Hernandez (212-650-7915, ahernandez7@ccny.cuny.edu)

Dear Chair, Dean or other Administrative Approver:

This proposal has been routed to you for approval because (Psychology) is identified as an approving department.

Your action is required (one authorized approver).

- **Authorize the Proposal:** Please log into [Cayuse SP](#) now to review and authorize the proposal in your "Dept Approval Inbox."
- You also have the option of rejecting the proposal if you notice a serious mistake. However, doing so will require you to provide an explanatory note for your rejection and will also cause the proposal to be returned to the lead principal investigator. If you wish to request a small correction, please contact the PI or the GSP Grants Administrator assigned to this proposal (contact info listed above).

For questions about this proposal, please contact the PI or the assigned Grants Administrator listed above.

If you have questions about logging into or navigating Cayuse SP, please reply to this email, call ext. 5418, or visit the [GSP website](#).

Cancel

ROUTING EMAILS CONTINUED

Email to Dean
after Department
Chair's approval

Email Log

TO: [REDACTED]@ccny.cuny.edu, [REDACTED]@ccny.cuny.edu
CC: ahernandez7@ccny.cuny.edu, ahernandez7@ccny.cuny.edu
FROM: do-not-reply@cayuse.com/1001004027
SUBJECT: CAYUSE: Proposal Authorization Required - 24-[REDACTED] (PI: [REDACTED])

BODY:

Proposal No: 24-[REDACTED]
Lead Principal Investigator: [REDACTED]
Other Investigators:
Proposal Title: Modeling skeletal muscle nuclear envelopathies using human iPSCs
Sponsor: **Columbia University**
Deadline: Monday October 16 2023
GSP Grants Administrator: Adilene Hernandez (212-650-7915, ahernandez7@ccny.cuny.edu)

Dear Chair, Dean or other Administrative Approver:

This proposal has been routed to you for approval because **(ENGINEERING)** is identified as an approving department.

Your action is required (one authorized approver).

- **Authorize the Proposal:** Please log into [Cayuse SP](#) now to review and authorize the proposal in your "Dept Approval Inbox."
- You also have the option of rejecting the proposal if you notice a serious mistake. However, doing so will require you to provide an explanatory note for your rejection and will also cause the proposal to be returned to the lead principal investigator. If you wish to request a small correction, please contact the PI or the GSP Grants Administrator assigned to this proposal (contact info listed above).

For questions about this proposal, please contact the PI or the assigned Grants Administrator listed above.

If you have questions about logging into or navigating Cayuse SP, please reply to this email, call ext. 5418, or visit the [GSP website](#).

S: 2023-10-05 09:41:00 EDT

CAYUSE SP: PRE-APPROVAL PROCESS APPROVALS

Sign in from the URGENT email

o Click link to Cayuse SP

Dear Chair, Dean or other Administrative Approver:

This proposal has been routed to you for approval because (**Psychology**) is identified as an approving department.

Your action is required (one authorized approver).

- **Authorize the Proposal:** Please log into Cayuse SP now to review and authorize the proposal in your "Dept Approval Inbox."
- You also have the option of rejecting the proposal if you notice a serious mistake. However, doing so will require you to provide an explanatory note for your rejection and will also cause the proposal to be returned to the lead principal investigator. If you wish to request a small correction, please contact the PI or the GSP Grants Administrator assigned to this proposal (contact info listed above).

For questions about this proposal, please contact the PI or the assigned Grants Administrator listed above.

If you have questions about logging into or navigating Cayuse SP, please reply to this email, call ext. 5418, or visit the [GSP website](#).

APPROVALS CONTINUED

SP cayuse

Test Test

My Dashboard **Events** **More**

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Forward Funding Inbox](#)

Award Dashboard

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

Certifications/Approvals

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

Welcome to Cayuse SP

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- **Integrated record-keeping:** PI and grant administrators will have easy access to proposals, award notices, progress reports and other documents, regardless of submission method (e.g., whether Fastlane for NSF submissions or Grants.gov for NIH)
- **Better tracking and reporting:** Tracking of proposal and award data will be more robust, allowing for faster and more accurate reporting at the department, division/school and college levels.

Grants and Sponsored Programs (GSP) will use Cayuse SP to:

- Manage the proposal submission process and maintain related documents
- Route Internal Processing Forms (IPF) to obtain proposal approval from Chairs, Deans and Associate Provost (replacing paper transmittal sheets)
- Manage the award establishment process and maintain related documents

PIs, Co-PIs and other contributing members will use Cayuse SP to:

Click Unit
Approval Inbox

APPROVALS CONTINUED

The screenshot shows the Cayuse 'Unit Approval Inbox' interface. On the left is a navigation sidebar with sections for Proposal Dashboard, Award Dashboard, Certifications/Approvals, and Grants and Sponsored Programs. The main content area is titled 'Unit Approval Inbox' and contains two tabs: 'To Be Authorized' (circled in red) and 'Previously Reviewed' (circled in purple). Below the tabs is a table of proposals. A red circle highlights the first proposal's number '24-'. A yellow callout box points to this number with the text 'Click proposal number to view proposal details.' Another red box at the top right points to the 'To Be Authorized' tab with the text 'List proposals that needs to be authorized.' A purple callout box at the bottom points to the 'Previously Reviewed' tab with the text 'List proposals that were previously authorized.'

My Dashboard **Events** **More**

Proposal Dashboard
[Start New Proposal](#)
2 [My Proposals](#)
[Proposals In My Unit](#)
[Forward Funding Inbox](#)

Award Dashboard
[My Awards](#)
[Awards In My Unit](#)

Certifications/Approvals
[PI Certification Inbox](#)

7 **Unit Approval Inbox** >>

Grants and Sponsored Programs
The City College of New York
Shepard Hall, Room 16
New York, NY 10031
Phone: 212.650.5418
Fax: 212.650.7906
Email: cayuse@ccny.cuny.edu

Unit Approval Inbox

To Be Authorized **Previously Reviewed**

Below is a list of proposals that require your authorization as a unit proposal approver.
See [Research Contacts](#) for a complete listing of roles in your unit.

Prop No.	PI	Unit	Project Name	Sponsor	Deadline
24- [REDACTED]	[REDACTED]	CUNY School of Medicine	[REDACTED]0913_CCNY-MSK	CCNY-MSKCC Partnership for Cancer Research, Training, and Community Outreach	09/13/2023
24- [REDACTED]	[REDACTED]	Office of the Provost	[REDACTED] USDoEd	United States Department of Education - DoED	09/25/2023
24- [REDACTED]	[REDACTED]	Institute, CIUS	[REDACTED]_Equity Residential_0831	Equity Residential	08/31/2023
24- [REDACTED]	[REDACTED]	Institute, CIUS	[REDACTED]_DOE_0815	Syracuse University	08/15/2023
24- [REDACTED]	[REDACTED]	Physics	[REDACTED]_UAERP_0824	UAE Research Program for Rain Enhancement Science	08/24/2023
[REDACTED]	[REDACTED]	Psychology	[REDACTED]_NSF_0830	National Science Foundation - NSF	08/30/2023
[REDACTED]	[REDACTED]	Civil Engineering	[REDACTED]_CIVLAB_0707	CIV:LAB	07/07/2023

APPROVALS CONTINUED

cayuse SP **SP** Latoya Watkis-Stewart

My Dashboard Events More

Proposal Dashboard

- [Start New Proposal](#)
- 2 [My Proposals](#)
- [Proposals In My Unit](#)
- [Forward Funding Inbox](#)


Award Dashboard

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

Certifications/Approvals

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

Proposal Routing Status

Proposal: [24-████](#)  Sponsor: United States Department of Education - DoED Submission Deadline: 9/25/2023



Project: ██████████ Prime Sponsor: None Proposed Begin-End Dates: 1/01/2024 - 12/31/2027

Lead PI: ██████████ Instrument Type: Grant - Other Proposed Total Amount: \$9,305,464.00

Admin Unit: Office of the Provost Specialists: [Javier Martinez Rodriguez](#)

Project Title: Cohort Learning Program

[View IPF](#) [Authorize Proposal](#) [Reject Proposal](#) [Administer Proposal](#)

Approvals Compliance Status History Forward Funding 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 Grants and Sponsored Programs.

Click view IPF.



APPROVALS CONTINUED

The screenshot displays the Cayuse SP system interface. On the left, the 'My Dashboard' tab is active, showing an 'Item List' with 24 items. A list of proposal sections is shown, each with a green checkmark indicating completion: General Information, Investigators/Research Team, Budget, Subcontractors, Regulatory Compliance, Export Control, Intellectual Property, Proposal Abstract, Proposal Attachments, Approving Units, and Submission Notes. Below this list are four buttons: 'Administer Proposal', 'View Routing Status', 'Authorize Proposal', and 'Reject Proposal'. The 'Authorize Proposal' and 'Reject Proposal' buttons are circled in black. A red arrow points from a text box to the 'Reject Proposal' button, and a black arrow points from another text box to the 'Authorize Proposal' button.

My Dashboard **Events** **More**

Item List 24 [redacted]

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ [Investigators/Research Team](#)
- ✓ [Budget](#)
- ✓ [Subcontractors](#)
- ✓ [Regulatory Compliance](#)
- ✓ [Export Control](#)
- ✓ [Intellectual Property](#)
- ✓ [Proposal Abstract](#)
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- ✓ [Approving Units](#)
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Administer Proposal

View Routing Status

Authorize Proposal

Reject Proposal

>> General Information

Principal Investigator: If you wish to start a new proposal, please visit the Grants and Sponsored Programs website and use P below. When all sections are complete, the GA will route the proposal for approval by all affiliated departments.

Sections to be completed by a GSP Grants Administrator:

- Start New Proposal
- General Information
- Investigators / Research Team / Personnel
- Budget
- Subcontractors
- Attachments (GA and Lead PI)
- Approving Departments
- Submission Notes (GA and Lead PI)

Sections to be completed by the Lead Principal Investigator:

- Conflict of Interest
- Regulatory Compliance
- Export Control
- Intellectual Property
- Application Abstract
- Attachments (GA and Lead PI)
- Submission Notes (GA and Lead PI)

Application No: CCNY-MSKCC Partnership for Cancer Resear

Sponsor Program Name: U54 REQUEST FOR PROPOSALS: PILOT& F

Proposal Guideline URL:

Prime Funding Agency: National Institutes of Health - NIH

Click to reject proposal

Click for authorization.

APPROVALS CONTINUED

cayuse SP

My Dashboard **Events** **More**

>> Proposal Authorization

As Chair/Dean/Administrative Approver, I understand and assume the following responsibilities with respect to this proposal:

- It is an appropriate activity within the Department/Division/School and supports the mission of CCNY.
- That the Department/Division/School has agreed to provide the resources identified in this application.

Please enter any comments you might have regarding this proposal.

Submit Authorization

After review
add
comments, if
any.

Click to
submit
authorization

EMAILS AFTER APPROVAL

Email Log

TO: [REDACTED]@ccny.cuny.edu
CC: ahernandez7@ccny.cuny.edu, ahernandez7@ccny.cuny.edu
FROM: do-not-reply@cayuse.com/1001004193
SUBJECT: CAYUSE: Proposal Under Review - 24-[REDACTED] (PI: [REDACTED])

BODY:

Proposal No: 24-[REDACTED]
Lead Principal Investigator: [REDACTED]
Other Investigators:
Proposal Title: Neighborhood Social Determinants and Psychosis Risk Across the US
Sponsor: **National Institutes of Health - NIH**
Deadline: **Thursday October 5 2023**
GSP Grants Administrator: Adilene Hernandez (212-650-7915, ahernandez7@ccny.cuny.edu)

Dear Lead PI:

This proposal has been successfully routed through and authorized by all affiliated departments and schools/divisions.

- If you have not already done so, please finalize all proposal documents
- Please also log into [Cayuse SP](#) and confirm that all Co-PIs have certified the proposal

For links to reset your Cayuse password, lookup your username or login for the first time, please visit the [GSP website](#).
If you have any questions, please reply to this email, call GSP at ext. 5418, or contact your assigned Grants Administrator (listed above).

23-10-04 20:38:00 EDT

Email to Lead PI and GSP after the proposal is authorized .

Email Log

TO:
bCC: ahernandez7@ccny.cuny.edu
FROM: do-not-reply@cayuse.com/1001004193
SUBJECT: GSP: Dept Approval Complete - 24-[REDACTED] (PI: [REDACTED])

BODY:

Proposal No: 24-[REDACTED]
Proposal Lead PI: [REDACTED]
Proposal Title: Neighborhood Social Determinants and Psychosis Risk Across the US
Sponsor: **National Institutes of Health - NIH**
Deadline: **Thursday October 5 2023**
GSP Grants Administrator: Adilene Hernandez (212-650-7915, ahernandez7@ccny.cuny.edu)

Dear GSP:

This proposal has been approved by all affiliated departments and is **now in GSP for final review, approval and submission to sponsor**. You can view the proposal record in [Cayuse SP here](#).

Your action is required.

- **Review all Proposal Documents:** Contact PI to provide all documents and review against internal checklist
- **Submit Proposal to Sponsor:** Submit proposal to sponsor and send confirmation of submission to PI

Attachment added: /opt/tomcat296/webapps/904/ramses/pdf/pdf/5729_coversheet.pdf

2023-10-04 20:38:00 EDT

CAYUSE 424 or CAYUSE SYSTEM TO SYSTEM (S2S)

WHAT IS CAYUSE 424?

Cayuse 424 (S2S) module is a web-based software service that provides faculty researchers and support staff an easier, faster interface to Grants.gov for submitting research proposals to federal agencies. It is a system-to-system submission for 100% of Grants.gov opportunities posted by NIH, NSF, AHRQ, CDC, NIFA, ONR, CDMRP, DoD, and other U.S. federal agencies.

WHY CAYUSE 424?

- ❖ Entry of SF-424 data online rather than as a PDF.
- ❖ Auto-population of institutional data in the SF-424 forms.
- ❖ Advanced validation of Grants.gov proposals based on sponsor rules, which allows for reduced submission errors.

CAYUSE 424: PREAWARD PROCESSES EMAIL INFORMING PI OF ACCESS TO PROPOSAL SPACE

[EXTERNAL] Proposals (S2S): Proposal Permissions Granted



Latoya Watkis-Stewart [Proposals (S2S)] <do-not-reply@cayuse.com>

To Latoya Watkis-Stewart

Reply Reply All Forward ...

Tue 6/20/2023 1:08 PM

You have been granted explicit permissions to proposal:

DOE_June2023

Navigate to https://urldefense.proofpoint.com/v2/url?u=http-3A_ccny-2Dcuny.cayuse424.com_356_proposal.do-3FproposalId-3D1016097101&d=DwlCag&c=4NmamNZG3KTnUCoC6InoLJ6KV1tbVKrkZXHRwtIMGmo&r=d-3u3kwxhqOK34p2thifOSgAUHopMYMiDweXvoJvzbw&m=w0viYpgy_yXTRe3qB0pzdfln9-9t03NiQq2gUaZzOJv_G8QhQKlyUlehK4ZppWJO&s=CSyBFAMWv97pQ75BKLSahr4N507W9q5l0r7p0osi-8w&e= to access this proposal.

CAYUSE 424: PREAWARD PROCESS

PROPOSAL SUBMISSION



Logged in as: *lwatkisstewart*
Log out

Cayuse Research Suite

3.9.1

Research Administration Modules

- [Cayuse 37 \(Sponsored Projects\)](#)
- [Cayuse 424](#)

System Administration Applications

- Backbone
- Research Contacts
- Events

Application Help

- Research Suite Support Center

[Cayuse 424](#) - For ALL PROPOSALS
submitted via grants.gov

PROPOSAL SUBMISSION CONTINUED

Click on proposals to show proposals.

Proposals (S2S) Test Test 2 ▾

Opportunities **Proposals** People Institutions Reports More + Create Proposal Import

Proposals List

Search ?

Show All Recently Viewed Expand All / Collapse All

Click to show all your proposals.

PROPOSAL SUBMISSION CONTINUED

Click proposal name to edit.

Proposals (S2S)

Latoya Watkis-Stewart

Opportunities Proposals People Institutions Reports More

+ Create Proposal Import

Proposals List

Search View by date: All Dates Include submitted proposals Show only locked proposals Make Show All the default view

Show All: All Proposals [Expand All / Collapse All](#)

25 Page 1 of 61

Proposal	Title	PI	Modified	Type	Deadline
[REDACTED] October 2023	Development of a Pathogenic Vibrio cholerae Targeted Anta	[REDACTED]	10-11-2023	NIH Exploratory/Developmental Research	10-16-2023
[REDACTED] October 2023	Elucidating a function for MSH2 in non-homologous end-join	[REDACTED]	10-11-2023	NIH Exploratory/Developmental Research	10-16-2023
[REDACTED] _2023	Advanced Bridge Technology Clearinghouse (ABTC)	[REDACTED]	10-10-2023	FY2023 Notice of Funding Opportunity (N	10-13-2023

Clicking the letter R will open the proposal space in view only.

PROPOSAL SUBMISSION CONTINUED

Proposals List > Fu_NIH_June2023

Read-only

Proposals List



- SF424 RR
 - 1
 - 2
- RR Performance Sites
 - 1
- RR Other Project Information
 - 1
- RR Key Persons
 - 1
- RR Budget
 - 1
 - 2
 - 3
 - 4
- PHS Human Subjects and CII
 - 1
- PHS 398 Modular Budget
 - 1
- RR Subaward Budget Attachr
 - 1
- PHS 398 Cover Page Supplem
 - 1
 - 2
- PHS 398 Research Plan
 - 1
- PHS Assignment Request
 - 1
- Proposal Summary
 - Summary
 - Supporting Documents
- Proposal Management
 - Permissions
 - Electronic Submission
 - Proposal History

Fu_NIH_June2023

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 R&R

2. DATE SUBMITTED	Applicant Identifier
06/15/2023	
3. DATE RECEIVED BY STATE	State Application Identifier
1. TYPE OF SUBMISSION	4. a. Federal Identifier
<input type="radio"/> Pre-application <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	
	b. Agency Routing Number
	c. Previous Grants.gov Tracking ID
5. APPLICANT INFORMATION	
Legal Name: The Research Foundation - The City College	UEI: L952KGDMSLV5
Department:	
Division:	
Street1: 160 Convent Avenue	
Street2:	
City: New York	County/Parish: Manhattan
State/Province: New York	Zip/Postal Code: 100319101
Country: United States	
Person to be contacted on matters involving this application	
Prefix:	First Name: Javier
	Middle Name:
	Last Name: Martinez Rodriguez
	Suffix:
Position/Title: Interim Grants Manager - Pre-Award	
Street1: 160 Convent Avenue	
Street2:	
City: New York	County/Parish: New York
State/Province: New York	Zip/Postal Code: 100319101
Country: United States	
Phone Number: 212-650-8613	Fax Number:
	Email: jmartinezrodriguez@ccny.cu
6. EMPLOYER IDENTIFICATION(EIN) or (TIN):	7. TYPE OF APPLICANT:
131988190	H: Public/State Controlled Institution of Higher Education
	Other (Specify):
8. TYPE OF APPLICATION:	Small Business Organization Type
Error (0) / Warning (0) / Info (0)	NIH

PROPOSAL SUBMISSION CONTINUED

Submitting...

Proposal: ██████_DOE_June2023

Step 1: Validating Proposal ✓

Step 2: Assembling Proposal ✓

Step 3: Submitting ✓

Success! Your proposal has been successfully submitted!

Tracking Number: GRANT13921678 entered into Proposal Submission History

QUESTIONS?

