Cayuse Proposal and Award Management

Latoya Watkis -Stewart

Associate Director, Grants and Sponsored Programs

Office of Research

lwatkisstewart@ccny.cuny.edu | 212 -650-7904

October 12, 2023

The City College of New York | Office of Research | Grants and Sponsored Programs

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

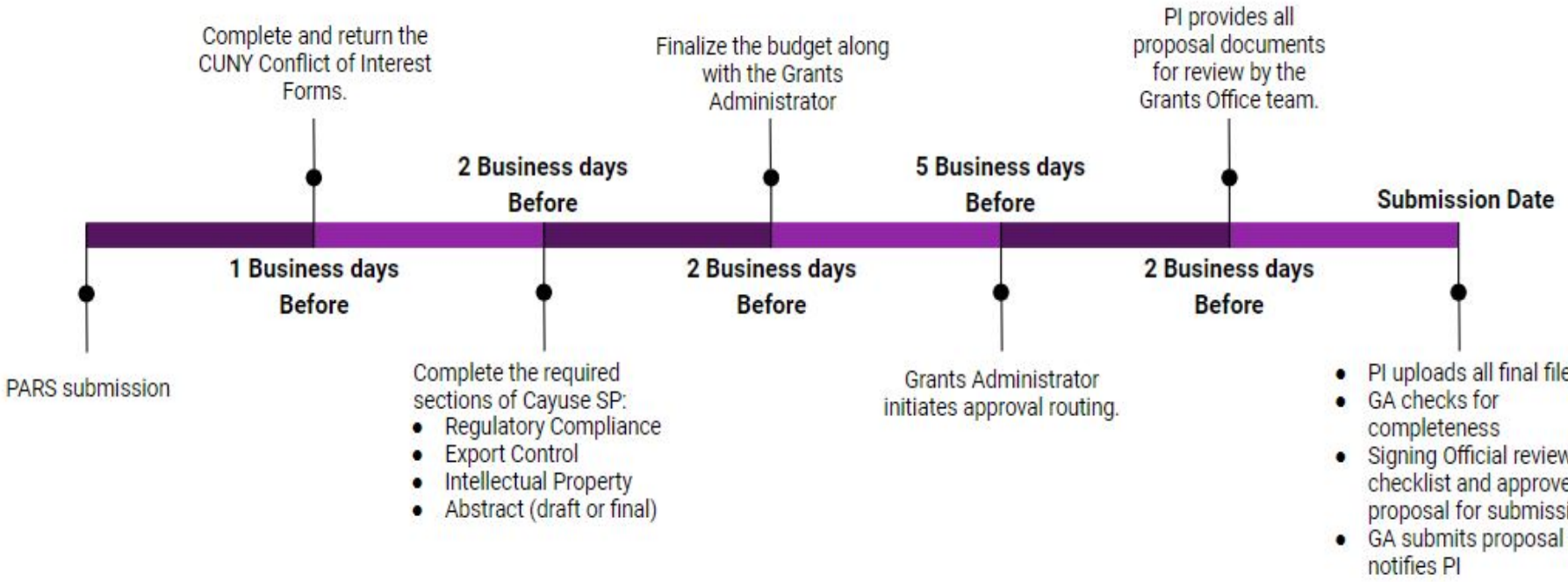
CAYUSE SP: PRE-AWARD PROCESS

PROPOSAL ASSISTANCE REQUEST SYSTEM (PARS)

The City College of New York
OFFICE OF RESEARCH

cayuse SP

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>**

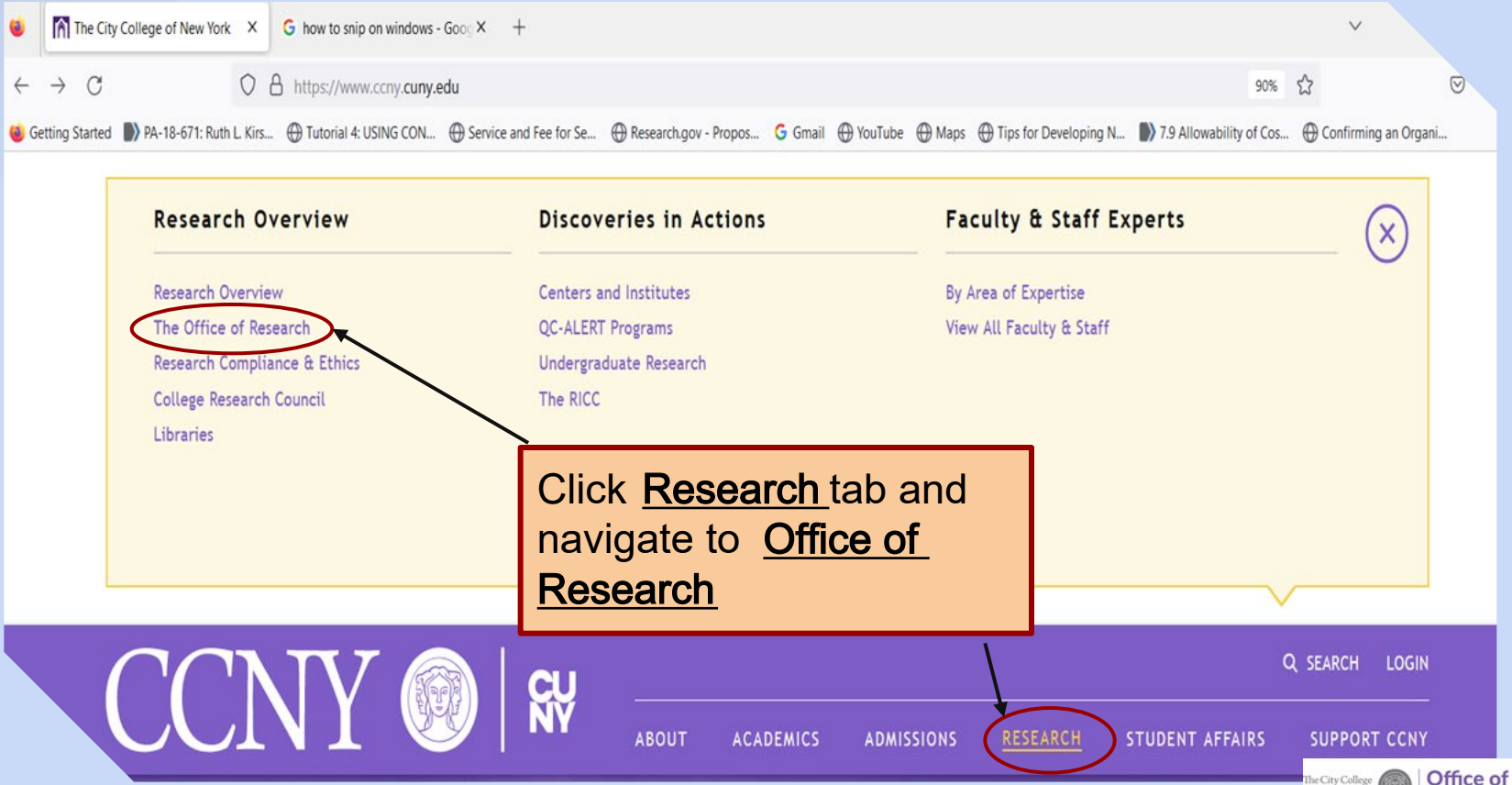
Please note that any requests for proposal assistance (PARS) received within 10 business days of scheduled submission, will not be reviewed for full compliance of the sponsor's guidelines. In such cases, the proposal will be submitted as is.

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

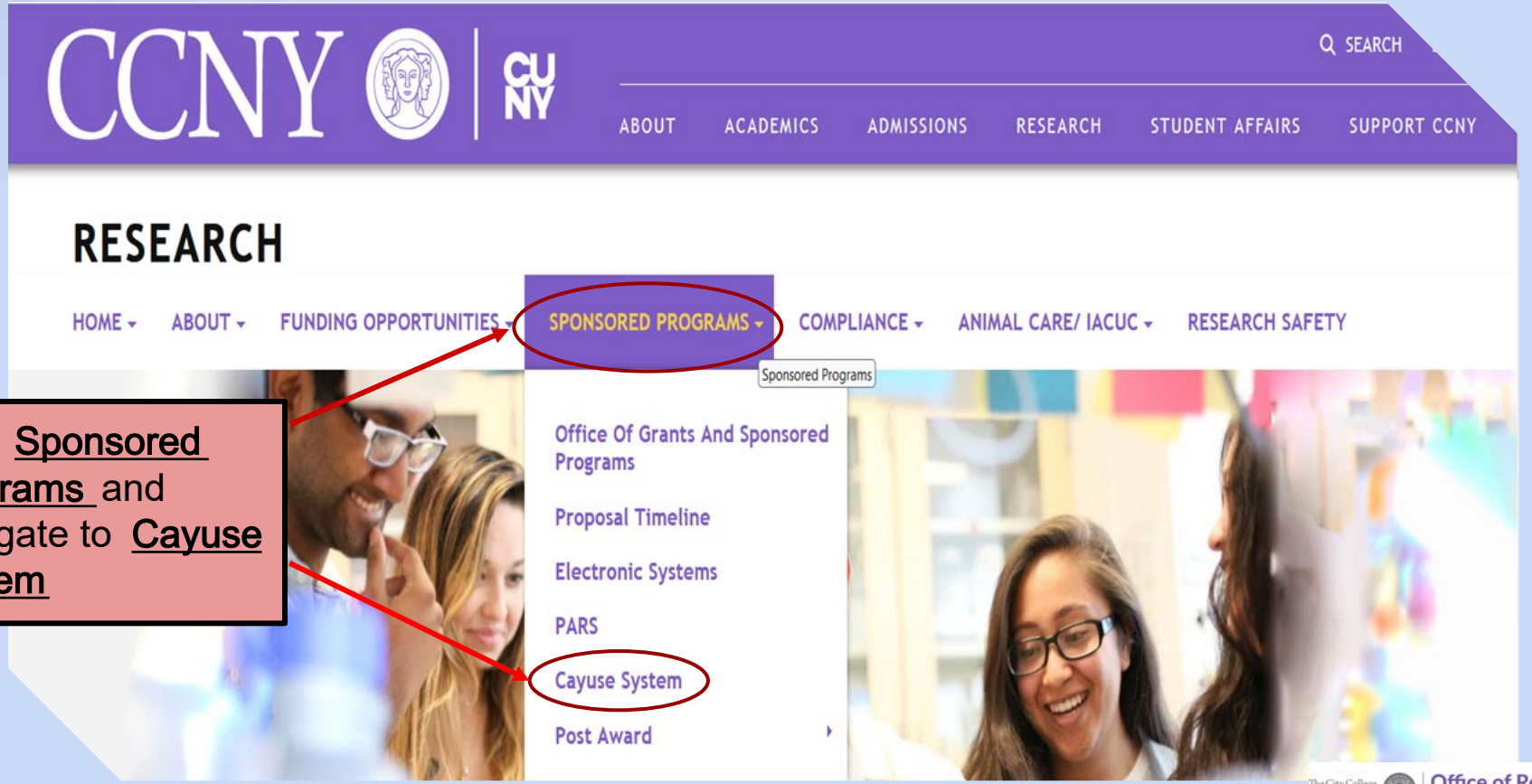
APPS Peer Review: The RF APPS team has established a proposal peer review system to provide ructive feedback from colleagues to improve the competitiveness of your proposal. For more lease contact apps@rfcuny.org

The City College of New York | Office of Research Grants and Sponsored Programs

CAYUSE SP: PRE-AWARD PROCESS: LOGGING INTO CAYUSE

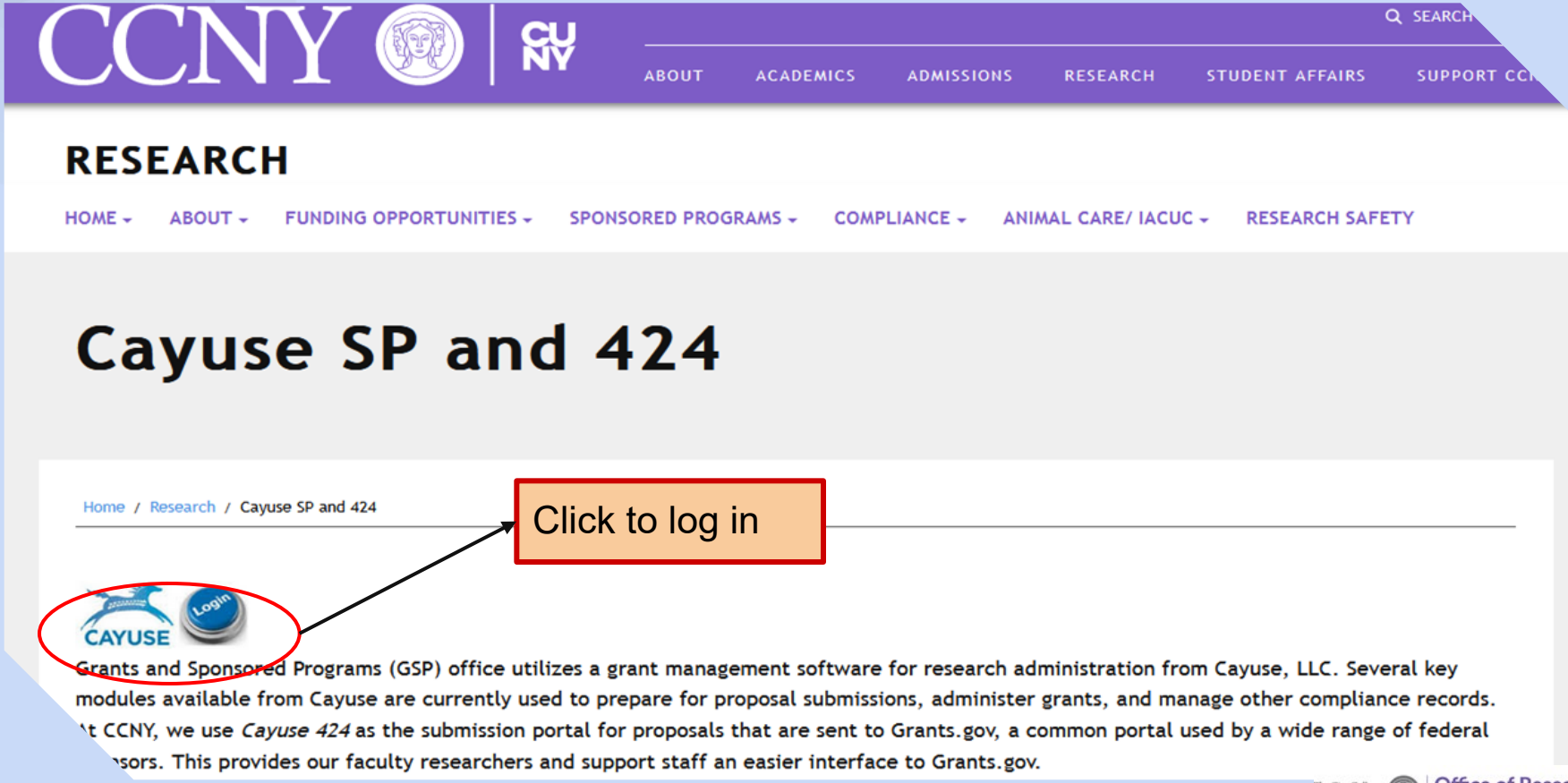


LOGGING INTO CAYUSE CONTINUED

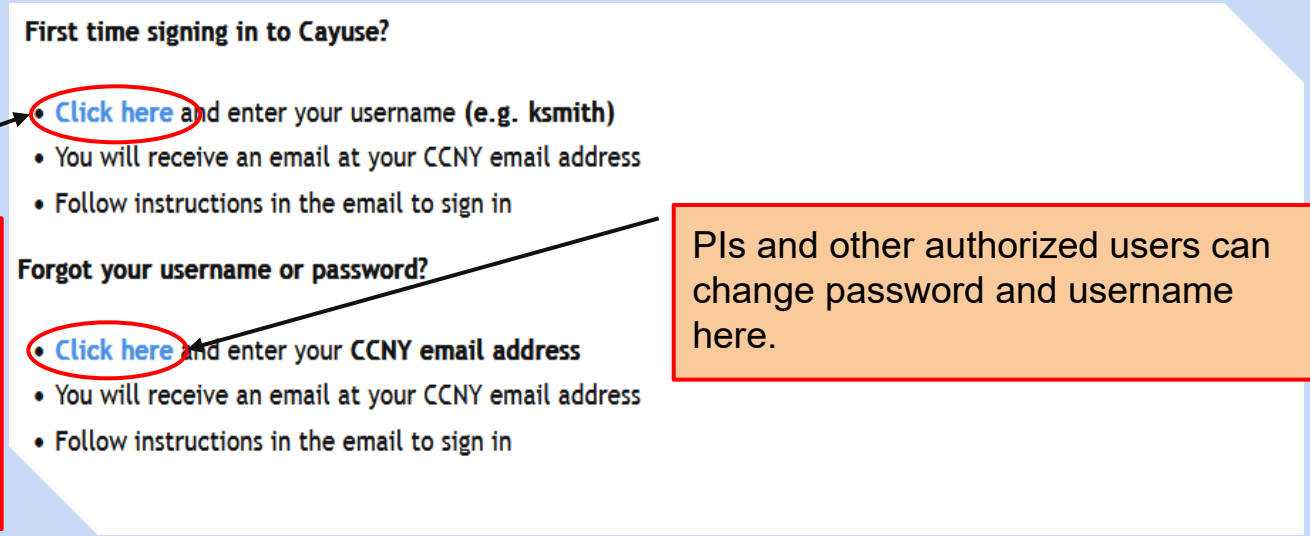


Click **Sponsored Programs** and Navigate to **Cayuse System**

LOGGING INTO CAYUSE CONTINUED



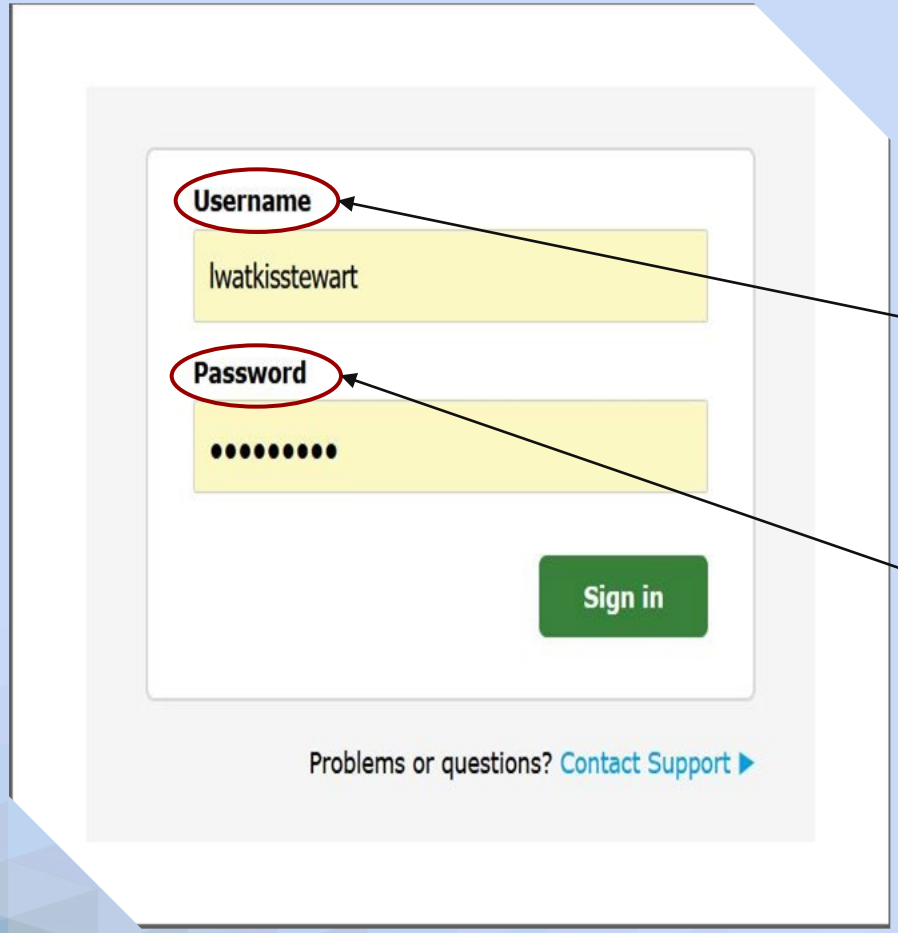
LOGGING INTO CAYUSE CONTINUED



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.

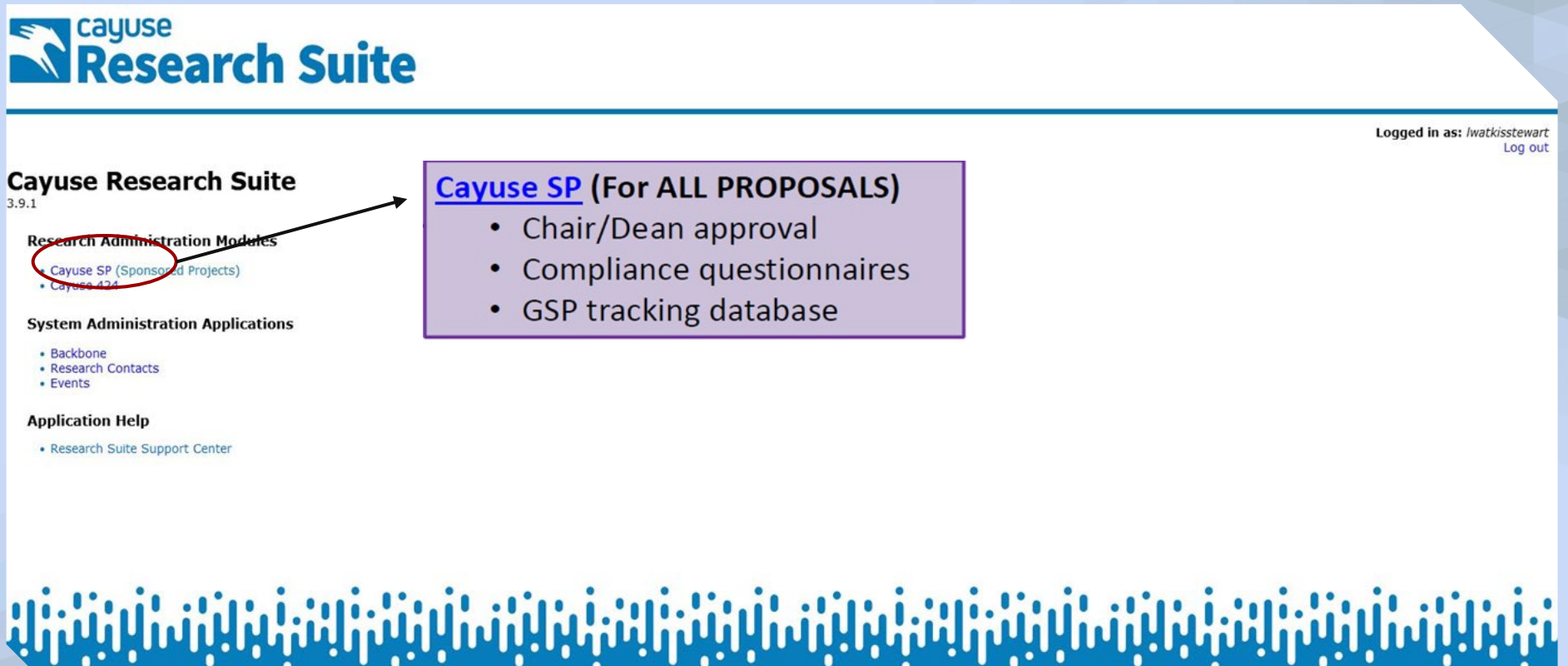
LOGGING INTO CAYUSE CONTINUED



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.

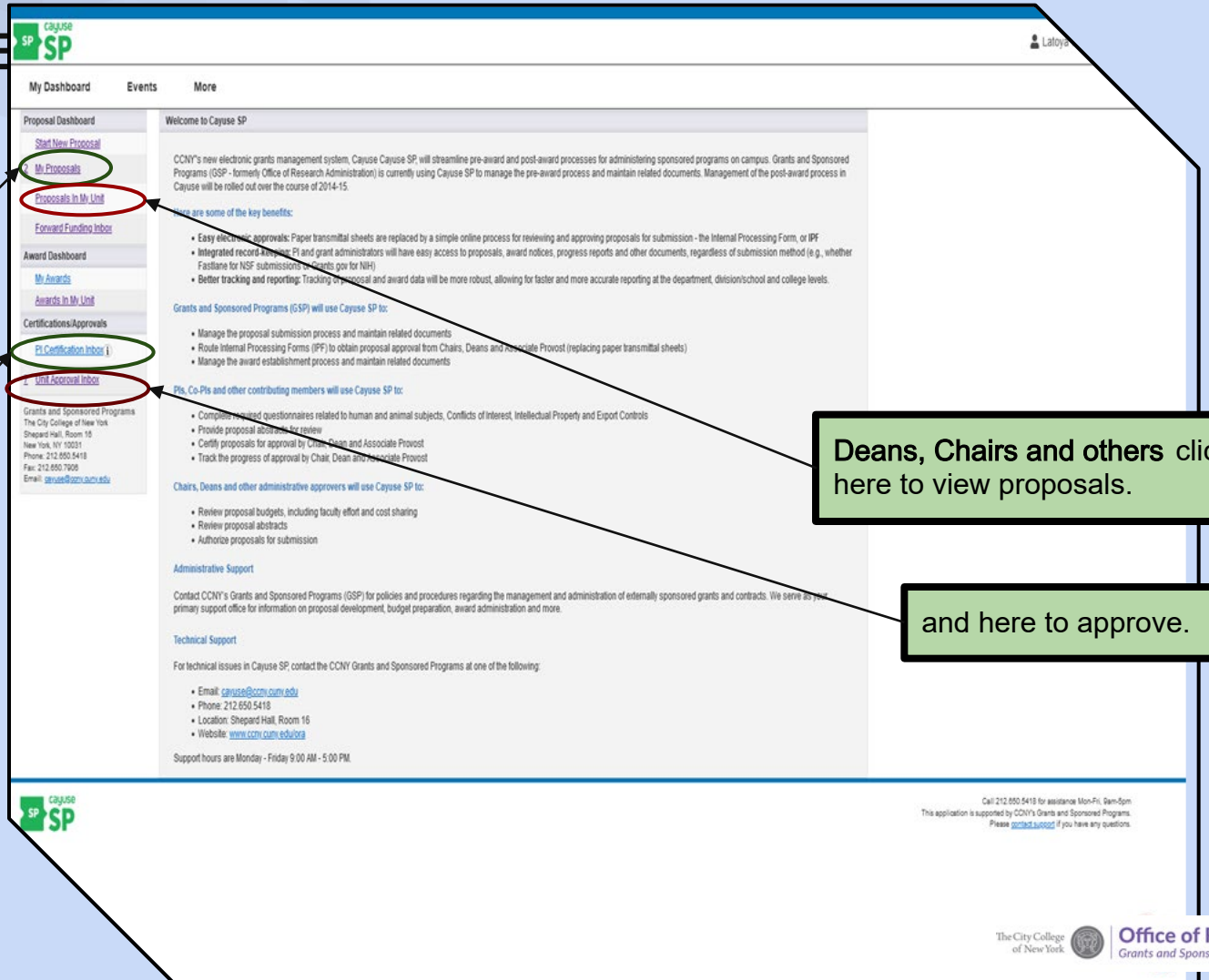
CAYUSE SP: PRE-AWARD PROCESS



CAYUSE SP: PRE-AWARD PROCESS

PIs click here to see all their proposals…

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

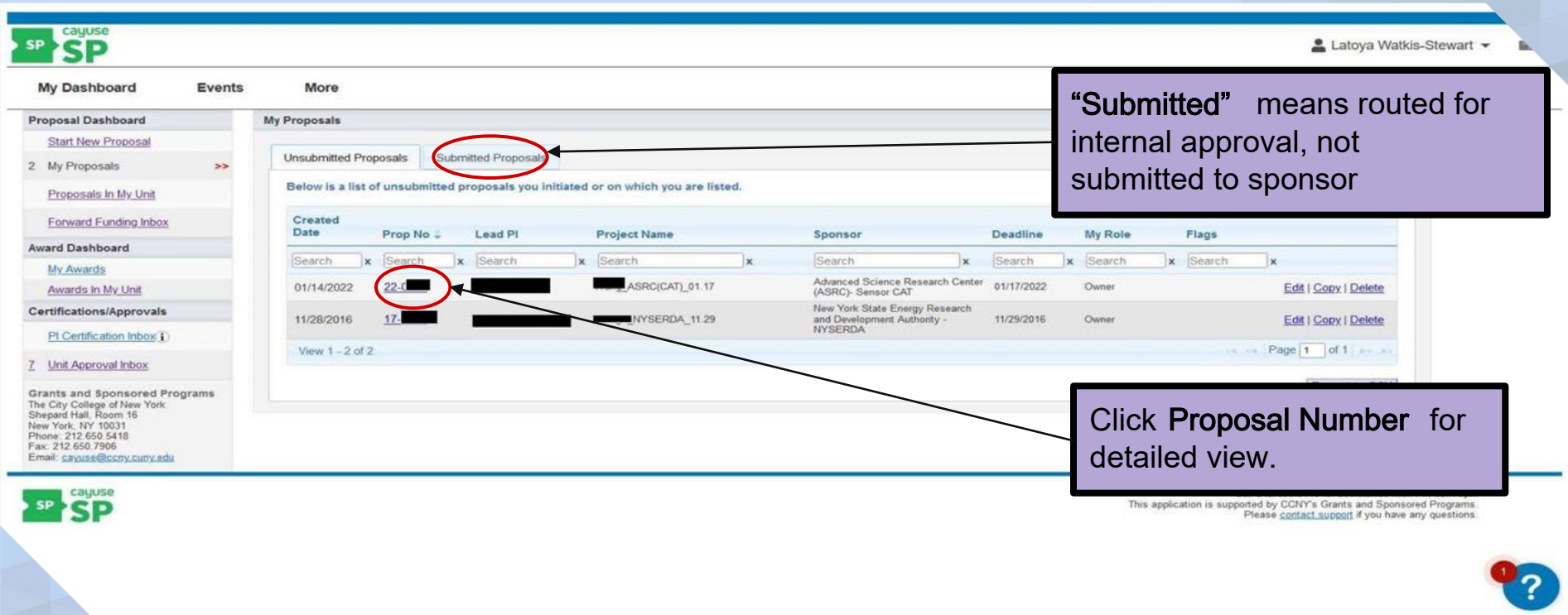


Deans, Chairs and others click here to view proposals.

and here to approve.

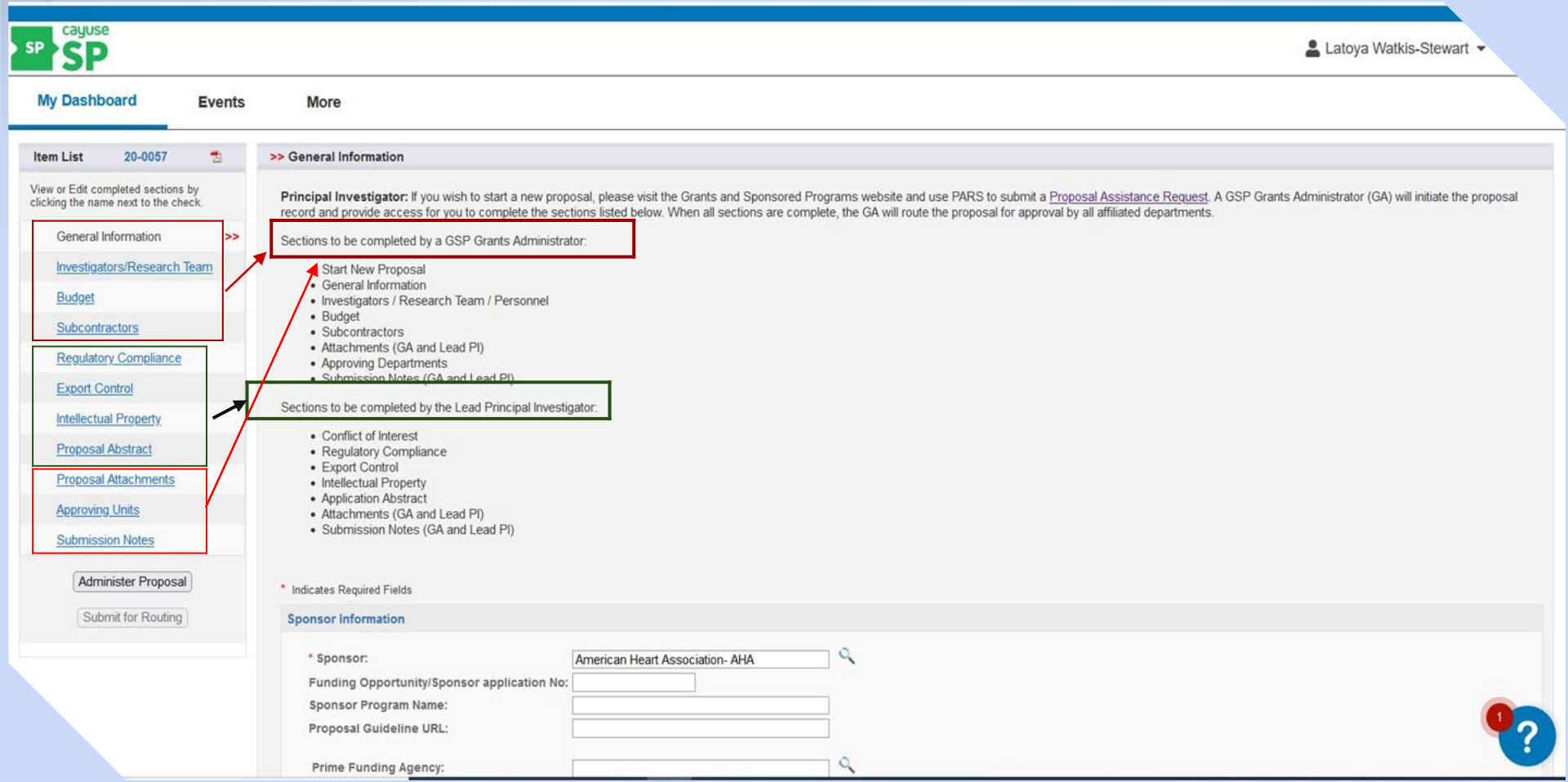
The City College of New York | Office of Research — Grants and Sponsored Programs

CAYUSE SP: PRE-AWARD PROCESS



CAYUSE SP: PRE-AWARD PROCESS

The City College of New York | Office of Research — Grants and Sponsored Programs



CAYUSE SP: PRE-AWARD 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 clicki
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: PRE-AWARD 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 adminstration.

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 l
please visit the GSP website. If you have any questions, please repl
at ext. 5418, or contact your assigned Grants Administrator (listed at

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

Cancel

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/OUD
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.

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.

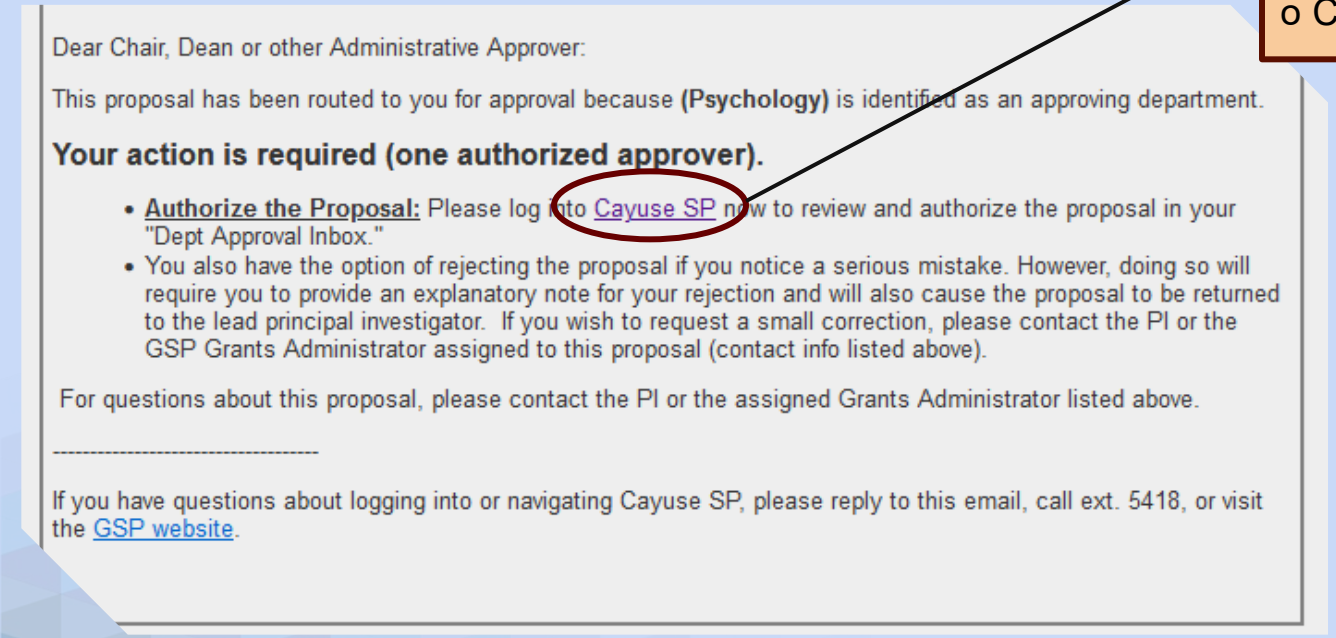
TS: 2023-10-05 09:41:00 EDT

CAYUSE SP: PRE-AWARD 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.

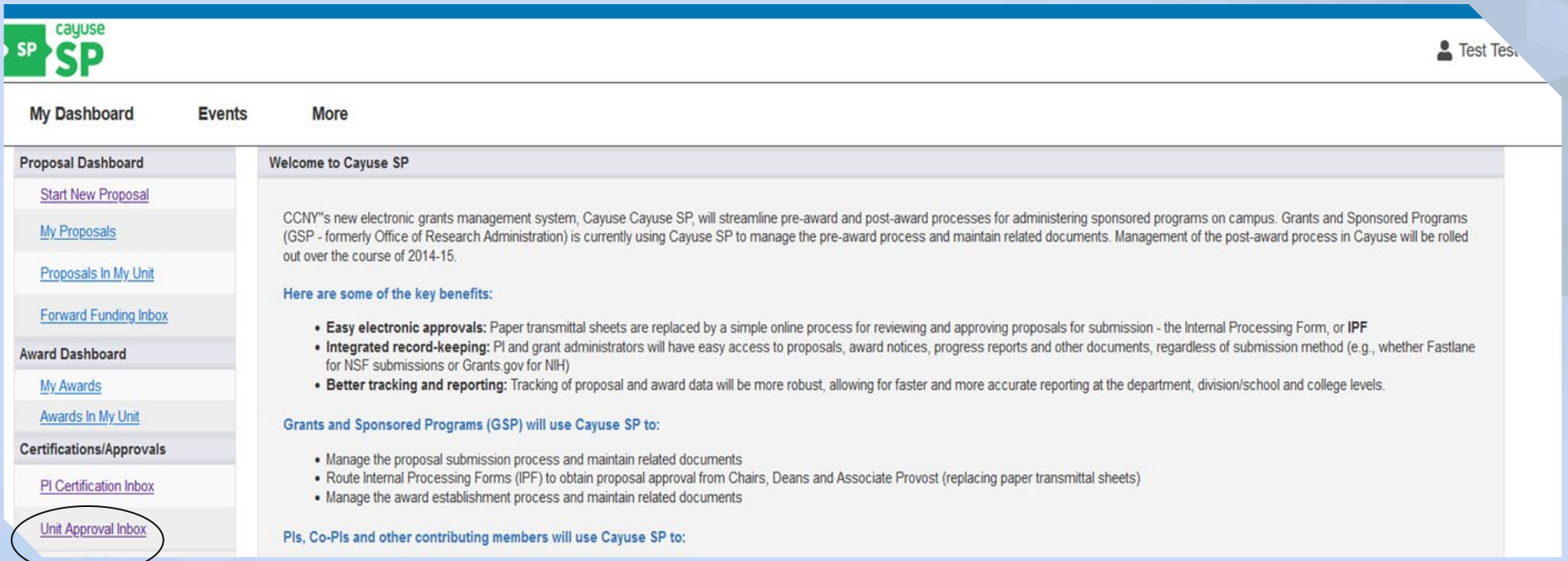
Your action is required (one authorized approver).

- **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.

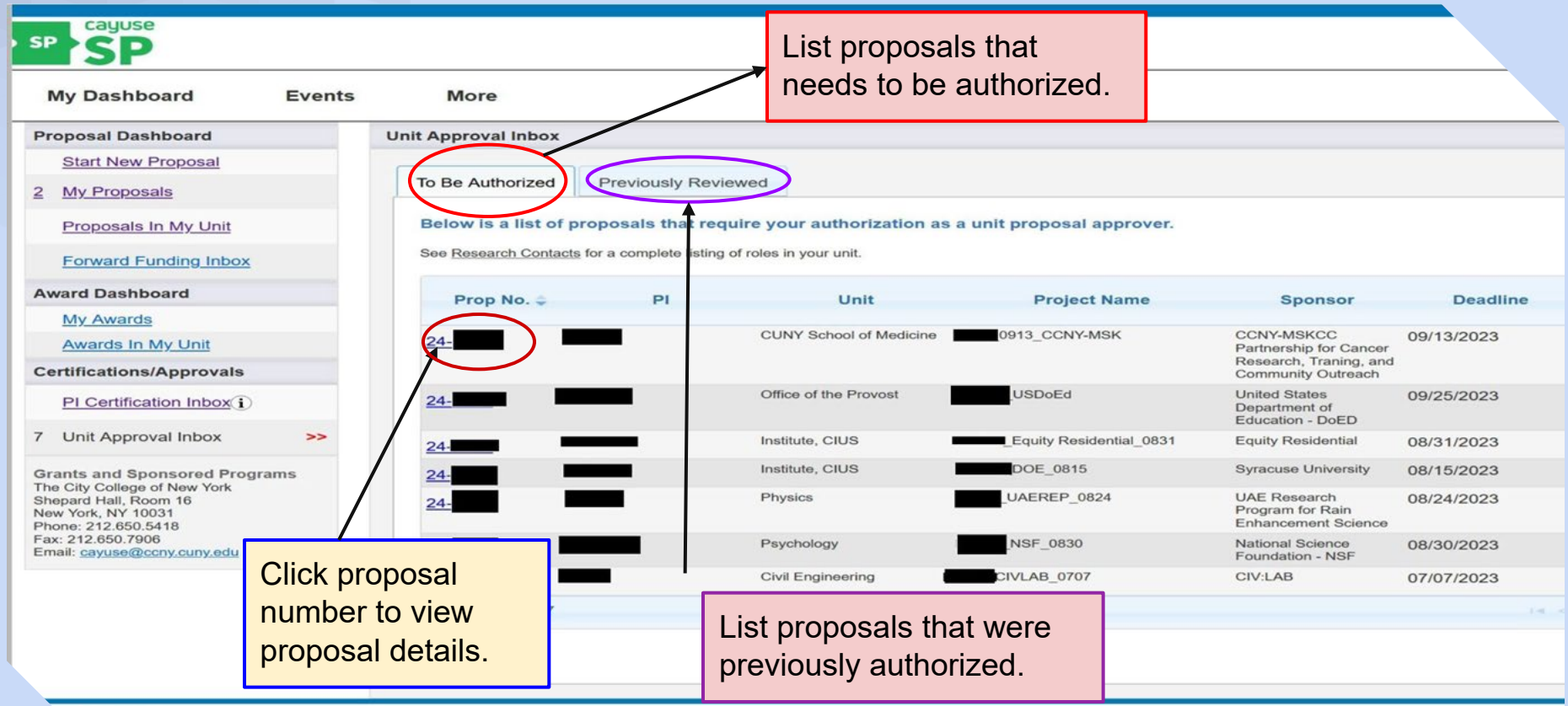
If you have questions about logging into or navigating Cayuse SP, please reply to this email, call ext. 5418, or visit the GSP website.

APPROVALS CONTINUED



Click Unit Approval Inbox

APPROVALS CONTINUED

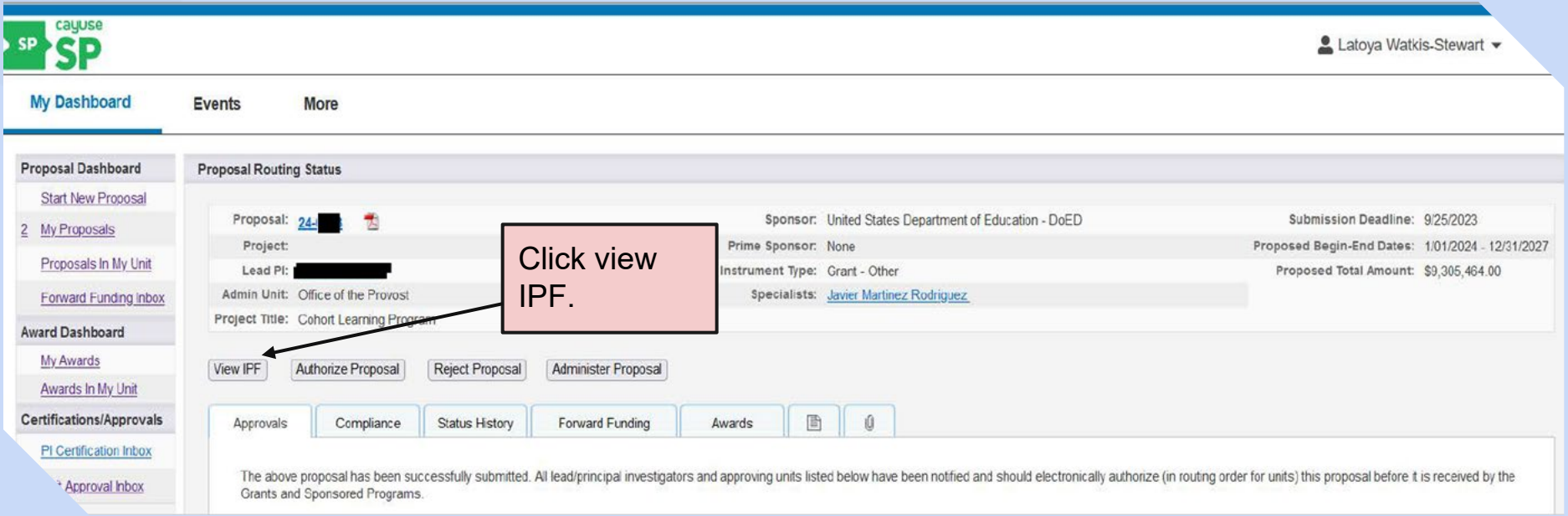


List proposals that needs to be authorized.

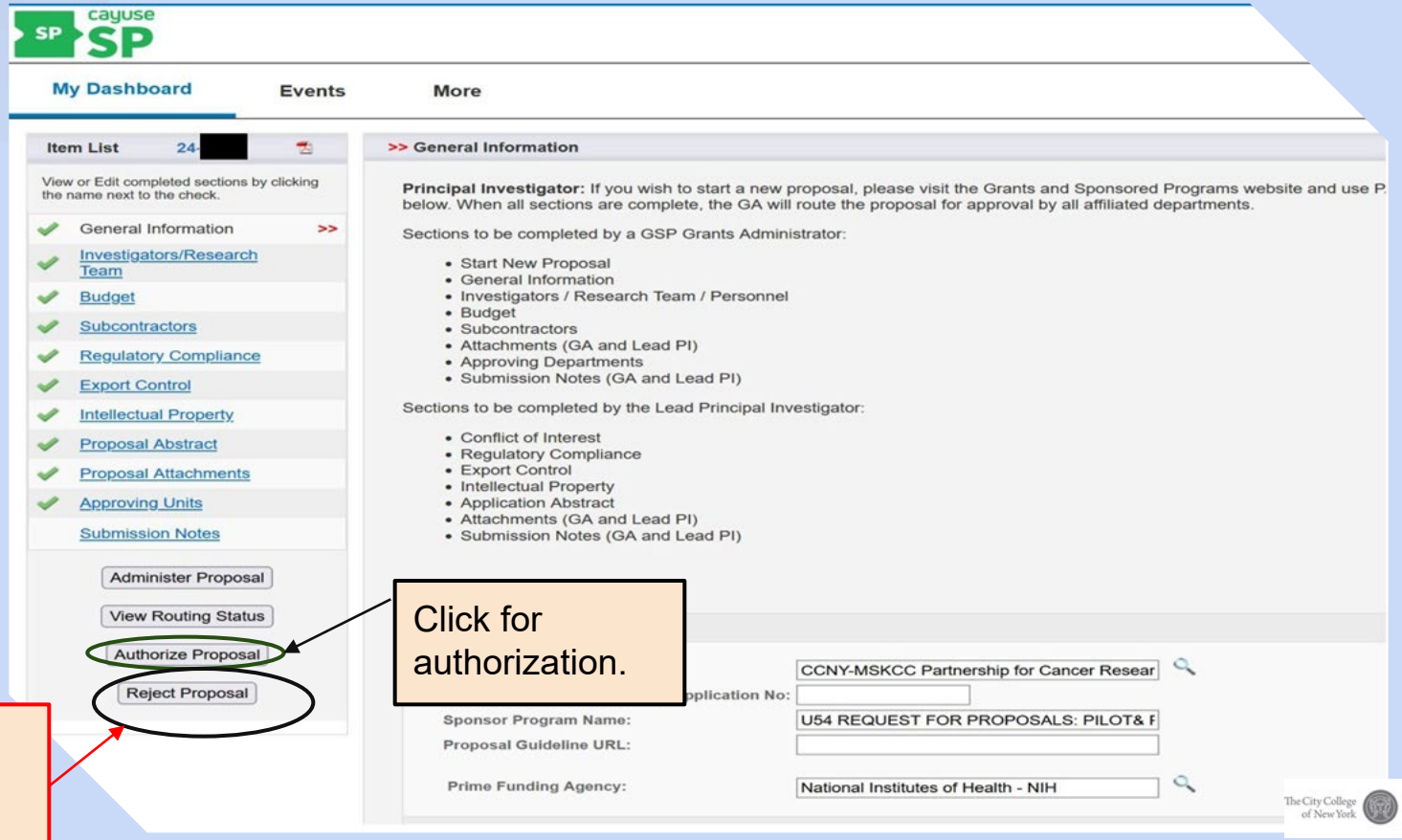
Click proposal number to view proposal details.

List proposals that were previously authorized.

APPROVALS CONTINUED



APPROVALS CONTINUED

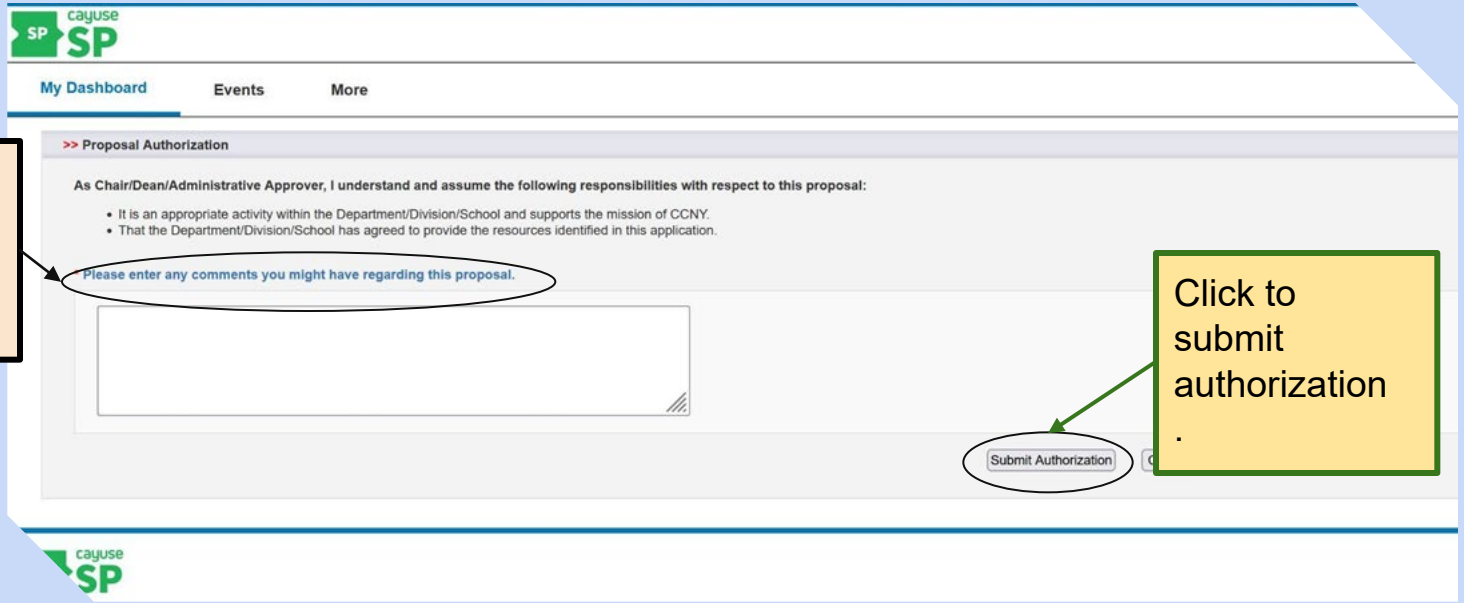


Click for authorization.

Click to reject proposal

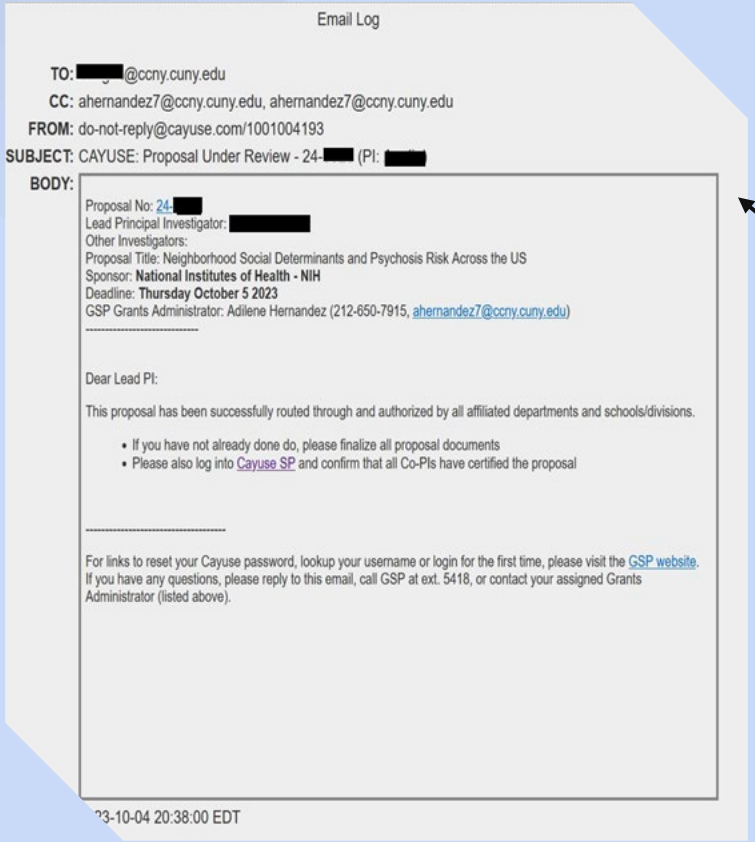
APPROVALS CONTINUED

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.

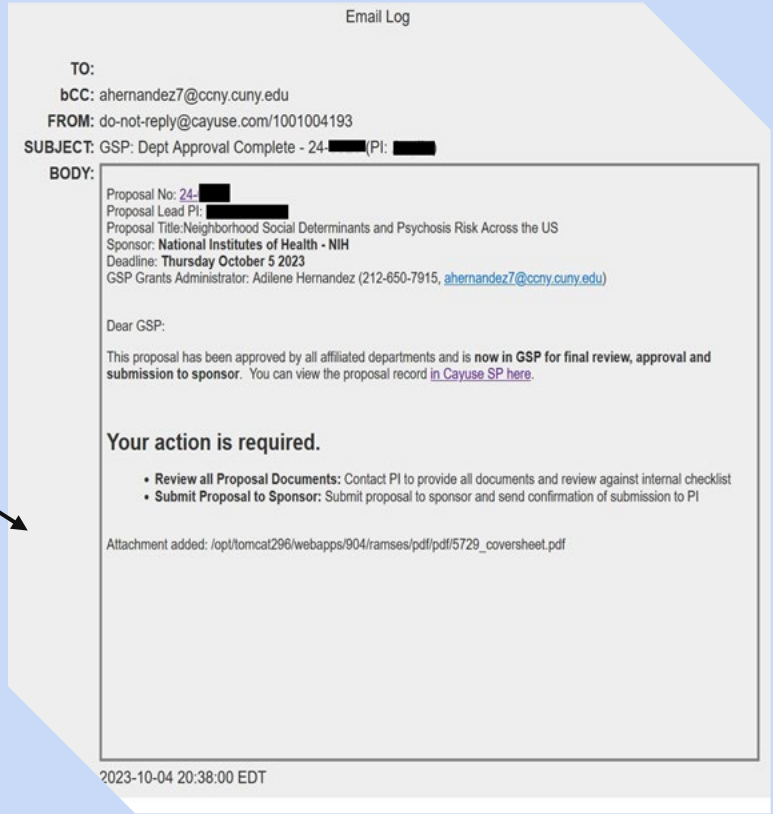
- If you have not already done do, please finalize all proposal documents
- Please also log into Cayuse SP and confirm that all Co-PIs have certified the proposal

---

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).

?3-10-04 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)

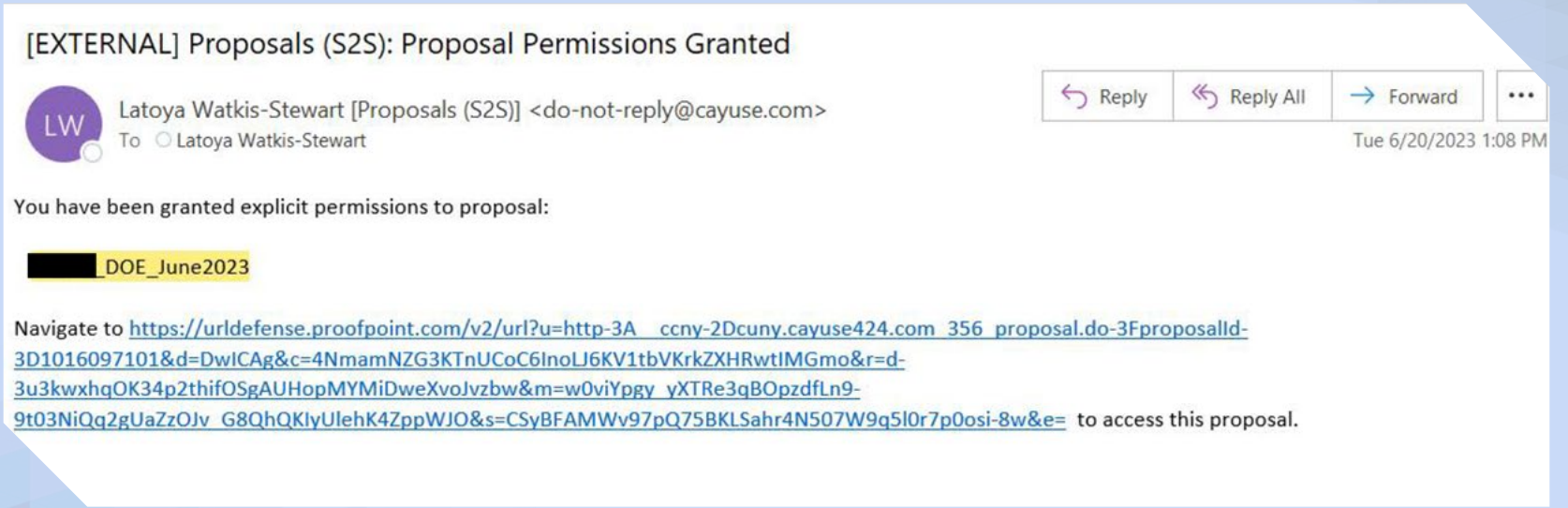
WHAT IS CAYUSE 424?

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: PRE-AWARD PROCESS - EMAIL INFORMING PI OF ACCESS TO PROPOSAL SPACE



[EXTERNAL] Proposals (S2S): Proposal Permissions Granted

LW

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:

[redacted]_DOE_June2023

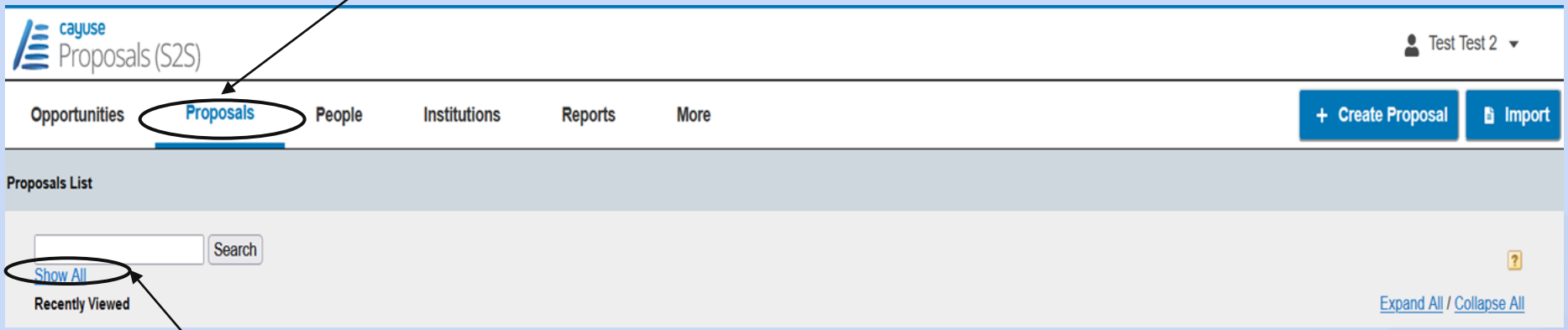
Navigate to https://urldefense.proofpoint.com/v2/url?u=http-3A__ccny-2Dcuny.cayuse424.com_356_proposal.do-3FproposalId-3D1016097101&d=DwICAg&c=4NmamNZG3KTnUCoC6InoLJ6KV1tbVKrkZXHRwtIMGmo&r=d-3u3kwxhqOK34p2thifOSgAUHopMYMiDweXvoJvzbw&m=w0viYpgy_yXTRe3qBOpzdfLn9-9t03NiQq2gUaZzOJv_G8QhQKIyUlehK4ZppWJO&s=CSyBFAMWv97pQ75BKLSahr4N507W9q5l0r7p0osi-8w&e= to access this proposal.

CAYUSE 424: PRE-AWARD PROCESS

PROPOSAL SUBMISSION

PROPOSAL SUBMISSION CONTINUED

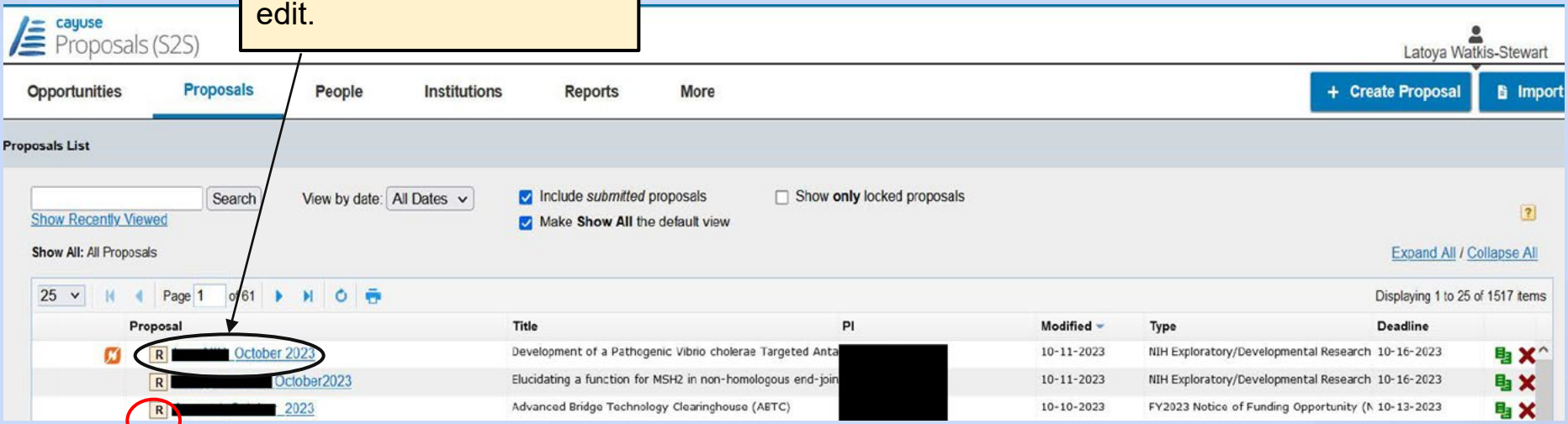
Click on proposals to show proposals.



Click to show all your proposals.

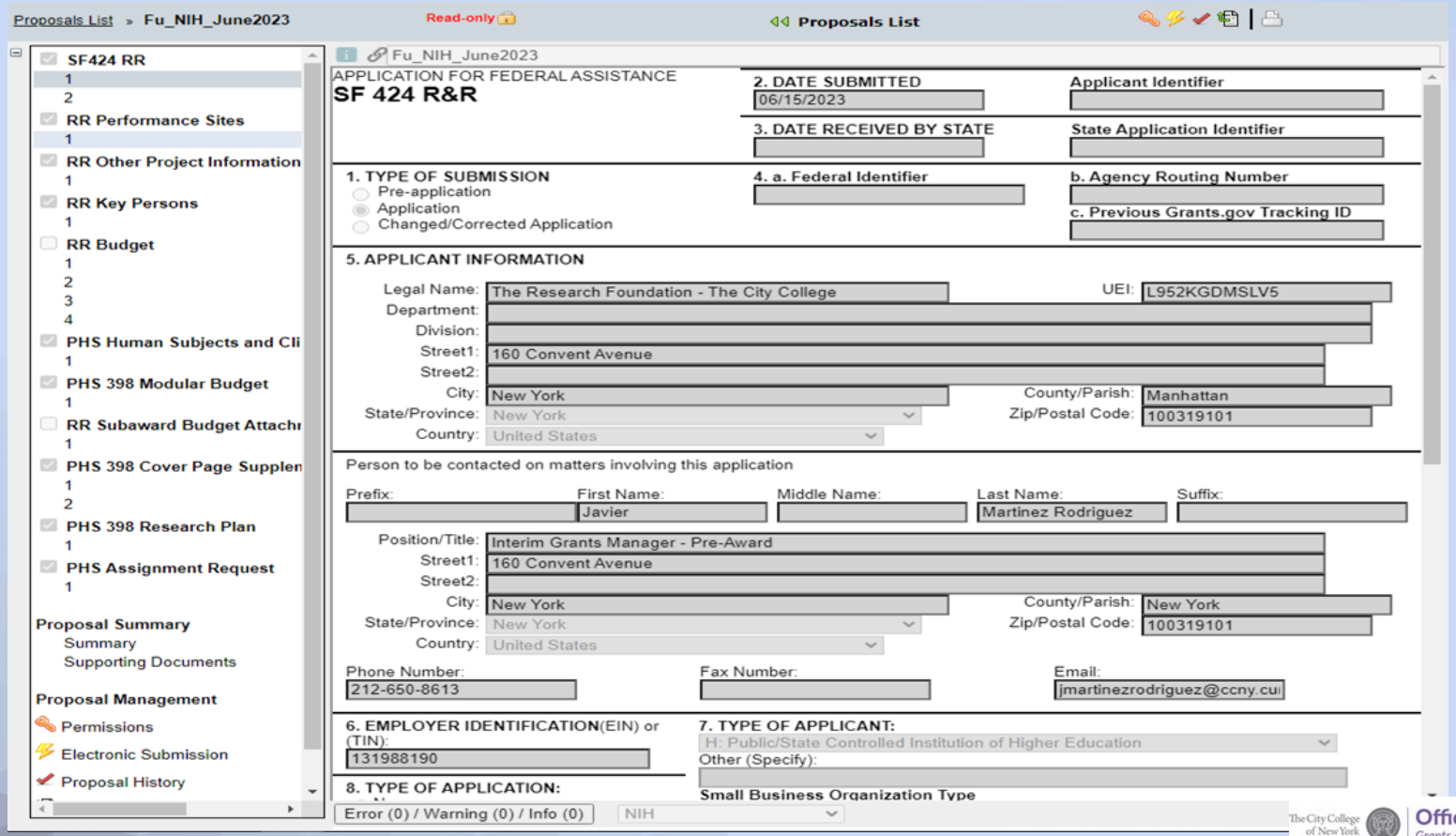
PROPOSAL SUBMISSION CONTINUED

Click proposal name to edit.



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

PROPOSAL SUBMISSION CONTINUED



PROPOSAL SUBMISSION CONTINUED

QUESTIONS?