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CAYUSE QUICK START: STARTING A NEW PROPOSAL OR CONTRACT

Cayuse SP is the pre- and postaward application and award management system that serves as the Proposal Transmittal. Cayuse SP should be used for any application for a sponsored program, including new, continuation, revised, and supplemental applications.

1. Open your browser, preferably Firefox or Internet Explorer.
2. Go to https://villanova.cayuse424.com
3. Enter your Villanova username and password.
4. Click on the "Cayuse SP" link on the menu at the left of the page.
5. Click on "Start New Proposal" on the Proposal Dashboard at the left of the page.
6. Complete required fields (those marked with an asterisk),
   Note: If you are submitting a proposal directly to the federal government, you may choose "Created Paired Proposal" to launch Cayuse 424 (see CAYUSE QUICK START: USING 424 FOR FEDERAL APPLICATIONS).
7. Click "Save" at the bottom of the Start New Proposal page.
   Note: If you are submitting a proposal directly to the federal government and have already created a Cayuse 424 proposal, you may pair it now in the SP record.

Now you have been assigned a record number, and the proposal will be saved in your Proposal Dashboard as an Unsubmitted record. You can log in anytime to work on this record. It is not visible to anyone but the research team at this point.

8. Complete the required fields on each page listed on the Proposal Dashboard.
9. Submit for routing. Your proposal will be locked for editing at this point, unless someone in the routing chain rejects it.
10. The PI certification is the first "signature" required. Click on "PI Certification Inbox" on the Proposal Dashboard to locate your proposal and certify it.

Now you can log in at any time to see the status of your proposal as it routes for approvals, reaches ORA, and is submitted to the sponsor. You will receive automated notifications from Cayuse as your proposal is processed.

For more information, visit the Cayuse support pages at: http://support.cayuse.com/quickstart-pis-and-researchers

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A tool for preparing and submitting federal grant applications.