

UNM Cayuse SP User Guide

Cayuse Research Suite is used by the UNM Office of Sponsored Projects to manage proposal submissions to funding agencies and track awards for the Main and Branch campuses. This guide has been developed to help you navigate Cayuse SP to create a new proposal record.

Last Updated December 19, 2017

How To Get A Cayuse Research Account

In order to access Cayuse, you will need to request and obtain a UNM Cayuse Research Account. The Office of Sponsored Projects will create your account and any other account needed to submit to the funding agency (e.g. NSF/Fastlane, NIH/eRA Commons).

Step 1:

Open an internet browser and go to osp.unm.edu

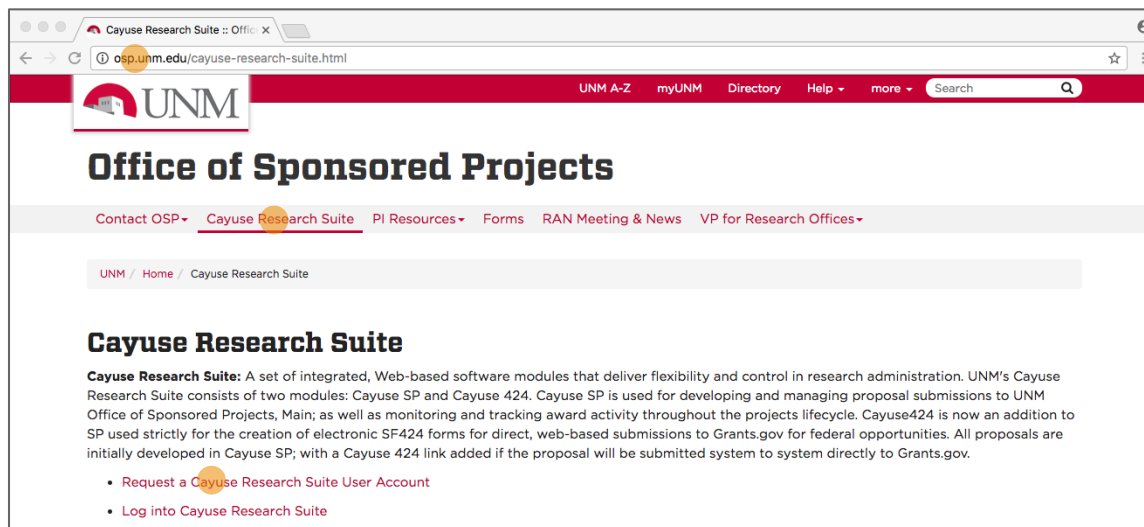
Step 2:

Select "Cayuse Research Suite"

Step 3:

Click on "Request a Cayuse Research Suite User Account"

*You will be prompted to enter your UNM Net ID and Password



Notes:

A Cayuse account is required to access Cayuse SP even if all you need to do is approve a record.

In your request, please provide all details and additional information to help OSP accurately set up your account request (e.g. you already have an NSF Fastlane account and your account needs to be affiliated with UNM).

Grants Management Training is required for all new Principal Investigators (PIs) prior to submitting a proposal.

For existing PIs, this training must be re-taken every three years. This is offered online through UNM Learning Central under "GMT 100."

How To Get A Cayuse Research Account (cont'd)

In order to access Cayuse, you will need to request and obtain a UNM Cayuse Research Account. The Office of Sponsored Projects will create your account and any other account needed to submit to the granting agency (e.g. NSF/Fastlane, NIH/eRA Commons).

Step 4:

Fill out the New Account Request Form and click the "Submit Form" button at the bottom of the page.

Request for Cayuse Account :: X

osp.unm.edu/docs/request-for-cayuse-account.html

UNM A-Z myUNM Directory Help more Search

Office of Sponsored Projects

Contact OSP Cayuse Research Suite PI Resources Forms RAN Meeting & News VP for Research Offices

UNM / Home / docs / Request for Cayuse Account

Request for Cayuse Account

THIS SECTION IS FOR NSF ACCOUNT REQUESTS ONLY

Have you had a Fastlane Account at another institution? *

☐ Yes ☐ No

Fastlane ID

If yes, enter you Fastlane ID

Check all that apply: *

Submit Form

Notes:

An e-mail notification from OSP will be sent to you within 2 business day from when you submit your request to let you know your account has been created.

How To Log Into Cayuse SP

The Office of Sponsored Projects will set up your UNM Cayuse Account and send you an e-mail notifying you that your account is active.

Step 1:

Open an internet browser and go to unm.cayuse424.com

*You will be prompted to enter your UNM Net ID and Password

Step 2:

Under Research Administration Modules, select "Cayuse SP"

Notes:

The Cayuse SP module is used to create, route and store proposals submitted to a funding agency. Always start here.

The Cayuse 424 module is used only when you are doing a system to system grant submission to grants.gov.

You can access Cayuse SP on campus or remotely.

Navigating Cayuse SP

When you have logged in to Cayuse SP, you will land on the Home Screen. Let's take a look at what you will see.

My Dashboard

Get fast access to proposals, awards, and routing certifications or approvals

[Start New Proposal](#)
[My Proposals](#)
[Proposals In My Unit](#)
[Pre-Award Spending Inbox](#)
[My Awards](#)
[Award In My Department](#)
[PI Certification Inbox](#)
[Unit Approval Inbox](#)

Dashboards

Proposal – allows you to view, create, and edit proposals and related items.

Award – allows you to view awards and related items

Certifications/Approvals – where you find proposals you need to certify in order to:

- Begin the routing process;
- Submit to OSP for review of the proposal before it is submitted to the funding agency

Reporting

While this tab is available, we recommend you run proposal and award reports from the "Sponsored Research Dashboard" in "My Reports" (https://myreports.unm.edu/ibi_apps/signin).

Log Out

When you are done with Cayuse, click Log Out to exit your session.

Proposal Dashboard

- [Start New Proposal](#)
- [My Proposals](#)
- [Proposals In My Unit](#)
- [Pre-Award Spending Inbox](#)

Award Dashboard

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

Certifications/Approvals

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

University of New Mexico
Office of Sponsored Programs
1700 Lomas N.E. Suite 2200
Albuquerque, NM
Phone: 505-277-4186

>> Welcome to Cayuse SP

Use the Proposal Dashboard to:

- Start a new proposal.
- Edit and track proposal records on which you are named as a contributing member.
- View proposal records in administering departments to which you have been granted Proposal Data Access.

Use the Award Dashboard to:

- View awards on which you are listed as a member of the Research Team.
- View awards in administering departments to which you have been granted Award Data Access.

Use the Certifications/Approvals Dashboard to:

- Certify proposal records on which you are cited as the Lead PI or PI.
- Authorize proposal records in your role as a departmental/college/center Internal Proposal Form (IPF) Approver.

Administrative Support

Contact your [Contract Specialist](#) for policies and procedures regarding the management and administration of research and sponsored activities. We serve as your primary contact for information about funding opportunities, research proposal development, budget development, award administration and more.

Technical Support

For technical issues in Cayuse SP, contact the Office of Sponsored Projects at one of the following:

- Email: osp@unm.edu
- Phone: 505-277-4186

Support hours are Monday - Friday 8:00 AM - 5:00 PM Mountain Time.
Also refer to the [Evisions Research Suite Support website](#) for frequently asked questions, product documentation and other technical information.

Research Suite

This application is supported by Evisions, Inc.
Please [contact support](#) if you have any questions.

Notes:

Recommend that a user uses Mozilla Firefox for PC and MAC.

Ensure that Pop-ups on your browser are enabled.

Periodically delete cookies.

Finding your “Unsubmitted Proposal”

Your work and progress (entering data) in Cayuse SP can span multiple days. Your unsubmitted proposals will be listed in the “Unsubmitted Proposals” section in your “My Proposals” page.

Step 1:

Select “My Proposals” from the Proposal Dashboard on the left hand side of the screen.

Step 2:

Select “Unsubmitted Proposals” tab in the middle of the screen.

Step 3:

Click the proposal number (Prop No) to open your proposal.

Cayuse SP

Secure <https://unm.cayuse424.com>

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Logged in as: Vanessa Tan
For immediate assistance, contact support at 505.277.4186.

HOME | MY DASHBOARD | REPORTING | ADMIN | LOG OUT

Proposal Dashboard

[Start New Proposal](#)

1 My Proposals >>

[Proposals In My Unit](#)

[Pre-Award Spending Inbox](#)

Award Dashboard

[My Awards](#)

[Awards In My Unit](#)

Certifications/Approvals

[PI Certification Inbox](#)

[Unit Approval Inbox](#)

University of New Mexico
Office of Sponsored Programs
1700 Lomas N.E. Suite 2200
Albuquerque, NM
Phone: 505-277-4186

>> 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
07/13/2017	18-3002		VT Test	National Science Foundation	07/31/2017	Owner

View 1 - 1 of 1

[Edit](#) | [Copy](#) | [Delete](#)

Page 1 of 1

evisions
Research Suite

This application is supported by Evisions, Inc.
Please [contact support](#) if you have any questions.

Notes:

Edit

You can edit this proposal to add or remove information

Copy

You can copy this proposal if you have a similar proposal

Delete

You can delete a proposal if you do not wish to move forward

Finding your “Submitted Proposal”

Proposal records that have been submitted for routing can be accessed in the “Submitted Proposals” section of Cayuse SP. You can see where the proposal is in the internal review process at UNM before it is submitted to the agency.

Step 1:

Select “My Proposals” from the Proposal Dashboard on the left hand side of the screen.

Step 2:

Select “Submitted Proposals” tab in the middle of the screen.

Step 3:

Click the proposal number to open your proposal.

The screenshot shows the Cayuse SP interface. On the left is a sidebar with a 'Proposal Dashboard' containing links like 'Start New Proposal', 'My Proposals' (highlighted with an orange circle), 'Proposals In My Unit', 'Pre-Award Spending Inbox', 'Award Dashboard', 'My Awards', 'Awards In My Unit', 'Certifications/Approvals', 'PI Certification Inbox', and 'Unit Approval Inbox'. The main content area is titled '>> My Proposals' and has two tabs: 'Unsubmitted Proposals' and 'Submitted Proposals' (highlighted with an orange circle). Below the tabs, a message states: 'Below is a list of submitted proposals you initiated or on which you are listed.' A table follows with columns: Submitted Date, Prop No, Lead PI, Project Name, Sponsor, Deadline, My Role, and Status. The table contains two rows of data. The first row has a 'Submitted Date' of 07/14/2017, a 'Prop No' of 18-0002 (highlighted with an orange circle), a 'Lead PI' of Vanessa Tan, a 'Project Name' of test, a 'Sponsor' of Alion Science and Technology Corporation, a 'Deadline' of 07/20/2017, a 'My Role' of Lead Principal Investigator, and a 'Status' of Dept Approval In Process. The second row has a 'Submitted Date' of 07/14/2017, a 'Prop No' of 18-0001, a 'Lead PI' of Mary Jo Daniel, a 'Project Name' of VT Test, a 'Sponsor' of National Science Foundation, a 'Deadline' of 07/31/2017, a 'My Role' of Owner, and a 'Status' of Dept Approval In Process. Both rows have a 'Copy' icon next to the status. At the bottom of the table, it says 'View 1 - 2 of 2' and 'Page 1 of 1'.

Notes:

Status
You can see the status of the proposal:
Dept Approval in Process

Cayuse424
If you have a paired proposal (submitting via grants.gov), you will need see the orange Cayuse424 icon, located next to the proposal number.

How To Start A New Proposal Record In Cayuse SP

Every proposal submitted through UNM must have a Cayuse SP record for obtaining UNM approvals and routing to OSP.

Step 1:

Select "Start New Proposal" from the Proposal Dashboard on the left hand side of the screen.

Step 2:

Fill out each section by entering information into the required and applicable fields.

Step 3:

When all required fields are completed, click the "Save" button at the end of the page. This will save your information and create a proposal number (Prop No).

The screenshot shows the Cayuse SP web application interface. The top navigation bar includes links for HOME, MY DASHBOARD, REPORTING, ADMIN, and LOG OUT. The left sidebar contains a 'Proposal Dashboard' with links for 'Start New Proposal' (highlighted with a double red arrow), 'My Proposals', 'Proposals In My Unit', 'Pre-Award Spending Inbox', 'Award Dashboard', 'My Awards', 'Awards In My Unit', 'Certifications/Approvals', 'PI Certification Inbox', and 'Unit Approval Inbox'. The main content area is titled 'Start New Proposal' and contains two sections: 'Sponsor Information' and 'General Proposal Information'. The 'Sponsor Information' section includes fields for 'Funding Agency', 'Funding Opportunity/Sponsor application No.', 'Sponsor Program Name', 'Proposal Guideline URL (upload copy to "Attachments")', and 'Prime Funding Agency (if applicable)'. The 'General Proposal Information' section includes fields for 'Collaborating Dept(s)/Centers (if applicable)', 'Sponsor Deadline', 'Title of Project', and a 'Save' button. A double red arrow points from the 'Start New Proposal' link in the sidebar to the 'Start New Proposal' section header.

Notes:

Fields noted with a red asterisk (*) are required.

The double red arrow (>>) indicates the section of the proposal dashboard item list you're currently on.

Only Create a Paired Proposal if you are going to use Cayuse424 to submit directly to the funding agency via grants.gov.

When communicating with OSP, it is best to reference the proposal number.

Sponsor Information

* Funding Agency

Select the funding agency that will directly fund the research project. Generally speaking, this is the funding agency whose name will be on the check to UNM or to whom UNM will send invoices.

- If the funding agency is not listed, please contact osp@unm.edu to request to add a funding agency (include the contact information: name, website address, and location of the organization).

Funding Opportunity/Sponsor Application No.

If applicable, enter the alphanumeric number provided by the funding agency for this proposal.

Sponsor Program Name

If applicable, enter the program name provided by the funding agency for this proposal.

Proposal Guideline URL

If applicable, enter the web address of the guidelines or instructions associated with the sponsor's application. Upload copy to "Attachments."

Prime Funding Agency

If applicable, select the Prime Funding Agency. This applies when UNM will be a subawardee (i.e. UNM receives a subaward or subcontract from an intermediate funding source).

- Example: NSF awards a grant to Stanford and Stanford awards a subaward to UNM. NSF is the Prime Funding Agency and Stanford is the Funding Agency.

The screenshot shows the 'Start New Proposal' form in the UNM Sponsored Projects system. The form is divided into several sections: 'Includes Required Fields', 'Sponsor Information', 'General Proposal Information', and 'How will this proposal be submitted?'. The 'Sponsor Information' section is highlighted with a red box and contains the following fields: 'Funding Agency' (a dropdown menu), 'Funding Opportunity/Sponsor application No.' (a text field), 'Sponsor Program Name' (a text field), 'Proposal Guideline URL' (a text field with a note to upload a copy to 'Attachments'), and 'Prime Funding Agency' (a dropdown menu with a note 'If applicable'). The 'General Proposal Information' section includes fields for 'Submitting Unit', 'Department Contact', 'Project No.', 'Short Project Name', 'Project Start Date', 'Project End Date', 'Activity Code', 'Proposal Type', 'Instrument Type', 'How will this proposal be submitted?', 'Collaborating Deputy/Coauthors', 'Sponsor Deadline', and 'Title of Project'. The 'How will this proposal be submitted?' section has a 'Select Submission Method' dropdown. The 'Collaborating Deputy/Coauthors' section has a 'Click Here to Choose Affiliated Units' link. The 'Sponsor Deadline' section has a 'Deadline' field and a 'Time' dropdown. The 'Title of Project' section has a large text area. At the bottom, there are checkboxes for 'Create a Related Proposal', 'Pair with a 424 Proposal', and 'Link Pair with 424 Proposal', and a 'Save' button.

General Proposal Information

* Submitting Unit

Select the lead unit (e.g., department, center) that has the responsibility to manage the project should it be awarded.

* Department Contact

Select the Department Administrator, Accountant, Research Assistant or other designee who will serve as the contact person for this project regarding pre-award and post-award questions.

* Short Project Name

This may be different than the "Title of Project" and is used for reference within SP. It is equivalent to the "Proposal Name" in 424.

* Project Start Date

Click the "Calendar" icon to select a start date for the project.

* Project End Date

Click the "Calendar" icon to select an end date for the project.

* Activity Code

Click to choose the appropriate activity type for the project. These codes are needed for various federal surveys the University is asked to provide on a yearly basis. If in doubt, always select "Basic Research" the OSP staff will review the record and make any changes to these as needed.

- Applied Research - The objective of the project is to gain knowledge or understanding necessary for determining the means by which a recognized need may be met.
- Basic Research - The objective of the project is to gain more complete knowledge or understanding of the fundamental aspects of phenomena and of observable facts, without specific applications toward processes or products in mind.
- Clinical Trial – Only use for clinical trials.
- Fellowship Non Research - Most fellowships are tied to a research project, however, there may be cases in which the fellowship is related to a public service project, for example some fellowships from Non Profit organizations.
- Fellowship Research - Fellowships from NIH and NSF should be coded as Fellowship Research.
- Instruction - Only select if the proposal/award is to teach a for credit class at UNM or at another university.
- Public Service/Other - Select this option for all awards that do not fall under any of the above selections.

Note: The following selections are no longer valid and should not be used.

- ZZZ - Fellowship – DO NOT USE
- ZZZ – Instruction/Training – DO NOT USE
- ZZZ - Other – DO NOT USE
- ZZZ - Research – DO NOT USE

The screenshot shows the 'Start New Proposal' form in the UNM Sponsored Projects system. A red box highlights the 'General Proposal Information' section, which includes the following fields:

- Submitting Unit: [Dropdown menu]
- Department Contact: [Dropdown menu]
- Project No.: [Text field]
- Short Project Name: [Text field] (Internal reference name)
- Project Start Date: [Calendar icon]
- Project End Date: [Calendar icon]
- Activity Code: [Dropdown menu] (Link: [Click Here to Select Activity Code](#))
- Proposal Type: [Dropdown menu] (New)
- Instrument Type: [Dropdown menu] (Select One)
- How will this proposal be submitted?: [Dropdown menu] (Select Submission Method)
- Collaborating Dept/Centers (if applicable): [Text field] (Link: [Click Here to Choose Affiliated Units](#))
- Sponsor Deadline: [Text field] (Goal) [Text field] (Time) [Dropdown menu] (Eastern)
- Title of Project: [Text field]

At the bottom of the form, there are checkboxes for 'Create a Related Proposal', 'Pair with a 424 Proposal', and 'Link Pair with 424 Proposal', followed by a 'Save' button.

General Proposal Information

Proposal Type

Select the applicable option from the menu:

- New: Use if you are requesting new dollars and your proposal is NOT associated with an existing award (i.e. new proposals are submitted in response to a solicitation)
- Preliminary Proposal/White Paper and Letter of Intent
- Non-Sponsored Research – this option is reserved for OSP use only
- Contract (New) - This option should be used strictly for contracts (e.g. contracts from the State of NM, Industry, and Foreign countries)
- Contract (Partially Executed) – DO NOT USE
- Proposal After The Fact – this option is reserved for OSP use only

Options that are associated with an existing award (contract or grant):

- Supplemental Request: Use if requesting additional new dollars, extending period of performance, or requesting a change in the scope of work on an existing award.
- Competitive Renewal: Use if submitting a proposal to compete for a second segment of an existing award(i.e NIH awards)
- Continuation (Award): DO NOT select this option for a proposal record. This option is used for Award records only.
- No Cost Extension (Award) - DO NOT select this option for a proposal record. This option is used for Award records only.
- Revised (Award) - DO NOT select this option for a proposal record. This option is used for Award records only.
- Contract (Award) - DO NOT select this option for a proposal record. This option is used for Award records only.

If you can't figure out the proposal type for this project, go ahead and select 'New'.
OSP will review and determine the correct proposal type .

The screenshot shows the 'Start New Proposal' form in the UNM Sponsored Projects system. The 'Proposal Type' dropdown menu is highlighted with a red box and a red circle, indicating it should be set to 'New'. The form includes sections for 'Sponsor Information', 'General Proposal Information', and 'Project Information'. The 'Proposal Type' dropdown is currently set to 'New'. The 'Instrument Type' dropdown is set to 'Select One'. The 'How will this proposal be submitted?' dropdown is set to 'Select Submission Method'. The 'Collaborating Display/Contents (if applicable)' dropdown is set to 'Click Here to Choose Affiliated Units'. The 'Sponsor Deadline' section shows a 'Goal' and 'Time' dropdown. The 'Title of Project' section has a text input field. At the bottom, there are checkboxes for 'Create a Related Proposal', 'Pair with a 424 Proposal', and 'Link Pair with 424 Proposal', and a 'Save' button.

General Proposal Information (cont'd)

The screenshot shows the 'Start New Proposal' form in the UNM Sponsored Projects system. The form is divided into several sections:

- Sponsor Information:** Includes fields for Funding Agency, Sponsor Program Name, Proposed Guidelines (URL), and Prime Funding Agency (if applicable).
- General Proposal Information:** Includes fields for Submitting Unit, Department Contact, Project No., Short Project Name, Project Start Date, Project End Date, and Activity Code.
- Instrument Type:** A dropdown menu with 'New' selected.
- How will this proposal be submitted?:** A dropdown menu with 'Select Submission Method' selected.
- Collaborating Deputy/Coauthors (if applicable):** A section with a link to 'Click Here to Choose Affiliated Units'.
- Sponsor Deadline:** Includes fields for Goal, Time, and Eastern.
- Title of Project:** A text area for the project title.

At the bottom of the form, there are checkboxes for 'Create a Filled Proposal', 'Pair with a 424 Proposal', and 'Link Pair with 424 Proposal', along with a 'Save' button.

Instrument Type

Select the appropriate type of agreement/funding mechanism that will likely be used by the funding agency. This is often specified in the RFP.

- Contract
 - If selected, specify if Federal, State, Foundation, Industry, Foreign, Laboratory, Non-Profit, Other Universities, Other Governmental, Other)
- Grant
- Cooperative Agreement
- Unfunded Agreement (e.g. Non-Disclosure Agreement (NDA), Memorandum of Understanding (MOU), Material Transfer Agreement (MTA))
- Property Agreement

How will this proposal be submitted?

Select the submission method for the proposal:

- Cayuse 424
- Grants.gov forms
- FastLane
- funding agency website
- Email
- Paper
- Other

If this is a paper submission, please enter the following information:

How many copies are required?

- Enter the number of copies requested by the funding agency.

Sponsor's Mailing Address and Contact Phone Number:

- Enter only the mailing address and contact information. This field should be no more than 255 characters. Enter any detailed submission instructions in the Additional Notes section of your Item List (left side of the screen after this page has been saved).

- If any hard copy documentation is required to be submitted to the funding agency, it may be necessary to pick up those documents from OSP. The PI will receive an email directing them to pick up any hard-copy documents once the proposal record has been approved by all units and OSP.

General Proposal Information (cont'd)

Collaborating Dept(s)/Centers

If applicable, “Click Here to Choose Affiliated Unit(s)” to choose the individual department(s)/center(s) that are collaborating on this project.

* Sponsor Deadline

Click the calendar icon to enter the date and enter the time by which the proposal must be postmarked or received by the funding agency.

* Title of Project

Include the full/formal title of the proposal that is being submitted to the funding agency.

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Start New Proposal

Sponsor Information

* Includes Required Fields

Funding Agency:

Sponsor Program Name:

Project Guidelines URL:

Prime Funding Agency:

General Proposal Information

* Submitting Unit:

* Department Contact:

Project No:

* Short Project Name:

* Project Start Date:

* Project End Date:

Activity Code: [Click Here to Choose Activity Code](#)

Proposal Type:

Instrument Type:

How will this proposal be submitted?

Collaborating Dept(s)/Centers (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

* Sponsor Deadline:

* Title of Project:

Create a Filled Proposal Pair with a A24 Proposal Un-Pair with A24 Proposal

Save

Pairing a Proposal

Create a Paired Proposal

Check this radio button to enable the Cayuse 424 Proposal section in the proposal dashboard Item List.

Proposal records developed in Cayuse SP may be paired with proposals in Cayuse 424. We recommend beginning to build the proposal in Cayuse SP first so that pairing is straightforward, however, proposals created in 424 can be paired with SP if they are created separately and before the SP record.

When the proposals are linked, routing is handled through Cayuse SP. The Cayuse 424 proposal is the one that is submitted to Grants.gov.

The screenshot shows the 'Start New Proposal' form in the Cayuse SP system. The form is divided into several sections:

- Includes Required Fields:** This section contains fields for 'Funding Agency', 'Funding Opportunity/Sponsor application No.', 'Sponsor Program Name', 'Proposal Guidelines URL', and 'Prime Funding Agency'.
- General Proposal Information:** This section includes fields for 'Submitting Unit', 'Department Contact', 'Project No.', 'Short Project Name', 'Project Start Date', 'Project End Date', 'Activity Code', 'Proposal Type', 'Instrument Type', and 'How will this proposal be submitted?'.
- How will this proposal be submitted?:** This section has a dropdown menu for 'Select Submission Method'.
- Collaborating Deputy/Coauthors (if applicable):** This section has a link to 'Click Here to Choose Affiliated Units'.
- Sponsor Deadline:** This section has a 'Goal' button and a 'Time' dropdown menu.
- Title of Project:** This section has a text area for the project title.

At the bottom of the form, there are three radio buttons: 'Create a Paired Proposal', 'Pair with a 424 Proposal', and 'Un-Pair with 424 Proposal'. The 'Create a Paired Proposal' option is selected and highlighted with a red box.

Your Saved Cayuse SP Proposal

Item List Number (Prop No)

This is the proposal record number and should be referenced when communicating with OSP.

PDF Viewer

Displays a summary of the Cayuse SP record.

Paired Cayuse 424 Proposal

If the proposal is paired, you'll see the pairing icon in the Item List header, and a link to the Cayuse 424 Proposal in the Item List

Item List

Includes all of the sections that must be completed prior to routing for internal approvals.

Green Check mark

You'll see a green check mark next to a section of the Item List, indicating that you have provided all the required information

No Check mark

The sections without a green checkmark have not been completed. The Additional Notes section is optional; a green check mark will appear if information is entered.

The screenshot shows the Cayuse SP Proposal form. On the left is the Item List with sections: General Information (checked), Cayuse 424 Proposal (red dot), Investigators/Research Team, Budget, Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, Intellectual Property, Location of Sponsored Activities, Proposal Abstract, Proposal Attachments, Approving Units, and Additional Notes. On the right is the General Information section with fields for Funding Agency (National Science Foundation), Funding Opportunity/Sponsor application No (NSF123456), Sponsor Program Name (NSFProgram), Proposal Guideline URL (nsf.gov), Prime Funding Agency, Submitting Unit (Vice President for Research), Department Contact (Vanessa Tan), Project No., Short Project Name (VT Test), Project Start Date (01/01/2018), Project End Date (07/01/2019), Activity Code (Basic Research), and Proposal Type (New).

Note:

After you have provided information in the previous screen, this automatically populates a "General Information" section for your proposal record. Your item list number (Prop No) gets assigned after you click Save and your Item List appears.

Click the "Save" button to save your progress in the section where you have provided information. A pop-up window asking you to save your progress will appear if you have not manually saved your progress.

Investigators/ Research Team

The screenshot shows the UNM Sponsored Projects web application. The left sidebar contains a navigation menu with options like 'Item List', 'General Information', 'Investigators/Research Team', 'Budget', 'Conflict of Interest', 'Regulatory Compliance', 'Subcontractors', 'Export Control', 'Intellectual Property', 'Location of Sponsored Activities', 'Proposal Abstract', 'Proposal Attachments', 'Approving Units', 'Additional Notes', 'Administer Proposal', and 'Submit for Routing'. The main content area is titled 'Investigators/Research Team' and includes a note about allocated credit. A red box highlights the 'Add Personnel Information' form, which contains fields for Last Name, First Name, Phone, Email, Person Months, Unit, Role (with a dropdown menu showing 'Lead Principal Investigator'), Sponsored Effort %, Cost Shared Effort %, and Allocation of Credit %. Below the form is a 'List of Personnel' section showing 'There are no personnel added to the proposal' and a 'Reset' button.

* Last Name

Search for the investigator's last name. The following fields may be auto-populated from the general information section: First Name, Phone, Email, Unit, Role.

The first person you add should be the person responsible for the technical, regulatory and financial aspects of the project, and that person will have the role of Lead Principal Investigator. Only one person on the proposal should have this role.

* Person Months

The individual's involvement in Person Months.

* Sponsored Effort %

The individual's total effort in the initial or current budget period.

Cost Shared Effort %

The portion of the individual's total effort that will be cost shared. If the proposal does not make use of cost shared effort, you may leave this field blank.

Allocation of Credit %

UNM does not use this field, you may leave it blank.

Save Personnel

Click the 'save personnel' button to add the person to this proposal.

Investigators/ Research Team (cont'd)

NOTE: The sum of allocated credit on this proposal is currently 0%.

ADD PERSONNEL INFORMATION

* Last Name: * Role: * Units:

* First Name:

* Sponsored Effort %:

* Person Months:

* Cost Shared Effort %:

* Allocation of Credit %:

Save Personnel

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months	
Vanessa Tan	VP Research & Econ Developm VPIED (79A)	Lead Principal Investigator	20.0000%	0.0000%	20.0000%	0.0000%	0.0000	Edit Delete

Reset

* Role

Select the role from the drop-down menu for additional investigators:

- **Lead Principal Investigator: There should only be one person named as the Lead. This is usually the Principal Investigator on the project.
- **Principal Investigator: Lead Principal Investigator: There should only be one person named as the Lead. This is usually the Principal Investigator on the project.
- **Postdoctoral Research Associate: This individual has received a doctoral degree and serves on the research project.
- Graduate Research Assistant: A post baccalaureate student who serves on the project.
- Clinical Research Coordinator: This individual has significant responsibility for the conduct of a human subjects study. Responsibilities may include study subject recruitment, arranging subject visits, informed consent, regulatory documents, case report forms, and meeting with study monitors.
- Project Manager: An individual is identified in this role on a limited basis such as on program project grants or on a clinical trial.
- Technical Staff: This individual performs standardized or routine measurements, analyses or procedures in support of the research project.
- Undergraduate Student: This role defines an undergraduate student.
- Administrative Contact: This individual has proposal edit rights, but is not named on the budget (e.g., department contract and grant manager).
- Administrative Assistant: This role is used on a limited basis on eligible funding opportunities, for example, program project or state contracts.
- **Proposal Editor: Grants simultaneous permissions to a proposal equal to the Proposal Creator in the SP record and 424 record. Example: use this role to grant a Faculty Research Support Officer (FRSO) access to your proposal.
- Other Key Participant: This designation accommodates project participants whose role title differs from those above. 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 department will be included in the routing list on the Approving Units screen.
- **Other Participant (no routing): This designation serves the same purpose as Other Key Participant, except that the participant's department is excluded from the routing list on the Approving Units screen (use this in lieu of "Proposal Editor" role).

***Commonly used roles in a Cayuse SP record for UNM*

Investigators/ Research Team (cont'd)

List of Personnel

This area shows the personnel who have already been added. Click “Edit” to make changes to a person's entry, or “Delete” to remove them from the Investigators/Research Team section of the Item List.

Personnel with the Lead Principal Investigator and all Principal Investigator roles will receive an electronic notification to certify their role on this project once the record is completed and prior to submission to the funding agency.

There should be only one Lead PI on the proposal. Once the Lead PI role has been used once, this role will no longer be available in the drop down menu. Other Investigators may have the Principal Investigator role (this is the co-PI role).

Reset

Click to remove all investigators from the Investigators/Research Team section of the Item List.

Note: Units of all Personnel listed will be included in the “Approving Units” page. Ensure that the information on this page is accurate.

UNM | SPONSORED PROJECTS

Item List 18-001

Investigators/Research Team

NOTE: The sum of allocated credit on this proposal is currently 0%.

Add Personnel Information

* Last Name: * Unit:

* First Name: * Role:

Phone: * Sponsored Effort %:

Email: Cost Shared Effort %:

* Person Months: Allocation of Credit %:

Save Personnel

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months
Mary Jo Daniel	VP Research & Econ Development VPIED (758A)	Lead Principal Investigator	20.0000%	0.0000%	20.0000%	0.0000%	0.0000

Reset

Research Suite

Budget - Overview

* Budget Form

If you do not have a 424 paired proposal, there will be two options (Summary and Detailed) to select. Select 'Summary' from the drop-down menu. You will need to complete the information in this section in addition to uploading both the Excel Detailed Budget Spreadsheet and Budget Justification documents to the Proposal Attachments section in Cayuse SP.

If you have a paired Cayuse 424 proposal, you will see the 'Autofill' option in addition to the 'Summary and Detailed' option. Select the 'Autofill' option and then click the 'Re-Autofill' button. This will bring in your detailed budget from Cayuse 424 into this budget section of the SP record so you do not have to manually enter your budget.

* # of Budget Periods

Select the correct number of budget periods before beginning work in this section. Changing the number of periods after you have entered data will reset all budget numbers for the entire project period.

* Start Date

Select the correct start date from the calendar for the current period.

* End Date

Select the correct end date from the calendar for the current period.

Comments

Cost Share requirements and/or reductions in F&A will need to be noted with reference to the agency guidelines (e.g. section title/number, paragraph that references F&A is disallowed or limited).

Budget - Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing?

Select the appropriate response for this proposal. If you select “No,” continue to the F&A Rates. If you select “Yes,” provide the following information:

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

Agency Mandated Amount: \$ - Enter the numeric value in USD

- Check the box to indicate the type of cost-share (F&A, In-Kind, Cash Matching, Salary Cap)

If none of the types apply, add a comment

- Voluntary Amount \$ - Enter the numeric value in USD. Note that this is unallowable per UNM policy.

Add Cost Sharing Unit

Unit – Select the unit that will provide the cost share

Amount – Enter the numeric value that this unit will be responsible

Account – Enter the account number associated with the cost-sharing

Add Unit – Click Add Unit to add this unit. You can repeat this process for as many units as are involved in cost sharing.

Units entered as Cost Sharing Units will appear on the Approving Units screen as units that must approve the proposal. The IPF Approver(s) for this unit, as well as the proposal’s Lead Principal Investigator, must certify and approve the cost sharing as part of proposal routing and approval process.

If the total of cost sharing as allocated to the cost sharing units is not the same as the total cost sharing indicated, you will receive an error message when attempting to save the budget. Be sure that you have accounted for all of the cost sharing under the Cost Sharing Units before saving.

After filling in the Cost Sharing section, the Institutional Cost Sharing category under Total funding agency Proposed Costs for the Current Period will be filled in automatically if you are using calculated values. We advise entering the total cost sharing amount for the Entire Project in this area at this time as well since this information is required if cost sharing is entered for the Current Period.

UNM | SPONSORED PROJECTS

Home | My Information | Reporting | Admin | Log Out

View or Edit completed sections by clicking the status icon to the left of the checkmark.

General Information

Cayuse ADA Proposal

Investigator/Research Team

Budget

Conflict of Interest

Regulatory Compliance

Subcontractors

Export Controls

Intellectual Property

Location of Sponsored Activities

Proposal Attachments

Approving Units

Additional Notes

Administer Proposal

Submit for Routing

Logged in as: Vanessa Ter

For immediate assistance, contact support at 800.271.1100

Summary

Periods of performance and estimated budgets. For one-year projects and non-competing continuations, both columns should match.

Budget and Budget Justification must be attached in the attachments section of this proposal.

If this proposal's F&A Rate is not 51.5% and/or cost sharing or cash matching is being requested, please include a submission note stating where to find this in the agency guidelines.

Please note that F&A Base is the Modified Total Direct Cost or MTDC.

Include Required Fields

Overview

Lead PI: Mary Jo Daniel

Sponsor: National Science Foundation

Budget Form: Summary 1

Select one of the above:

Summary: View direct costs, indirect rates, base and total (default settings)

Overview: View specific budget categories, indirect rates, base and total

Autofill: View detailed budget data submitted from 424 proposals, if paired

of Budget Periods: 1

Project Dates: Current Period: 01/01/2018 - 01/01/2019

Entire Project: 01/01/2018 - 01/01/2019

Comments: (512 chars max)

Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing?

Yes No

If Yes, please fill in below:

(Include Cost Share approval form and Cost Share Budget in "Attachments")

Internal Cost Sharing

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

Agency Mandated Amount: \$ 0

Voluntary (unallowable if awarded) Amount: \$ 0

Add Unit

No cost share units have been added.

Third-Party Cost Sharing

Add Organization

Organization	Amount	Account	Commitment Type	Match Type	Comment
No records found					

View All

F&A Rates

Current Period: 01/01/2018 - 01/01/2019

Entire Project: 01/01/2018 - 01/01/2019

Budget - F&A Rates

Although you can enter up to three F&A rates (Indirect Cost rates) for the current period and for the entire project, most proposals will only have one rate. Multiple rates apply when a project crosses two fiscal years and each year has a different rate.

Clicking into an F&A Rate field will display a table for selecting an appropriate F&A rate.

If you are using a rate that is not shown in the table, manually enter the rate in the F&A rate field located on the left side right below the table. After you enter the correct rate, click the 'Change rate' button. This changes the rate for the current proposal.

By default, the effective rate, a calculated composite of the indirect costs and the bases they are applied to, will be calculated and displayed in reporting. To use a different effective rate, uncheck the 'Use calculated values' checkbox, and enter the desired effective rate. If you have unchecked 'Use calculated values,' make sure you have entered the desired effective rate. If the effective rate is not correct, calculations may not match.

Note that if you change your mind later and decide to use the calculated values, the custom value you've entered for the Effective Rate will be removed. You will not be able to retrieve it by unchecking the box, because the Effective Rate row will retain the calculated rate value until it is edited and saved.

The calculated rates will not be displayed until the F&A bases have been entered under funding agency Direct Costs in the Budget Categories section, because the effective rate cannot be determined until the bases are known.

The screenshot shows the 'Budget' section of the UNM Sponsored Projects system. The left sidebar contains a 'Table List' with various tabs like 'General Information', 'Budget', 'Conflict of Interest', etc. The main content area is titled 'Budget' and contains a 'Budget Form' with a 'Summary' tab selected. The 'F&A Rates' section is highlighted with a red box. It contains a table with columns for 'Current Period' and 'Entire Project' for three F&A Rate entries. Below the table is a checkbox for 'Use calculated values' which is currently checked. A note below the checkbox states: 'The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.' Below the F&A Rates section is the 'Budget Categories' section, which includes a table for 'SPONSOR DIRECT COSTS' and 'INDIRECT COSTS (F&A)'. The 'TOTAL SPONSOR PROPOSED COSTS' and 'TOTAL PROJECT COSTS' are also displayed at the bottom of the form.

	Current Period	Entire Project
F&A Rate (1):	0.000 %	0.000 %
F&A Rate (2):	0.000 %	0.000 %
F&A Rate (3):	0.000 %	0.000 %
* Effective Rate:	0.000 %	0.000 %

☒ Use calculated values

* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

	Current Period	Entire Project
SPONSOR DIRECT COSTS:	\$ 0	\$ 0
BASE for F&A Rate (1):	\$ 0	\$ 0
BASE for F&A Rate (2):	\$ 0	\$ 0
BASE for F&A Rate (3):	\$ 0	\$ 0
Use calculated values:	\$ 0	\$ 0
INDIRECT COSTS (F&A):	\$ 0	\$ 0
F&A:	\$ 0	\$ 0
Use calculated values:	\$ 0	\$ 0
TOTAL SPONSOR PROPOSED COSTS:	\$ 0	\$ 0
Internal Cost Sharing:	\$ 0	\$ 0
Third-Party Cost Sharing:	\$ 0	\$ 0
TOTAL PROJECT COSTS:	\$ 0	\$ 0

Budget - Budget Categories

The summary budget provides columns for entering budget numbers for the Current Period and the Entire Project, and separates budget categories for Direct and Indirect costs. funding agency Direct Costs are manually entered and can be broken down into base allocations for up to three different F&A Rates selected in the F&A Rates section.

The Indirect costs can be calculated based on the F&A rates if the Use calculated values checkbox to the left of the line item is checked. The same is true for the Total funding agency Proposed Costs, which is the sum of the Direct and Indirect costs, not including any Institutional Cost Sharing. If the Use calculated values box is not checked, these can be entered manually.

Total Institutional Costs are always calculated from the total of the costs above, adding Institutional Cost Sharing to the Total funding agency Proposed Costs.

Only numbers can be entered in the budget categories area. Do not attempt to enter commas or decimal points.

UNM | SPONSORED PROJECTS

Home | My Information | Reporting | Admin | Log Out

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

General Information
 Cayuse ADA Proposal
 Investigators/Research Team
 Budget
 Conflict of Interest
 Regulatory Compliance
 Subcontractors
 Export Control
 Intellectual Property
 Location of Sponsored Activities
 Proposal Abstract
 Proposal Attachments
 Approving Units
 Additional Notes

Administrator Proposal
 Submit for Routing

Budget

Periods of performance and estimated budgets. For one-year projects and non-competing continuations, both columns should match.
Budget and Budget Justification must be attached in the attachments section of this proposal.
 If this proposal's F&A Rate is not 51.5% and/or cost sharing or cash matching is being requested, please include a submission note stating where to find this in the agency guidelines.
 Please note that FA Base is the Modified Total Direct Cost or MTDC.

* Includes Required Fields

Overview

Last PI: Mary Jo Daniel Sponsor: National Science Foundation

Budget Form: Summary 1

Select one of the above:
 Summary: View direct costs, indirect rates, base and total (default settings)
 Overview: View specific budget categories, indirect rates, base and total
 Audit: View detailed budget data submitted from 424 proposals, if paired

of Budget Periods: 1 Project Dates: Current Period: Entire Project

* Start: 01/01/19 * End: 07/01/19

Comments: (3/2 chars max)

Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing?
☐ Yes ☐ No

F&A Rates

	Current Period	Entire Project
F&A Rate (1):	0.000 %	0.000 %
F&A Rate (2):	0.000 %	0.000 %
F&A Rate (3):	0.000 %	0.000 %
Use calculated values:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
* Effective Rate:	0.000 %	0.000 %

* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

Budget Categories

	Current Period	Entire Project
SPONSOR DIRECT COSTS:	\$	\$
BASE for F&A Rate (1):	\$	\$
BASE for F&A Rate (2):	\$	\$
BASE for F&A Rate (3):	\$	\$
Use calculated values:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
INDIRECT COSTS (F&A):	\$0	\$0
F&A:	\$	\$
Use calculated values:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOTAL SPONSOR PROPOSED COSTS:	\$0	\$0
Internal Cost Sharing:	\$0	\$
Third-Party Cost Sharing:	\$0	\$
TOTAL PROJECT COSTS:	\$0	\$0

* If there is additional cost sharing in subsequent years, the total may be reflected in the Institutional Cost Sharing value for the Entire Project.

Additional Resources

* Do you need new additional resources to do this project over and above what is requested in the proposal budget?
☐ Yes ☐ No

Save Reset

Budget - Additional Resources

If you need additional resources that are not monetary, indicate that here. If you answer Yes, you will see additional information that you need to fill out:

- Check the resources that you will need (personnel, space, equipment), and provide justification for each in the text box provided. Also indicate if approvals from the relevant department(s) have been obtained.

The screenshot shows the UNM Sponsored Projects web application. The left sidebar contains a navigation menu with options like General Information, Cayuse ADA Proposal, Investigators/Research Team, Budget, Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, Intellectual Property, Location of Sponsored Activities, Proposal Attached, Proposal Attachments, Approving Units, and Additional Notes. The main content area is titled 'Budget' and contains instructions for budgeting. Below the instructions, there are sections for 'Includes Required Fields', 'Overview', 'Cost Sharing', 'F&A Rates', 'Budget Categories', and 'Additional Resources'. The 'Additional Resources' section is highlighted with a red box and contains a question: 'Do you need new additional resources to do this project ever and above what is requested in the proposal budget?'. Below this question are radio buttons for 'Yes' and 'No', and 'Save' and 'Reset' buttons.

UNM | SPONSORED PROJECTS

Home | MY INFORMATION | REPORTING | ADMIN | LOG OUT

View or Edit completed sections by clicking the status icon to the left of each section.

General Information
Cayuse ADA Proposal
Investigators/Research Team
Budget
Conflict of Interest
Regulatory Compliance
Subcontractors
Export Control
Intellectual Property
Location of Sponsored Activities
Proposal Attached
Proposal Attachments
Approving Units
Additional Notes

Administrator Proposal
Submit for Routing

Logged in as: Vanessa Ter
For immediate assistance, contact support at 800.271.1100

19-0001

Budget

Periods of performance and estimated budgets. For one-year projects and non-competing continuations, both columns should match.
Budget and Budget Justification must be attached in the attachments section of this proposal.
If this proposal's F&A Rate is not 51.5% and/or cost sharing or cash matching is being requested, please include a submission note stating where to find this in the agency guidelines.
Please note that FA Base is the Modified Total Direct Cost or MTDC.

* Includes Required Fields

Overview

Lead PI: Mary Jo Daniel
Sponsor: National Science Foundation

Budget Form: Summary 1

Select one of the above:
Summary: View direct costs, indirect rates, base and total (default settings)
Overview: View specific budget categories, indirect rates, base and total
Autofill: View detailed budget data autofilled from 424 proposals, if paired

of Budget Periods: 1

Project Dates: Current Period: 01/01/19
Entire Project: 07/01/19

* Start Date: 01/01/19
* End Date: 07/01/19

Comments: (3/2 chars max)

Cost Sharing

* Does this proposal include funds or contributions in the form of required cost sharing?
☐ Yes ☐ No

F&A Rates

	Current Period	Entire Project
F&A Rate (1):	0.000 %	0.000 %
F&A Rate (2):	0.000 %	0.000 %
F&A Rate (3):	0.000 %	0.000 %
Use calculated values:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
* Effective Rate:	0.000 %	0.000 %

* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

Budget Categories

	Current Period	Entire Project
SPONSOR DIRECT COSTS:	\$ 0	\$ 0
BASE for F&A Rate (1):	\$ 0	\$ 0
BASE for F&A Rate (2):	\$ 0	\$ 0
BASE for F&A Rate (3):	\$ 0	\$ 0
Use calculated values:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
INDIRECT COSTS (F&A):	\$ 0	\$ 0
F&A:	\$ 0	\$ 0
Use calculated values:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TOTAL SPONSOR PROPOSED COSTS:	\$ 0	\$ 0
Internal Cost Sharing:	\$ 0	\$ 0
Third-Party Cost Sharing:	\$ 0	\$ 0
TOTAL PROJECT COSTS:	\$ 0	\$ 0

* If there is additional cost sharing in subsequent years, the total may be reflected in the Institutional Cost Sharing value for the Entire Project.

Additional Resources

* Do you need new additional resources to do this project ever and above what is requested in the proposal budget?
☐ Yes ☐ No

Save Reset

Conflict of Interest

The questions in this section are required to determine whether members of the Research Team, their family members, or the institution are involved in activities that may impose an actual or perceived conflict of interest as it would relate to the conduct of the research or a member's relationship with the funding agency.

If you think a conflict exists, please refer to Faculty Policy E110 on conflicts of interest and commitment.

For UNM Main and Branch Campus, Financial Conflicts of Interest (FCOI) disclosures have to be submitted annually or at a time of material change (e.g., in financial interests or modification of professional arrangements outside of UNM). Disclosures and material changes are submitted via the electronic submission portal which can be found on the UNM Main Campus COI webpage. For every PHS/NIH submission, a separate COI Disclosure must be submitted.

Management Plan clarification: Individuals who have a conflict that is currently being managed must click "Yes." Example: You have signed a COI management plan and have an active monitor.

The screenshot displays the UNM Sponsored Projects web application. The left sidebar contains a navigation menu with options: General Information, Calculate F2X Proposal, Publications/Research Data, Budget, Conflict of Interest (highlighted with a red arrow), Regulatory Compliance, Subcontractors, Export Control, Intellectual Property, Location of Sponsored Activities, Proposal Abstracts, Proposal Attachments, Academic Units, Additional Notes, Administrator Proposal, and Submit for Routing. The main content area is titled 'Conflict of Interest' and includes a 'Item List' for '10-0001'. Below this, a red box highlights the 'Indicate Required Fields' section, which contains four questions with radio button options for 'Yes' and 'No':

1. Do you and all key UNM personnel on this proposed project have a current Financial Conflict of Interest (FCOI) annual disclosure on file? (If "No" please complete [Annual FCOI Disclosure](#))
☐ Yes ☐ No
2. Have any of the FCOI conditions changed since the research team submitted their Annual FCOI Disclosure?
 If yes, please go to the following link to submit a material change via the FCOI Material Change Submission Portal: [Annual FCOI Disclosure](#)
☐ Yes ☐ No
3. Do you or any of the research team have any financial conflicts of interest or other conflicts of interest with this specific funding agency?
 If yes, please go to the following link to submit a disclosure via the Sponsor Specific FCOI Disclosure Submission Portal: [Annual FCOI Disclosure](#)
☐ Yes ☐ No
4. Do you or any key UNM personnel on this proposed project have a current FCOI management plan?
☐ Yes ☐ No

At the bottom of the red box are 'Save' and 'Reset' buttons. The footer of the application shows 'divisions Research Suite' and a note: 'This application is supported by Kinopsis, Inc. Please [contact Kinopsis](#) if you have any questions.'

Regulatory Compliance – Human Subjects

* Does this research involve HUMAN SUBJECTS?

Select the appropriate response. If you select “No” proceed to the Animal Subjects section. If you select “Yes” enter the following information:

* If yes, has your research team submitted an application for IRB approval?

Select the appropriate response.

If “No” is selected, provide the following information:

* If you have not submitted an application for IRB approval, please check reasons below:

Select the appropriate response:

- Not required at proposal submission (JIT)
- Submission is pending

If “Yes” is selected, provide the following information:

* If yes, please provide the human subject information below:

- List the application numbers into the textbox

The screenshot shows the Cayuse SP web application interface. The top navigation bar includes links for HOME, MY INFORMATION, REPORTING, ADMIN, and LOG OUT. The main content area is titled 'Regulatory Compliance' and contains several sections: General Information, Cayuse SP Protocol, Investigation/Research, Budget, Conflict of Interest, Regulatory Compliance (highlighted), Subcontractors, Export Control, Intellectual Property, Location of Research Activities, Protocol Abstract, Protocol Attachments, Approving Units, and Additional Notes. The 'Regulatory Compliance' section is expanded, showing a form with the question 'Does this research involve HUMAN SUBJECTS?'. The 'Yes' radio button is selected. Below this, there are sections for 'Animal Subjects' and 'Research Materials'.

Regulatory Compliance – Animal Subjects

* Does this research involve ANIMAL SUBJECTS?

Select the appropriate response. If you select “No” go to the Research Materials section. If you select “Yes” enter the following information:

* If yes, has your research team submitted an application for IACUC approval?

Select the appropriate response.

If “No” is selected, provide the following information:

* If you have not submitted an application for IRB approval, please check reasons below

Select the appropriate response:

- Not required at proposal submission (JIT)
- Submission is pending

If “Yes” is selected, provide the following information:

* List the application numbers below:

- Enter the number(s) into the text box

* List the species involved with this project:

- Enter the species involved and use commas as a separator

The screenshot shows the Cayuse SP web application interface. The left sidebar contains a navigation menu with items like 'General Information', 'Cayuse SP Protocol', 'Investigation/Research', 'Budget', 'Conflict of Interest', 'Regulatory Compliance', 'Subcontractors', 'Export Control', 'Interventive Projects', 'Location of Sponsored Activities', 'Protocol Abstract', 'Protocol Attachments', 'Approving Units', 'Additional Notes', 'Administer Proposal', and 'Submit for Routing'. The main content area is titled 'Regulatory Compliance' and contains instructions for Human and Animal Subjects research. The 'Animal Subjects' section is highlighted with a red box, showing the question 'Does this research involve ANIMAL SUBJECTS?' with radio buttons for 'Yes' and 'No'. Below this is the 'Research Materials' section, which asks if the proposal involves research with any of the following materials: Radioactive Materials, Biological Materials, Chemical Reagents, or Hazardous Materials. The bottom of the page shows the 'Research Suite' logo and a copyright notice for Envision, Inc.

Regulatory Compliance – Research Materials

Does the proposal involve research with any of the following?

Check all that apply:

- Radioactive Materials
- Biological Materials (hazardous and non-hazardous)
- Chemical Reagents (e.g. poisons, explosives, reagents, flammables, carcinogens)
- Does this study involve the use of hazardous (other than Radiological or Biological) materials provided by the funding agency or any other party?

UNM | SPONSORED PROJECTS

HOME | MY INFORMATION | REPORTING | ADMIN | LOG OUT

Item List 18-0011

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

General Information

Cayuse SP Proposal

Investigation/Research

Budget

Conflict of Interest

Regulatory Compliance

Subcontractors

Export Control

Intellectual Property

Location of Research Activities

Process Abstract

Proposal Attachments

Approving Units

Additional Notes

Administer Proposal

Submit for Routing

Regulatory Compliance

If you answer Yes to Human Subjects, provide the IRB project # and upload a copy of the IRB determination (approval) letter to the attachment section of Cayuse SP if the protocol was submitted to the IRB for approval. Please contact IRB@unmc.edu for further information regarding Human Subjects research.

If you answer Yes to Animal Subjects, provide the IACUC application # and upload a copy of the IACUC determination (approval) letter to the Attachment section of Cayuse SP if the protocol was submitted to the IACUC for approval. Please contact IACUC@unmc.edu for further information regarding Animal Subjects research.

If this proposal includes the use of hazardous research materials, please check the appropriate category under Research Materials and contact the Safety & Risk Services office at srsw@unmc.edu or (303) 277-2752 for any required approvals.

* Indicates Required Fields

Human Subjects

* Does this research involve HUMAN SUBJECTS?

☐ Yes ☐ No

Animal Subjects

* Does this research involve ANIMAL SUBJECTS?

☐ Yes ☐ No

Research Materials

If the proposal involves any of the following materials, contact the following departments:

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

☐ Radioactive Materials – If yes, contact UNM Radiation Safety at 303-5502 or 325-0743 (http://hsr.unm.edu/un/research/radiation_safety/index.html)

☐ Biological Materials (hazardous and non-hazardous) – If yes, contact UNM Biosafety Compliance 373-8391 or 373-8391 (<http://hsr.unm.edu/un/biosafety/>)

☐ Chemical Reagents (e.g., poisons, explosives, reagents, flammables, carcinogens) – If yes, contact UNM Safety and Risk Services at 277-2752 (<http://hsr.unm.edu/>)

Does this study involve the use of hazardous (other than Radiological or Biological) materials provided by the sponsor or any other party? If yes, contact UNM Safety and Risk Services at 277-2752 (<http://hsr.unm.edu/>)

Save Reset

Research Suite

This application is supported by Envision, Inc. Please 907583.support if you have any questions.

Subcontractors

No Subcontractors

If there are no subcontractors for this proposal, click the “No Subcontractors” button. This will allow you to proceed to the next section of the proposal.

Add Subcontractor

If subcontractors are included as part of the proposal, click the text box next to the Subcontractor field to locate each subcontractor by name, then click “Add Subcontractor.” If the subcontractor name is not listed, please email osp@unm.edu to request to add a record for the subcontractor (include the contact information: subcontractor’s name, website address, and location of the organization).

After subcontractors have been added, they may be removed individually. If you have previously selected No Subcontractors and you now need to add one, or have selected many subcontractors and need to remove all of them, click Reset.

After adding subcontractors, you should upload the following documents to the Attachments section of the proposal record in Cayuse SP:

- Statement of Work
- Budget
- Budget Justification
- Outgoing Subcontract Commitment Letter (signed by their OSP counterpart)
- The negotiated Indirect Cost Rate Agreement (F&A Rate Agreement)

Additional information that may be required:

- Representations and Certifications

The screenshot displays the Cayuse SP web application interface for the 'Subcontractors' section. On the left, a sidebar contains navigation links: 'General Information', 'Budget', 'Subcontractors', 'Export/Cancel', 'Intellectual Property', 'Location of Sponsored Activities', 'Proposal Abstract', 'Proposal Attachments', 'Approving Units', 'Additional Notes', 'Administer Proposal', and 'Submit for Routing'. The main content area is titled 'Subcontractors' and includes instructions for adding subcontractors. A red box highlights the 'Add Subcontractor' button and the 'No Subcontractors' button at the bottom of the list.

Export Control

* 1. Does the funding announcement/solicitation indicate that any of the following restrictions or limitations will be applied to eventual awards?

- prior approval for dissemination/publication;
- export control restrictions (International Traffic in Arms Regulations, Export Administration Regulations or nuclear regulations);
- restrictions on access or participation of foreign nationals;
- or need for a U.S. government security clearance.

Select the appropriate response for the project activities.

The screenshot shows the UNM Sponsored Projects web application. The left sidebar contains a navigation menu with items like 'General Information', 'Create F2A Proposal', 'Investigator/Research Staff', 'Budget', 'Conflict of Interest', 'Regulatory Compliance', 'Subcontractors', 'Export Control', 'Intellectual Property', 'Location of Sponsored Activity', 'Proposal Abstracts', 'Proposal Attachments', 'Nonrenewable', and 'Additional Notes'. The main content area is titled 'Export Control' and contains several questions. A red box highlights the first question: 'Does the funding announcement/solicitation indicate that any of the following restrictions or limitations will be applied to eventual awards?'. The options are 'Yes' and 'No'. Below this are questions 2, 3, 4, and 5, each with sub-questions and radio button options for 'Yes' or 'No'. At the bottom of the form are 'Save' and 'Reset' buttons.

Select the appropriate response for the project activities.

Export Control (cont'd)

The screenshot shows the UNM Sponsored Projects system interface. The left sidebar contains a navigation menu with items like General Information, Investigations/Research, Budget, Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, Intellectual Property, Location of Sponsored Activity, Principal Award, Proposal Allocation, Approving Units, Additional Notes, and Administer Proposal. The main content area is titled 'Export Control' and contains several questions. A red box highlights the section for question 3, which asks about export control implications for equipment, technology, materials, or software with a strong potential dual-use application. The form includes radio buttons for 'Yes' and 'No' and a 'Save' button at the bottom.

3. Some types of research may have export control implications even if all work is conducted within the U.S.

Do you anticipate that the project work may involve:

* a. Non-commercial encryption or information security software or select agents?

Select the appropriate response for the project activities.

* b. Equipment, technology, materials or software with a strong potential dual-use (civilian and military) application or direct military application? If yes, please proceed to the following

link: http://researchcompliance.unm.edu/sites/default/files/EC%20Exclusion%20Screening%20Form_Ver%2016_07-15-11.doc

Complete the Export Control Exclusion Screening Form and upload it into this CayuseSP record.

Select the appropriate response for the project activities.

* c. Is there a Non-Disclosure Agreement (NDA) associated in any way with this project?

Select the appropriate response for the project activities.

The Lead Principal Investigator must work with OSP to determine that any research affected by the Export Control Act complies with its regulations and reporting requirements far enough in advance to obtain an export license, should one be required.

Any change in the scope or addition of new staff may require a redetermination.

Please contact OSP or UNM Export Control if you have any questions about export control regulations.

Intellectual Property

* 1. Have you disclosed any of this research to STC.UNM (STC)?

Select the appropriate response for the project activities. Disclosure refers to the submission of a Report of Invention (ROI) to the Office of Technology Development. An ROI may lead to the filing of a patent application and may further lead to commercial licensing of the invention, regardless of whether a patent application was filed.

If "Yes" is selected, provide the following information:

Please enter the title:

- Provide the title in the text field. The character limit is 1000 (this includes spaces, periods, and commas).

If "No" is selected, provide the following information:

Do you think this research has the potential for a patent?

- Select the appropriate response for the project activities.

* 2. Does the research in this proposal involve any filed patents?

Select the appropriate response for the project activities. A patent is a federal grant based on an invention, which gives the holder the right to exclude others from making, using, or selling the invention. A patent application gives notice that such rights may arise in the future, however, the right to exclude others begins only when the patent is issued.

* 3. Does the research in this proposal involve any issued patents?

Select the appropriate response for the project activities. Sponsored research projects may contemplate further development of your institution's inventions claimed in a patent or patent application, or patented inventions owned by outside parties may be relevant to the project. Such situations need to be addressed appropriately in the sponsored research agreement.

The screenshot shows the UNM Sponsored Projects web application. The left sidebar contains a menu with options like General Information, Cause & Effect, Budget, Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, Intellectual Property (highlighted), Location of Sponsored Activities, Proposal Abstract, Proposal Attachments, Approving Units, Additional Notes, Administer Proposal, and Submit for Routing. The main content area is titled 'Intellectual Property' and contains a list of questions with radio button responses. A red box highlights the first question: 'Have you disclosed any of this research to STC.UNM (STC)?' with radio buttons for 'Yes' and 'No'.

Intellectual Property

* 4. Will this research use any materials obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material?

Select the appropriate response for the project activities. A transfer agreement can be a Material Transfer Agreement (MTA), academic or research use license, or any other written agreement under which the researcher has obtained the limited right to use something owned by another entity. Researchers also share materials with outside parties under an MTA or other forms of research use licenses.

Should the sponsored research proposal contemplate using materials, data, or software obtained under such an agreement, OSP will ensure to avoid conflicting obligations between the transfer agreement and the funding agency of the proposed research.

* 5. Will this research use any material, patented or otherwise, which is owned by UNM and licensed to a commercial entity?

Select the appropriate response for the project activities. A license is a written agreement whereby the owner of property grants limited rights in that property to another. A commercial license for tangible property (material) or intellectual property typically grants the right to make, use or sell the property.

If an institutional invention is licensed to a commercial entity and is also to be used or further developed in the proposed research, OSP must take care to avoid granting rights in that invention to the funding agency.

The screenshot shows the UNM Sponsored Projects web application. The left sidebar contains a menu with options like General Information, Cause/SLI Proposal, Investigation/Research Study, Budget, Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, Intellectual Property, Location of Sponsored Activities, Proposal Abstract, Proposal Attachments, Approving Units, Additional Notes, Administer Proposal, and Submit for Routing. The main content area is titled 'Intellectual Property' and contains a list of questions with radio button responses. Question 4 is highlighted with a red box: 'Will this research use any materials obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material?'. Below the questions are 'Save' and 'Reset' buttons. The footer of the application mentions 'This application is supported by Encompass, Inc. Please contact support@unm.edu for any questions.'

Intellectual Property

* 6. Is this proposal a SBIR (Small Business Innovative Research Program)?

Select the appropriate response for the project activities. SBIR is a highly competitive program that encourages small businesses to explore their technological potential and provides the incentive to profit from its commercialization. By including qualified small businesses in the nation's R&D arena, high-tech innovation is stimulated and the United States gains entrepreneurial spirit as it meets its specific research and development needs.

* 7. Is this proposal an STTR (Small Business Technology Transfer Program)?

Select the appropriate response for the project activities. STTR is an important small business program that expands funding opportunities in the federal innovation research and development arena. Central to the program is expansion of the public and private sector partnership to include the joint venture opportunities for small business and the nation's premier nonprofit research institutions. STTR's most important role is to foster the innovation necessary to meet the nation's scientific and technological challenges in the 21st century.

If "Yes" is selected, provide the following information:

Will you be the designated Principal Investigator for the project?

- Select the appropriate response for the project activities

What is your formal relationship with the applicant organization?

- Select the appropriate response (Board of Directors, Company Officer, Scientific Review Board, Other).

Will at least thirty percent (30%) of the work of the STTR be performed by UNM?

- Select the appropriate response for the project activities

The screenshot shows the UNM Sponsored Projects web application. The left sidebar contains a navigation menu with options like General Information, Cause/SLI Proposal, Investigation/Research, Budget, Conflict of Interest, Regulatory Compliance, Subcontractors, Expert Consult, Intellectual Property (highlighted), Location of Sponsored Activities, Proposal Abstract, Proposal Attachments, Approving Units, Additional Notes, Administer Proposal, and Submit for Routing. The main content area displays the 'Intellectual Property' form with several questions and radio button options. A red box highlights the questions: '6. Is this proposal an SBIR (Small Business Innovative Research Program)?' and '7. Is this proposal an STTR (Small Business Technology Transfer Program)?'. The bottom of the page shows the 'Research Suite' logo and a footer note: 'This application is supported by Envision, Inc. Please contact support@envision.com for any questions.'

Location of Sponsored Activities

Indicate the locations where your research will occur and assign a percentage to each location. Percentages should reflect the portion of the total budget that would be expended in that location. If activities occur on campus, there is no need to add the campus county as an In-State Location; likewise for the state and country.

The sum of percentages in all locations must equal 100%. A percentage is required when entering a location. The current total is indicated toward the top of the page. The green check mark will only appear for this section when the total is 100%.

The collection of this information is solely used for reporting purposes; it does not grant a proposal the use of an off-campus F&A rate.

For each entry, enter or select the location and the percentage, then click "Add". If you need to remove a location already entered, click "Remove".

- UNM Locations:
- In-State Locations:
- Out-of-State Locations:
- Out-of-Country Locations:

UNM | SPONSORED PROJECTS

Logged in as Vanessa Ter

For immediate assistance, contact support at 855-271-1185

HOME | MY DASHBOARD | REPORTING | ADMIN | LOG OUT

Item List 18-0001

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

General Information

Proposal Abstract

Additional Notes

Location of Sponsored Activities

To assist in reporting on activities performed at UNM that meet the needs of New Mexico, please interpret these areas broadly and please indicate the locations where your research will occur and assign a percentage to each location. Percentages should reflect the portion of the total budget which would be expended in that location.

The sum of percentages in all locations must equal 100%. It currently adds up to 0.00%. Please add or remove locations accordingly.

UNM Locations:

If any sponsored activities occur on campus, please enter below each on-campus location and the percentage of work that will be done there, and click "Add".

Location: % Add

Percent of Work: % Add

There are no on-campus locations added to the proposal.

In-State County Locations:

If any sponsored activities occur in-state, but off of campus locations, please enter below each in-state county location and the percentage of work that will be done there, and click "Add".

Location: % Add

Percent of Work: % Add

There are no In-State County locations added to the proposal.

Out-of-State Locations:

If any sponsored activities occur in other U.S. States outside New Mexico, please enter below each state and the percentage of work that will be done there, and click "Add".

Location: % Add

Percent of Work: % Add

There are no Out-of-State locations added to the proposal.

Out-of-Country Locations:

If any sponsored activities occur out of the United States, please enter below each country and the percentage of work that will be done there, and click "Add".

Location: % Add

Percent of Work: % Add

There are no Out-of-Country locations added to the proposal.

Total

Administer Proposal

Submit for Routing

Research Suite

This application is supported by Envision, Inc. Please contact support@envision.com for any questions.

Proposal Abstract

The screenshot shows the 'Proposal Abstract' form in the UNM Sponsored Projects system. The form is titled 'Proposal Abstract' and includes a sidebar with navigation links. The main content area contains the following sections:

- General Information:** Includes fields for 'General Information', 'Cause/SLI/Proposal', 'Investigation/Research', 'Budget', 'Conflict of Interest', 'Regulatory Compliance', 'Subcontractors', 'Expert Consult', 'Intellectual Property', 'Location of Discussed Activities', 'Proposal Abstract', 'Proposal Attachments', 'Approving Units', and 'Additional Notes'.
- Proposal Abstract:** This section contains the following text:

With your permission, this abstract will be used for the UNM Research Abstracts Database (RAD). RAD is a database designed to match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests on the UNM campus. The abstract should be plainly written and in sufficient detail to summarize:

 - a. the purpose(s) or problem(s)
 - b. the hypothesis(es) or objective(s)
 - c. the method(s) of the project(s)

All abstracts will be made available to the public. If this abstract contains ANY institutional or sponsor proprietary information, such as a description of a potentially patentable invention (e.g., a new and useful process, machine, article of manufacturing, composition of manufacture, or related improvements), you MUST check 'No' below and if you have not already done so, you should contact the [SLC/UNM](#).

*1. I give permission to make this abstract publicly accessible:

☐ Yes ☐ No

*2. Abstract:

*3. Please select an NSF Science Code that describes the type of research contained in this proposal:

Select one...

* 1. I give permission to make this abstract publicly accessible:

Click "Yes" if you want the abstract to be visible in SP Reporting. Click "No" to hide the abstract in reporting.

* 2. Abstract:

If you selected "No" or do not wish to provide the abstract, enter "N/A." Otherwise, enter the abstract for this proposed research in the text field. The abstract should be plainly written and in sufficient detail to summarize:

The purpose(s) or problem(s)

The hypothesis(es) or objective(s)

The method(s) of the project(s)

3. Please select an NSF Science Code that describes the type of research contained in this proposal:

Select the appropriate response for the project activities.

Proposal Attachments

Add documents containing helpful supplementary information here. You may add as many attachments as necessary. Attachments should include a copy of the solicitation or RFP, budget and budget justification, letters of intent, and other applicable documents.

Add Attachment

Click the “Browse” button to search your computer for the file you want to upload.

Note: If you are not using Mozilla, you will see “Choose File.”

After selecting the document, assign the appropriate document type from the drop-down menu. Click "Add." (If you chose the wrong file or type, you can click “Reset” to clear out your selection.)

Managing Documents

When the file has completely finished uploading, it will appear in the Attachment table below. You can download documents from this area by clicking on the file name.

Attachments can only be deleted individually at any time before you submit the proposal for routing.

The screenshot displays the UNM Sponsored Projects web application. The top navigation bar includes links for HOME, MY SPONSORED, REPORTING, ADMIN, and LOG OUT. The main content area is titled 'Proposal Attachments'. It features a sidebar with a 'Item List' and a 'View or Edit completed sections by clicking the name next to the icon.' The sidebar lists various sections: General Information, Current RFP Proposal, Investigation/Research, Budget, Conflict of Interest, Regulatory Compliance, Subcontractors, Export Control, Intellectual Property, Location of Sponsored Activities, Proposal Abstract, Proposal Attachments (highlighted), Approving Units, Additional Notes, Administer Proposal, and Submit for Routing. The main content area lists required documents: Statement of Work (draft or completed, mandatory), Solicitation/Proposal Announcement Guidelines (mandatory), Budget Worksheet (mandatory), Budget Justification Form (mandatory), Conflict of Interest Form (mandatory if research project), Subcontractor documentation (letter of commitment, budget, budget justification, scope of work, F&A rate agreement), Cost Share Approval Form and Budget (as applicable), F&A Reduction Request Form (as applicable), F&A Split Form (as applicable), Export Control Form (if applicable), PI Eligibility Form (if applicable), IRB Approval Letter (if applicable), and JACUC Approval Letter (if applicable). Below this list, it states 'For industry-sponsored clinical trials, please attach the following documents: Sponsor Protocol, Final Sponsor Budget, and Final Internal Budget.' The 'Add Attachment' form is highlighted with a red box. It contains a 'Click Browse to select a file:' button, a 'Choose File' button, a 'Document Type' dropdown menu, and 'Add' and 'Reset' buttons. Below the form, it states 'No attachments have been added.' and shows a 'No Attachments' button.

Approving Units

This section of the proposal represents the list of Schools, Departments, Centers or Institutes that must approve the proposal before it can be routed to OSP.

The “List of Approving Units” is created automatically from the units added during the proposal creation process. The “Award Unit” is always listed first and cannot be changed or removed.

Other units are added when a member of the Research Team is from that unit, or as a result of being an Affiliated Center or Institute. The list shows why a given unit was added in the “Role(s)” column.

If you see "Rollup from" in the Roles column, and you don't think that unit should be included, contact OSP.

Setting the Routing Order

The routing order for the listed units can be changed by changing the number in the dropdown box to the left, under Routing Order. It can be made sequential or concurrent; that is, you could have the order 1, 2, 3, 4 if the units must approve in a strict order, or 1, 2, 2, 3 if the middle two could approve at the same time. If a unit is currently #3 and you want it to be #2, simply select “2” and click out of the selection box. After a few seconds, the unit list will re-order automatically.

Modifying the Approving Units List

You can add additional units by clicking the magnifying glass icon under “Add Approving Unit” and choosing from the alphabetical list. The unit will be added with the role Other Approving.

If a unit has a “Remove” link next to the role, you can remove it by clicking the link. (To edit a listing, remove and re-add it.) This is generally only possible if it has been added as “Other Approving.” Other units are mandatory approvers.

If one of the units is incorrect, note the Role(s) listed for the unit. You will need to edit or remove and re-add the Research Team member or unit with that role in order to modify the routing list.

You may need to refresh your browser screen if you have made changes to your routing chain.

Authorizing the Unit Listing

To authorize the list and complete this section, click “Authorize Unit Listing.”

Authorize the list when you are comfortable that it is correct. If you see issues with the routing chain, contact OSP.

UNM | SPONSORED PROJECTS

13-0001

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

General Information

Cause, S2, Proposal

Investigation/Research Unit

Budget

Conflict of Interest

Regulatory Compliance

Subcontractors

Export Control

Intellectual Property

Location of Sponsored Activities

Proposal Abstract

Proposal Attachments

Approving Units

Additional Notes

Approve Proposal

Submit for Routing

Approving Units

The departments listed below will be notified to authorize this proposal record. Make sure every affiliated department is listed on this screen before submitting the proposal record for routing.

The Office of Sponsored Projects will authorize this proposal on behalf of the University. Do not add Office of Sponsored Projects as an approving department.

Colleges/Schools should be last in routing order. Please verify that the routing is correct.

Add Approving Unit

Unit: Add Unit

List of Approving Units (to edit the information, remove link, then add back)

Routing Order	Unit Code	Unit	Role(s)
1	ABQ	Vice President for Research	Admin Unit, Cost Share/Cash Matching Unit
2	796A	VP Research & Econ Development	Lead Principal Investigator

Authorize Unit Listing

Research Suite

Additional Note

Provide any additional information or comments regarding the proposal. Notes are visible to all members of the Research Team as well as unit approvers.

This is a good place to enter detailed submission instructions that will not fit in the funding agency Mailing Address and Contact Phone Number field in the General Info section.

Examples:

- Cost Share requirements.
- Reductions in F&A will need to be noted with reference to the agency guidelines (e.g. section title/number, paragraph that references F&A is disallowed or limited).
- Submission instructions when submitting via a funding agency website, via email, hard copy, etc.
- Any other notes that would be helpful to your OSP CGA during the review process.

This section is optional; you may leave it entirely blank.

The screenshot displays the 'UNM | SPONSORED PROJECTS' web interface. On the left is a sidebar with a 'Item List' and a navigation menu containing links like 'General Information', 'Proposal Abstract', and 'Additional Notes'. The main content area is titled 'Submission Review' and includes a section for 'Additional Notes'. A red box highlights the 'Additional Notes' input field, which currently contains the text 'No notes have been added.' and an 'Add Note' button. The bottom of the page features the 'Research Suite' logo and a small disclaimer: 'This application is supported by Envision, Inc. Please contact support@envision.com for any questions.'

Submit for Routing

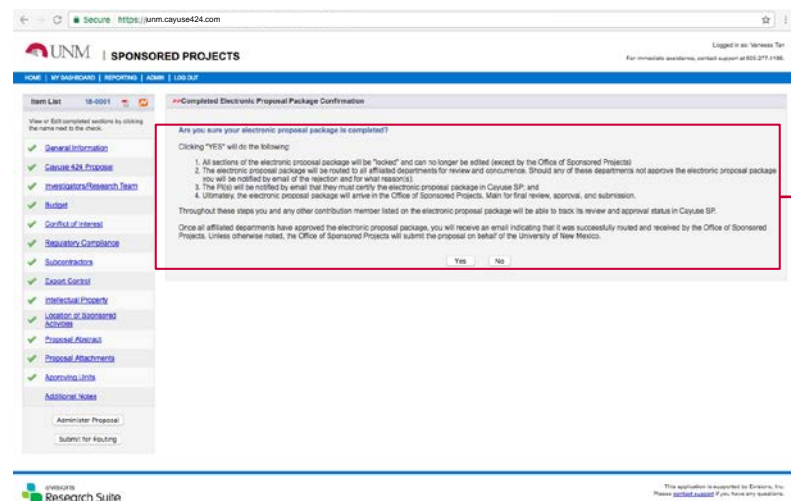
Routing is the movement of a proposal through the internal steps necessary for departmental, compliance and OSP approval prior to submission to the funding agency.

The proposal creator or any member of the Research Team can submit a proposal record for routing in Cayuse SP. A proposal record can only be routed when all sections in the Item List have green check marks.

To submit a proposal record for routing:

- Click "My Proposals" on the Proposal Dashboard.
- On the "Unsubmitted Proposals" tab, click the proposal number that is ready to be routed.
- Click "Submit for Routing" beneath the Item List on the left side of the screen. If you get an error when you click this button, the proposal cannot be routed yet. Check the Item List and complete the necessary sections.
- Read the "Submission Confirmation" statement to understand what will happen when the proposal record is submitted for routing. Click "Yes" to acknowledge the submission certification.

If you find that you have made a mistake and need to make changes to the proposal, contact your OSP funding agency Project Specialist to have them set the proposal back to the "Unsubmitted" status. Alternatively, you can ask the first Unit approver to reject it, which will put it in "Reopened" status. "Reopened" is similar to "Unsubmitted" in that you will be able to edit the proposal while it is reopened.



Proposal Routing Status

After you have confirmed to submit the proposal for routing, you'll see information about the "Proposal Routing Status."

Proposal No
The Proposal Number (Proposal No) takes you back to see the information you entered into the proposal record. At this point, the record is locked down to additional changes. Proposal Attachments, however, can be added to the existing list of documents attached to this proposal record.

1 PI Certification Inbox
You will see a number next to the PI Certification Inbox showing that you have a Cayuse SP Proposal Record that requires your certification (eg. You are listed as an investigator).

Proposal Routing Status

Proposal No: **18-0002** Submission Deadline: 7/20/2017

Project No: [redacted]

Lead Investigator: **Vanessa Tan** Proposal Specialist: [redacted]

Sponsor: Alton Science and Technology Corporation Account Manager: [redacted]

Project Title: test

View IPF | Certify Proposal | Administer 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 Pre-Award Services, Main.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Vanessa Tan	Lead Principal Investigator	Not Yet Reviewed

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Vice President for Research	Justin Walters	Not Yet Reviewed
2	VP Resrch & Econ Devlpmt VPRED	Gabriel Lopez , Justin Walters , Emily Ballo	Not Yet Reviewed
3	Pre-Award Services	Admin Office	

Status History

Status	Person	Date
--------	--------	------

University of New Mexico
Office of Sponsored Programs
1700 Lomas N.E. Suite 2200
Albuquerque, NM
Phone: 505-277-4186

1 PI Certification Inbox

Unit Approval Inbox

University of New Mexico
Office of Sponsored Programs
1700 Lomas N.E. Suite 2200
Albuquerque, NM
Phone: 505-277-4186

Research Suite

This application is supported by Evisions, Inc.
Please [contact support](#) if you have any questions.

E-mail Communications from Cayuse SP:

- The individual that initiates the routing will receive an automated e-mail from Cayuse indicating that the proposal has been submitted for routing.
- Each investigator will receive an automated e-mail indicating that there is a proposal in their "PI Certification Inbox" that requires their certification (this includes the lead Principal Investigator)

Certify the Proposal

How to certify the proposal after you have submitted it for routing

Step 1:

Click "PI Certification Inbox" from Certifications/ Approvals

Step 2:

Select the "To be Certified" tab

Step 3:

Click the proposal number to open your proposal

Step 4:

Click the "Certify Proposal" button

The screenshot shows the Cayuse SP web application interface. The top navigation bar includes links for HOME, MY DASHBOARD, REPORTING, ADMIN, and LOG OUT. The user is logged in as Vanessa Tan. The main content area is titled "PI Certification Inbox" and features two tabs: "To be Certified" (selected) and "Previously Reviewed". Below the tabs, a message states: "Below is a list of proposals that require your certification as Lead or Principal Investigator." A table lists proposals with columns for Date Submitted, Proposal No., Project Name, Sponsor, Deadline, and PDF. The first row shows a proposal with ID 18-0002, submitted on 7/14/2017, with a deadline of 07/20/2017. The left sidebar contains a "Proposal Dashboard" with links for "Start New Proposal", "My Proposals", "Proposals In My Unit", "Pre-Award Spending Inbox", "Award Dashboard", "My Awards", "Awards In My Unit", "Certifications/Approvals", and "Unit Approval Inbox". The "Certifications/Approvals" section is highlighted with a red circle. Below the main content area, a "Proposal Routing Status" section displays details for proposal 18-0002, including the Lead Investigator (Vanessa Tan), Sponsor (Alion Science and Technology Corporation), and Project Title (test). At the bottom of this section, there are three buttons: "View IPF", "Certify Proposal" (highlighted with a red circle), and "Administer Proposal".

Certify the Proposal (cont'd)

Step 5:

Add any comments you have about this proposal submission.

Step 6:

Click the “Submit Certification” button.

Cayuse SP

Secure <https://unm.cayuse424.com>

UNM | SPONSORED PROJECTS

Logged in as: Vanessa Tan
For immediate assistance, contact support at 505.277.4186.

HOME | MY DASHBOARD | REPORTING | ADMIN | LOG OUT

>> 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 the Organization, 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.
- I have reviewed applicable U.S. Export Control requirements and University policy on Export Controls and will comply with the export control requirements.
- I agree to UNM's [Inventor Assignment](#) policy for this project if an award is made.
- 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 management plan.

* Please enter any comments you might have regarding this proposal.

Submit Certification Cancel

evisions Research Suite

This application is supported by Evisions, Inc.
Please [contact support](#) if you have any questions.

Notes:

Any comments added to the comment box will be added to the transmittal and cannot be removed.

What happens after you certify the proposal?

After you have certified the proposal, the routing chain will commence and the listed “Authorizing Persons” will need to access Cayuse SP in order to review and approve your proposal.

Proposal Routing Status

Proposal No: **18-0002** Submission Deadline: 7/20/2017

Project No: Proposal Specialist:

Lead Investigator: **Vanessa Tan**

Sponsor: Alion Science and Technology Corporation Account Manager:

Project Title: test

View IPF Certify Proposal Administer 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 Pre-Award Services, Main.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Vanessa Tan	Lead Principal Investigator	Not Yet Reviewed

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Vice President for Research	Justin Walters	Not Yet Reviewed
2	VP Resrch & Econ Devlpmt VPRED	Gabriel Lopez , Justin Walters , Emily Ballo	Not Yet Reviewed
3	Pre-Award Services	Admin Office	

Status History

Status	Person	Date
Changed to: Submitted for Routing	Changed by: Vanessa Tan	7/14/2017 02:25 PM
Changed to: Unsubmitted	Changed by: Vanessa Tan	7/14/2017 02:23 PM

University of New Mexico
Office of Sponsored Programs
1700 Lomas N.E. Suite 2200
Albuquerque, NM
Phone: 505-277-4188

evisions
Research Suite

This application is supported by Evisions, Inc.
Please [contact support](#) if you have any questions.

Unit(s) that must authorize this proposal

Notes:

Cost Share

All units contributing to cost-share will appear in the “Department(s) that must authorize this proposal” section and will need to “Authorize the Proposal.”

E-mail from Cayuse

Authorizing Person(s) for the listed units will also receive an automated e-mail indicating that there is a proposal in their Cayuse “Unit Approval Inbox” that requires their approval.

Authorizing Persons listed in this section must approve this proposal before the 5 day deadline. Once everyone has approved the proposal, it will then be routed to OSP.