Welcome to the Cayuse Step-by-Step Guide for Submitters and Approvers!

If you have not used "Cayuse – Sponsored Projects", please click Cayuse Access Request.

This training guide has three sections:

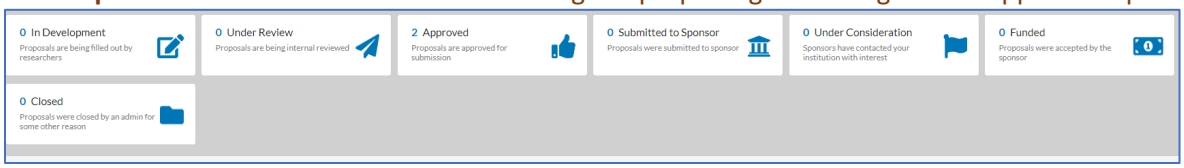
1. Helpful Terms/Cheat Sheet
2. Submitter Step-by-Step
3. Approver Step-by-Step

Definitions Cheat Sheet & Helpful Terms:

What is a Principal Investigator (PI)? *A PI refers to the holder of an independent grant and the lead researcher for the grant project.* If you are submitting a grant proposal as the project "owner", you are the PI.

PI is a term used by External Awards. Liberty's Internal Awards department mirrors the processes of External Awards.

The **Proposals Dashboard** shows the various stages a proposal goes through in the application process:



- **In Development:** This is the drafting stage of the proposal, where the PI is planning, writing, and revising the various pieces of the proposal. When complete, the PI clicks "Route for Review", which automatically moves the proposal to an internal review round.

- **Under Review:** Proposal is routed to Dean for review. Upon approval, the proposal will route to OSPR for approval, as well as Vice Provost and Provost when applicable to proposal type. If the proposal is sent back to development, any comments are recorded in the "History" proposal section.

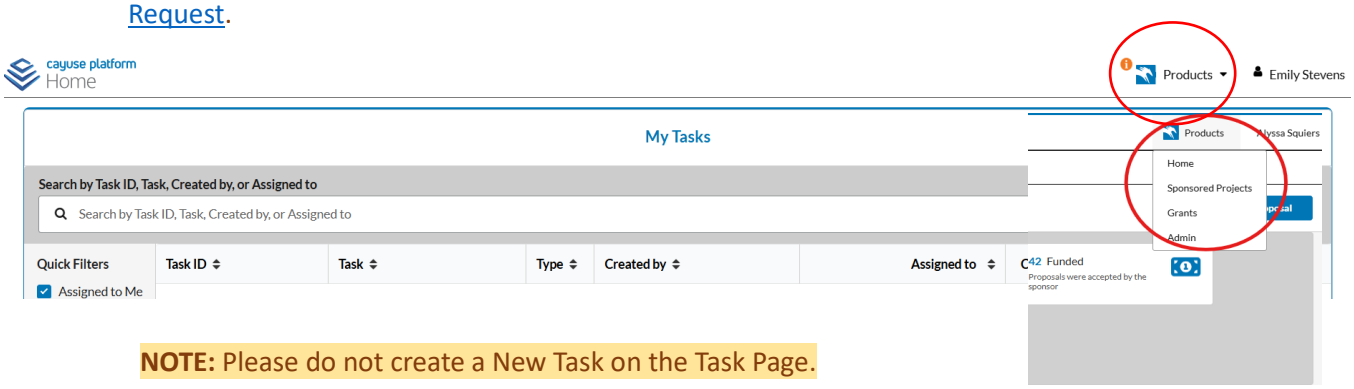
- **Approved:** The proposal is approved, and OSPR creates the Award. Finance funds the award. The PI is notified about the Award budget code.

- *Submitted to Sponsor: NA for Internal Awards*
- *Under Consideration: NA for Internal Awards*
- *Funded: NA for Internal Awards*

- **Closed:** The proposal is marked as closed. This could signal the awarded project is complete, was rejected by an approver, or was withdrawn by the PI.

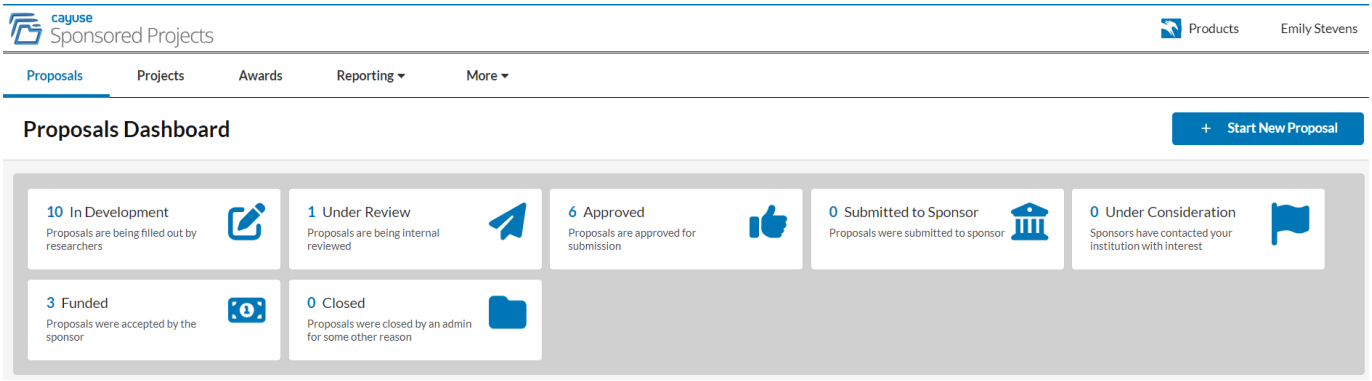
Submitting a Proposal in Cayuse

1. Click "Products → Sponsored Projects". Don't see Sponsored Projects? Click Cayuse Access Request.

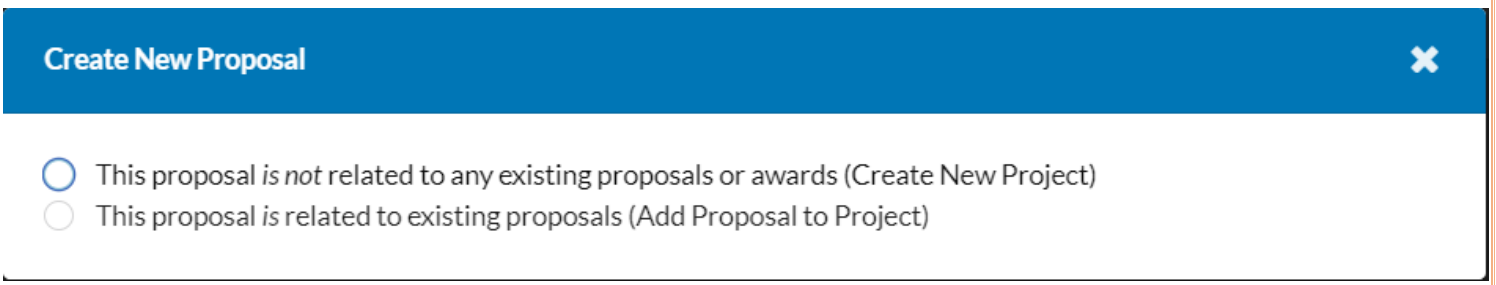


NOTE: Please do not create a New Task on the Task Page.

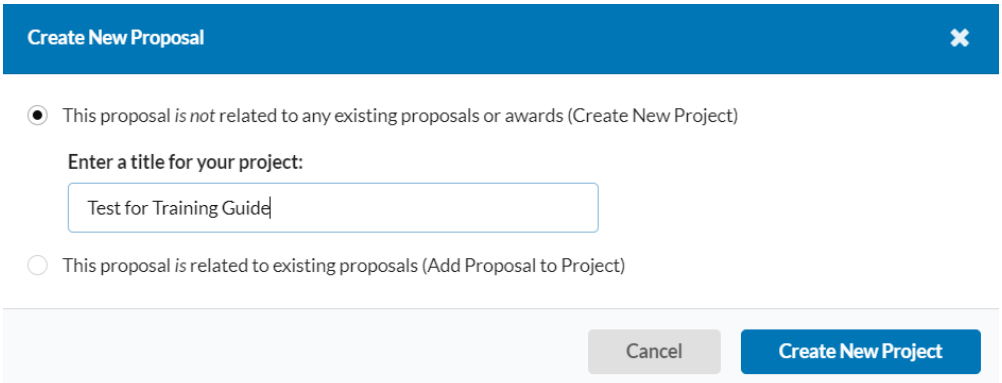
2. Click "+ Start New Proposal"



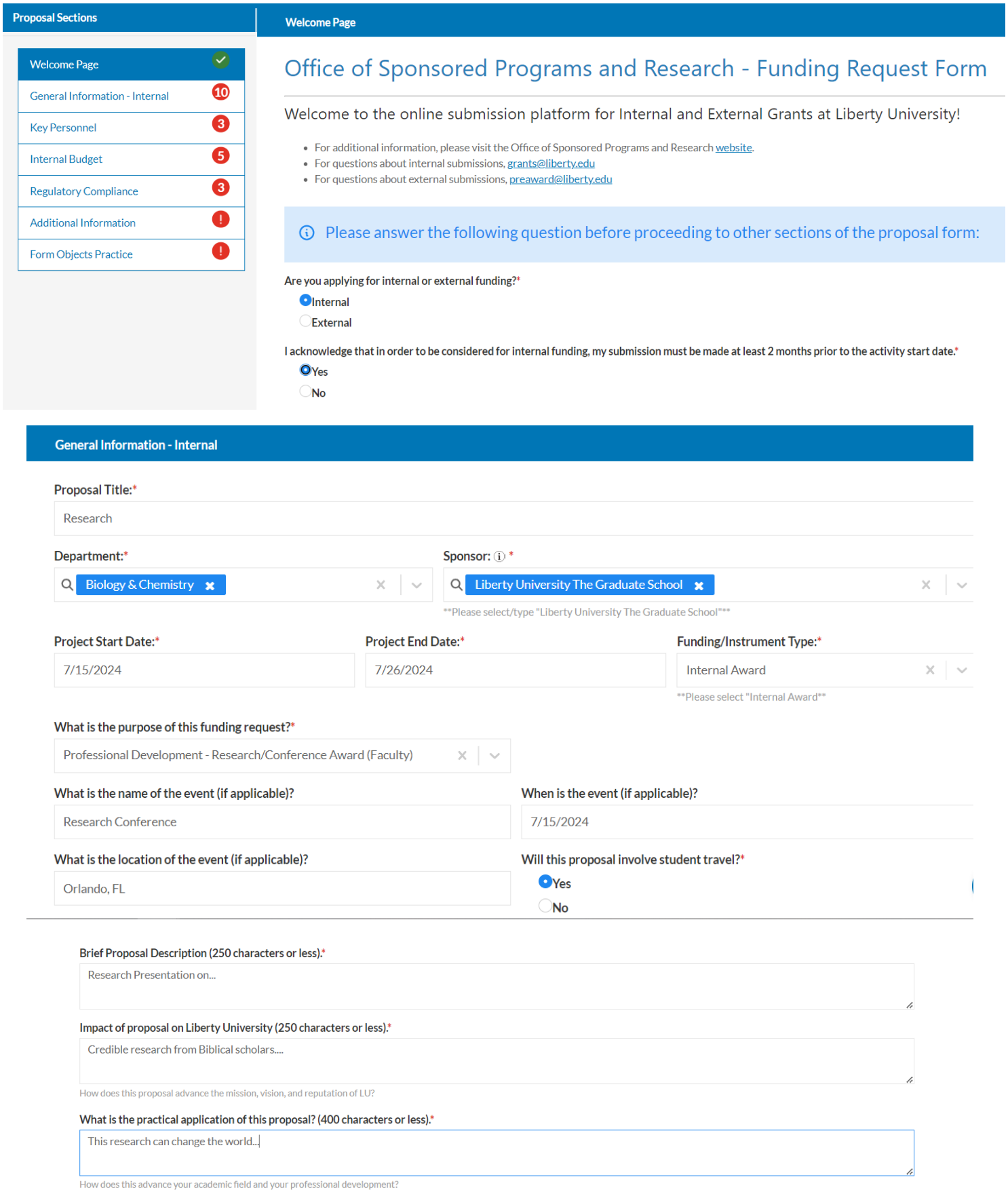
2a. If your new proposal is not related to a previously submitted proposal, then you will choose the first option:



2b. Title the Project



3. Answer the questions from each of the sections:



4. *Please note this "Student Travel Information" tab will only generate if you are a faculty member who will be traveling with students as indicated in the General Information tab (seen above).*

Student Travel Information

How many undergraduate students will you be traveling with?*

2

How many graduate students will you be traveling with?*

0

Will both a male and female faculty member need to be present?*

- (•) Yes
- ( ) No

Liberty University Policy requires that all overnight trips where there are male and female students present, a male and female leader are required to travel with the group.

Please provide the full name and Liberty email address of the additional chaperone:*

Emily Stevens - grants@liberty.edu

You as the submitter will use your name, and your role will be "Principal Investigator" (PI).

This term "PI" is taken from External Awards as this is the common language used in Grants.

Identification of Key Personnel

Please list the Principal Investigator first, then additional key personnel.

View Effort

- (•) Percentage
- ( ) Months

Name *	Role *
Emily Stevens	Principal Investigator

Internal Association *	Sponsored Effort			Cost Share Effort			Total Effort
	C	A	S	C	A	S	
Liberty University	%	%	%	%	%	%	-- %

Please use the "Helpful Terms Guide" to learn more about "Principal Investigator".

Internal Budget

Summary Budget

This is just an example. You will need to ask your department admin/budget manager what this is for you.

Funding Tier ⓘ *

Tier 1 - Less than $3,500

Please provide your department's index code:*

1H1015

Ex: 1B0000

Total Project Cost:*

2,500

To facilitate the review process, please use one of OSPR's budget templates. Templates are available on the OSPR website:

- General Project Budget Template
- Travel/Conference Budget Template

Upload a detailed proposal budget:*

Drag and drop new files or click to

Travel Budget Templat... ×

106KB

Please ensure all required documents are uploaded. We will not review without all required documents.

Account Codes

Please select all account codes that apply to this award request:

- [x] 722002 - Travel - Professional Development
- [ ] 721002 - Professional Membership(s)
- [ ] 721001 - Conference Fee(s)

What amount of the budget is associated with 722002?

2500

- [ ] 721003 - Certification(s)/Other Conference Costs
- [ ] 721004 - Professional Resource Materials
- [ ] 611010 - Employee Professional Fees
- [ ] 791008 - Equipment
- [ ] 712003 - Food Services
- [ ] 711006 - Honorariums
- [ ] 731001 - Instructional Supplies
- [ ] 711099 - Other Professional Fees
- [ ] 732099 - Other Supplies
- [ ] 714002 - Printing - Promotional Materials
- [ ] 712005 - Printing - Non-advertising
- [ ] 711007 - Professional Health Services
- [ ] 722001 - Travel - Business/General
- [ ] 722005 - Travel - Host
- [ ] 722004 - Travel - Team
- [ ] 613002 - Work Assistance
- [ ] 613001 - Work Study
- [ ] Other/Not Listed

Reconciling Internal Awards

If faculty or students receive an award, the reconciliation process must be followed.

I acknowledge that should an award be made, the above-linked reconciliation process will be followed.*

- (•) Yes
- ( ) No

Regulatory Compliance:

Human Subjects (IRB)

Does this project involve Human Subjects?*

- Yes
- No

Animal Subjects (IACUC)

Does this project involve Animal Subjects?*

- Yes
- No

Research Materials (IBC)

Does this project involve any of the following materials? (Please check all that apply)*

None of the Above

Terms & Conditions will differ depending on the award category that is selected.

Terms & Conditions

Read the acknowledgements below pertaining to your proposal as **you will be asked to certify these** if your proposal is approved.

Research Project Award (Faculty)

- I have reviewed all criteria (e.g., conforms to ethics/best practices; IRB or IACUC approval) and agree to all terms for this grant.
- I understand that dispersal of funding for projects involving human or animal subjects will be dependent upon proof of IRB, IACUC, or IBC approval.
- I agree to expend any funds granted only for the research identified on this application and in accordance with proposed budget. I agree to return unexpended funds to the OSPR.
- I agree to submit a final report on the outcomes of the funded research project within four weeks of the project's conclusion.

Additional Information

Proposal Attachments

Attach any additional supporting documents (10 MB limit each)

OSPR - Additional Information

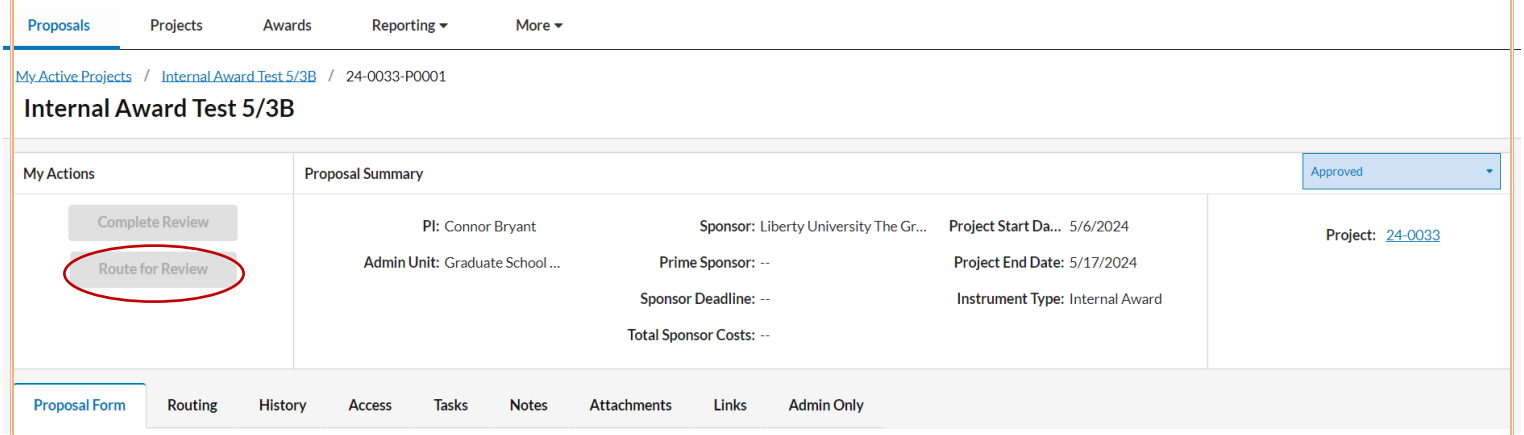
Preaward Tracking # (OSPR Use Only)

Attributes (OSPR use only)

Submission Notes

Enter any additional comments on this proposal:

Click “Route for Review”



Congratulations!

You have submitted your proposal within Cayuse.

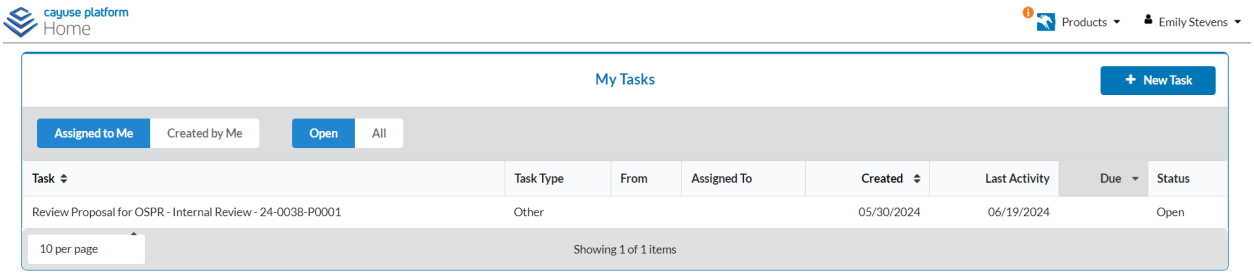
Your proposal will route to your school Dean to review.

Should you have any questions, you may consult your Cayuse Dashboard at any time or reach out to Grants@liberty.edu.

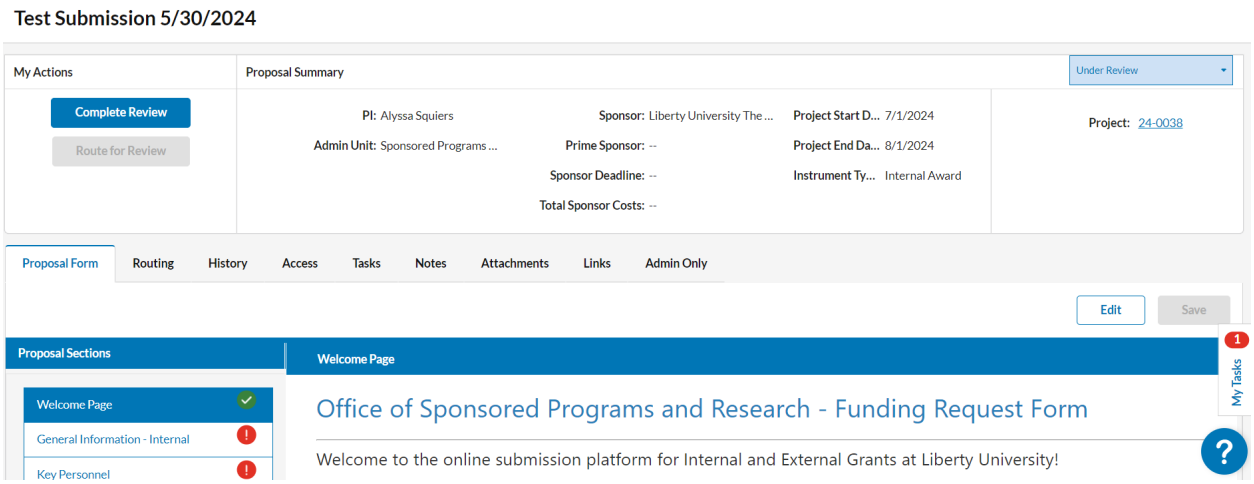
How to Review/Approve:

Go to your Cayuse Dashboard.

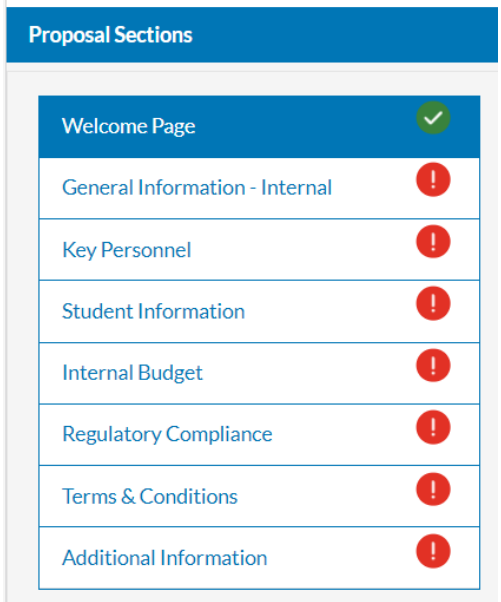
See below where you can click “Assigned to Me” and “Open” to indicate what is in your Review Queue.



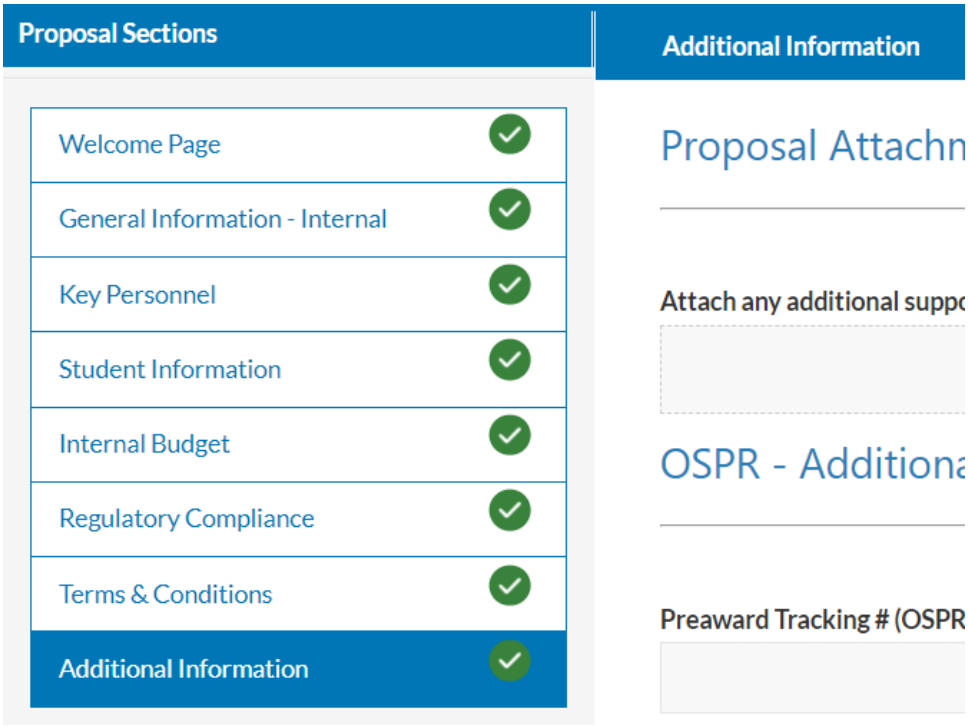
Click on the Proposal you wish to Review.



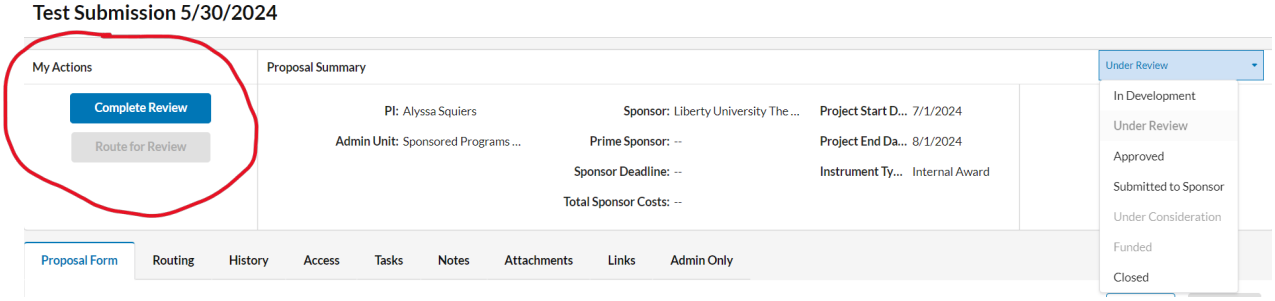
Select and Review Each Proposal Section. A green check mark will indicate system review completion.



Once you have reviewed all Proposal Sections, your check marks should be green as below:



You can then click "**Complete Review**" under "**My Actions**".



Congratulations!

You have approved a proposal within Cayuse.

Your proposal will route to OSPR for review.

Should you have any questions, you may consult your Cayuse Dashboard at any time or reach out to Grants@liberty.edu.