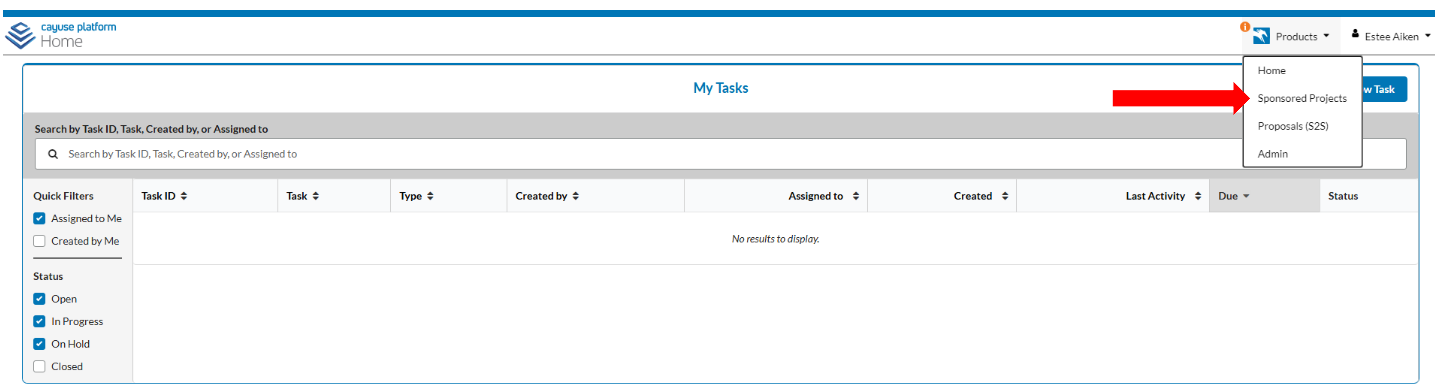
Cayuse Quick Guide for Beginning a Proposal

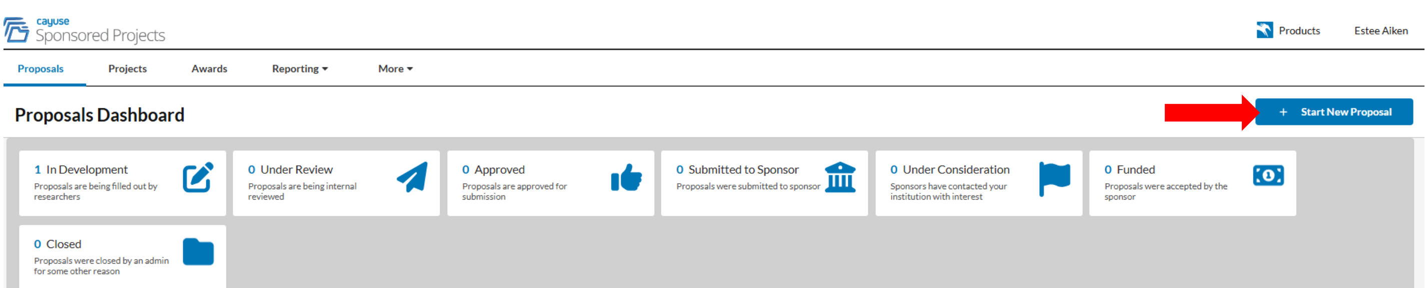
1. From the Office of Sponsored Programs webpage, click on "Cayuse, Grants Management Platform."

2. From the "Products" drop-down menu, choose "Sponsored Projects."

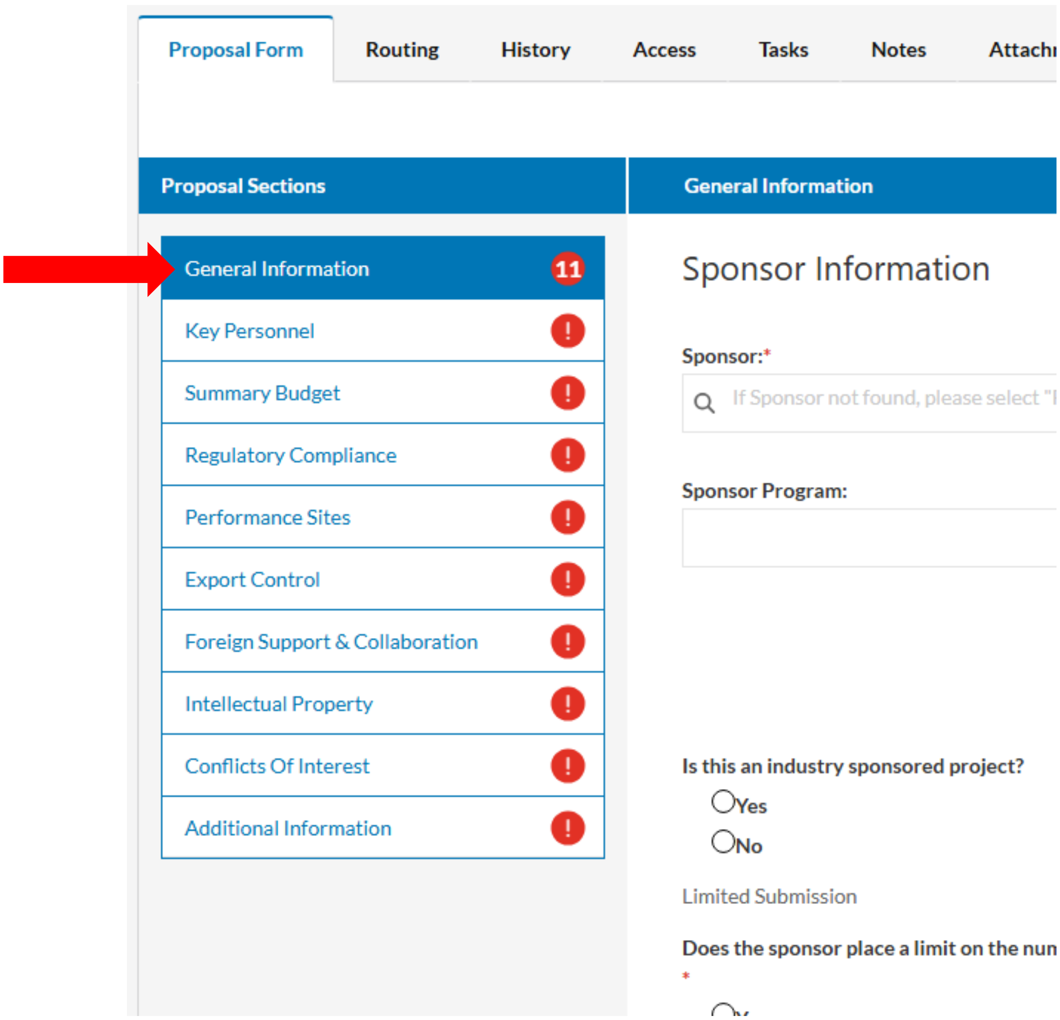


3. From the "Proposals Dashboard" you will be able to start a new proposal or continue working on a proposal in progress.

4. To begin a new proposal, click on "Start New Proposal."

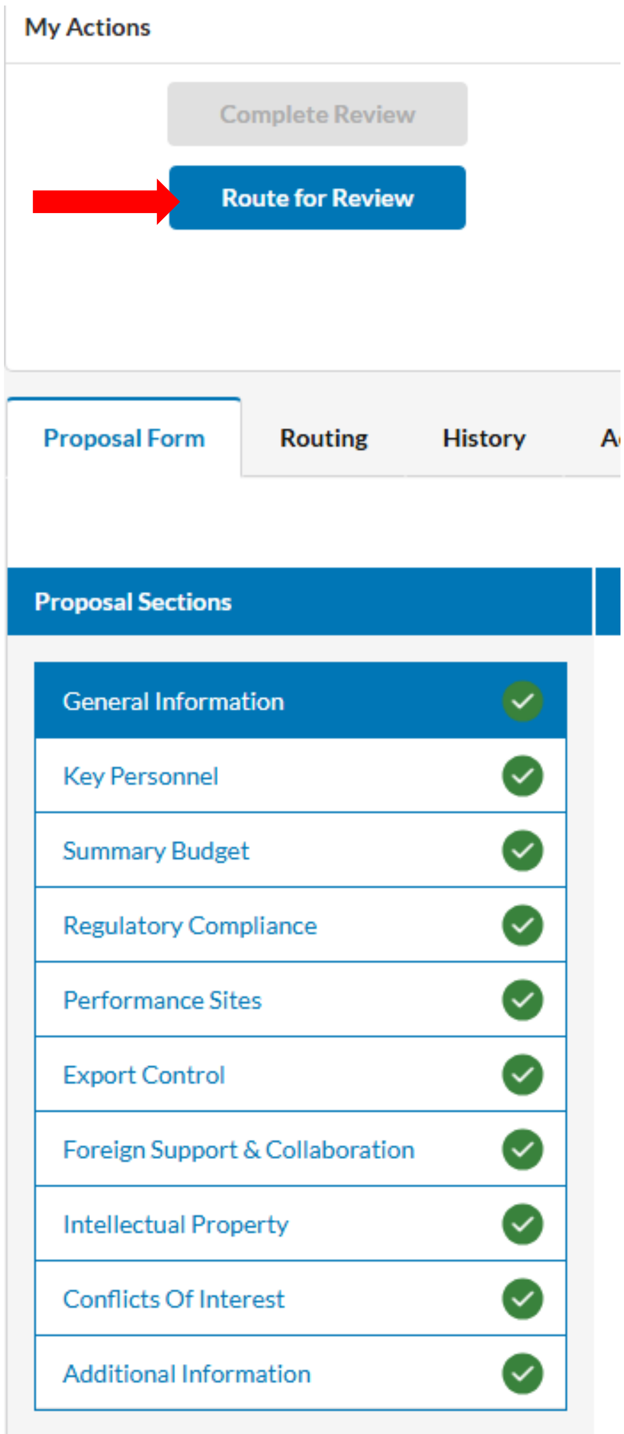


5. Fill in all required fields and as many other fields as possible.
    a. Remember, the "Sponsored Projects" portion of Cayuse is for internal routing and approval processes. The information you provide will only be seen by the Office of Sponsored Programs team. The more information you provide, the more the team will be able to support you.
    b. Within the "Proposal Form," you will use the checklist on the left of the screen to move from one section to the next. As you complete each section, the red exclamation point will turn to a green check mark.



    c. A few things to keep in mind:
        i. Many fields have drop-down menus and/or auto fill as you begin to type. If you can't find an option you're looking for, please contact someone in the Office of Sponsored Programs and we'll assist you.
        ii. Required information is noted with red asterisks (*). You will not be able to submit for review without providing all required information.

6. Once you have completed your proposal and you have all green checkmarks for the "Proposal Sections," you will route your proposal to the Office of Sponsored Programs by clicking on "Route for Review."



7. The Office of Sponsored Programs will be notified when you submit your proposal. We will contact you within one business day to coordinate next steps.

NOTE: Please refer to the Lead Time Table.docx to make sure you are routing proposal requests with enough time for internal processes to be fully completed.