

Cayuse 424

Guide to Completing the “Proposal Summary” in Cayuse 424

Sponsored Programs and Research Services Cleveland State University

The screenshot displays the Cayuse 424 web application interface. The browser window title is "Cayuse424 - Windows Internet Explorer". The address bar shows the URL: <https://csuohio-t.cayuse424.com:8443/555/login.do;jsessionid=4B96A8415C720603E87191E622C2E1A1>. The navigation menu includes: Overview, Opportunities, Proposals, Routing, People, Institutions, Reports, Admin. The main content area is titled "Proposals List" and shows a breadcrumb: Proposals List > [PI Name] - [Sponsor] - [Deadline Date]. The "Proposal Summary" form is the primary focus, with the title "Proposal Summary" highlighted in a red box. The form includes the following fields and sections:

- Proposal Number:** [Text Input]
- Proposal Status:** [Please Select...]
- Sponsor Deadline:** [Text Input]
- Submission Method:** [Please Select...]
- Submission Date:** [Text Input]
- Submitted By:** [Text Input]
- Submission Type:** Pre-application, Application, Changed/Corrected
- INVESTIGATOR DATA** (Section Header)
- PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR CONTACT INFORMATION** (Section Header)
- Name:** Prefix: [Mr], * First Name: [Craig], Middle Name: [M], * Last Name: [Zullig], Suffix: []
- Position/Title:** [Dir, Sponsored Programs & Rsch]
- Organization:** [Cleveland State University]
- Department:** [Sponsored Programs & Research]
- Division:** [Research & Graduate Studies]
- Street1:** [2121 Euclid Avenue]
- Street2:** [PH 302]
- City:** [Cleveland]
- County:** [Cuyahoga]
- State:** [Ohio]
- Zip Code:** [44115-2214]
- Country:** [United States of America]
- Employee ID:** [2505456]
- Phone:** [216-687-3675]
- Fax:** []
- Email:** [c.zullig@csuohio.edu]
- First Budget Period Effort:** Calendar: [1.00], Academic: [], Summer: []

The bottom of the form shows a status bar: "Error (0) / Warning (0) / Info (1)" and a "Final Review" button. The Windows taskbar at the bottom shows the Start button and several open applications: "Re: Cayuse Proposal...", "Cayuse424 - Window...", "Cayuse OSPR Trainin...", "Cayuse 424 - Propos...", and "Pro Summary Screen..."

Completed by:	Principal Investigator	OSPR or System	Other Cayuse Form	Leave Blank	Notes
Header					
Proposal Number		X			
Proposal Status		X			
Sponsor Deadline	X				
Submission Date		X			
Submitted By		X			
Submission Type	X				
Investigator Data					
Name/Title/Address/ID #	X				
First Budget Period Effort			X		
Status of PI		X			
Signed IP Waiver				X	
Signed COI Disclosure	(See Notes)	X			PI to provide document.
Agency Certification Document				X	
Cost Sharing Authorization	(See Notes)	X			PI to provide document; See Budget Data Section.
Sponsor Data					
Agency	(See Notes)			X	PI use if Sponsor not in Cayuse.
Proposal Type				X	
Sponsor Mechanism		X			
Sponsor	X				
Code		X			
Name		X			
Subdivision 1				X	
Subdivision 2				X	
Project Data					
Title of Project	X				May flow from other form.
Is this a Subcontract?	X				

Completed by:	Principal Investigator	OSPR or System	Other Cayuse Form	Leave Blank	Notes
If yes, who is Prime?	X				
Type of Proposal	X				May flow from other form.
Kind of Application	X				May flow from other form.
Type of Project	X				
Project Administration				X	
Compliance Data					
Animal Subjects	X				
Human Subjects	X				
Hazardous Materials	X				The attachment is not required.
Budget Data					
Performance Dates	X				May flow from other form.
Cost Sharing Information	X				If Yes, Additional Authorization required. Load under "Documents" section.
Indirect Cost	X				May flow from other form.
Direct Cost	X				May flow from other form.
Total Cost	X				May flow from other form.
Award Data				X	
Export Control					
Question 1	X				If Yes to any of these, Additional Documentation required. Load under "Documents" section.
Question 2	X				
Question 3	X				

Questions? Please contact the Office of Sponsored Programs and Research:

<http://www.csuohio.edu/research/staff.html>