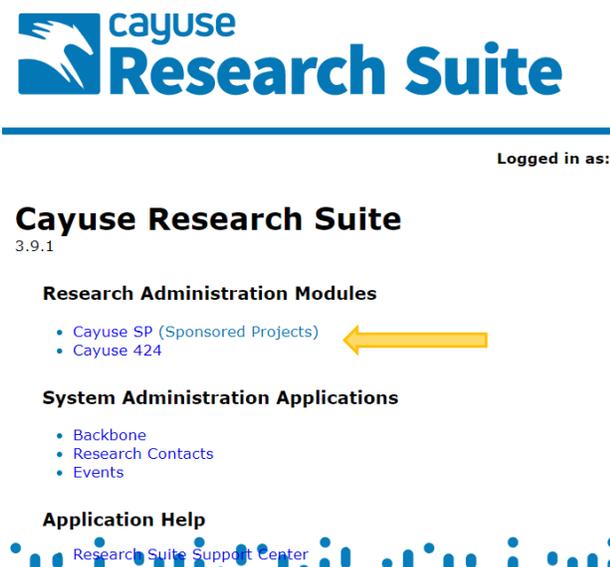


## How to Start a Cayuse Proposal (Lead PI Only)

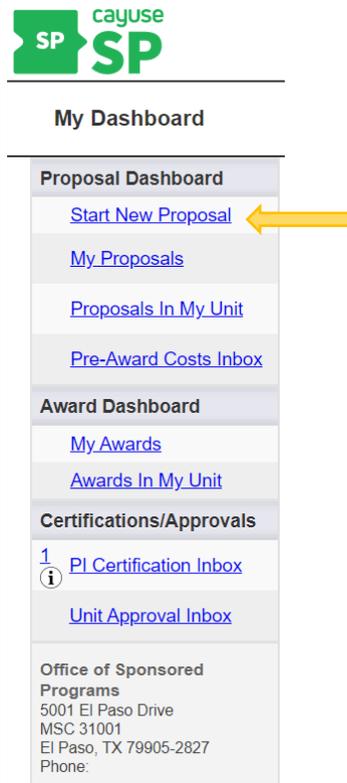
1. Login to Cayuse using your TTUHSC eRaider and password. To get to Cayuse you can click the link (<https://ttuhsc.cayuse424.com/>) found on the OSP website. Once logged in you will see a Cayuse landing page like the one below.



2. Click on **Cayuse SP (Sponsored Projects)** found on the Cayuse landing page.



3. Click on the [Start New Proposal](#) link found on the left-hand side of the Cayuse landing page.



4. Complete the following fields which can be found in the middle of your screen (please see page three for a sample of the screen):

- a) Sponsor (if TTUHSCEP will be a subawardee, enter the name of the lead institution)
- b) Funding Opportunity/Sponsor Application No.
- c) Prime Funding Agency (only needed if TTUHSCEP will be a subawardee)
- d) Admin Unit
- e) Primary Administrative Contact
- f) Short Project Name
- g) Project Start Date
- h) Project End Date
- i) Activity Code (click on "Activity Code" and a dropdown menu will appear)
- j) Proposal Type
- k) Instrument Type
- l) Submission Method
- m) Sponsor Deadline
- n) Project Title

**\*\* Click the "Save" button which can be found at the bottom of the screen \*\***

**\*\*\* Sample Screen for #4 Listed on Page 2 \*\*\***

**\*\*\* All proposals must be started by the Principal Investigator a minimum of 30 days prior to the agency deadline.\*\*\***

Please complete all required fields on this page then click **SAVE** (found at the bottom of the page).

Please select "Sponsor Not Listed" if the Sponsor or Prime Funding Agency is not available.

**NOTE:** To avoid system issues, proposals will be paired by OSP. **PIs should NOT pair proposals.**

\* Indicates Required Fields

**Sponsor Information**

\* Sponsor: ⓘ

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

**General Proposal Information**

\* Admin Unit

\* Primary Administrative Contact:

Proposal Owner:

Project No:

\* Short Project Name:  (internal reference 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?

Select Submission Method:

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#) **\*\*DO NOT Click or Choose an Affiliated Unit\*\***

\* Sponsor Deadline:   Time:

Postmark:  Receipt:

\* Title of Project:

**PLEASE DO NOT CREATE A PAIRED PROPOSAL, PAIR or UNPAIR A PROPOSAL**

Create a Paired Proposal  Pair with a 424 Proposal  Un-Pair with 424 Proposal

5. After clicking "Save" the list below will appear on the left-hand side of your screen. Click on **ONLY** the eight (8) links marked with an arrow below and complete the required information shown on the right-hand side of the screen. Any link that specifies "**(OSP Only)**" should only be completed by OSP.

**Item List** 20-0023

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

- ✓ General Project Information >>
- [Principal Investigators and Senior Key Personnel](#) ←
- [Budget \(OSP Only\)](#) **OSP ONLY**
- [Lead Principal Investigator Certifications and Assurances](#) ←
- [Regulatory Compliance](#) ←
- [Subawardees](#) ←
- [Export Control](#) ←
- [Intellectual Property](#) ←
- [Additional Project Information](#) ←
- [Proposal Attachments](#) ← **\*ATTACH COMPLETED PERSONNEL WORKSHEET**
- [Approving Departments/Units \(OSP Only\)](#) **OSP ONLY**
- [Submission Notes \(optional\)](#)

~~Submit for Routing~~ **Do NOT Click Submit for Routing**

**\*Link to Personnel Worksheet on OSP Website (Grant Proposal Forms and Tools)**

<https://el Paso.ttuhs.edu/research/osp/>

6. A green checkmark will appear as each section is completed and saved. As a reminder, please **do not** complete any sections labeled “OSP Only” and please **do not** click the “Submit for Routing” button. Once you have completed the required sections your Item List should look similar to this:

**My Dashboard**      **Reportin**

---

**Item List**      20-0023      

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

-  [General Project Information](#)
-  [Principal Investigators and Senior Key Personnel](#)
- [Budget \(OSP Only\)](#)
-  [Lead Principal Investigator Certifications and Assurances](#)
-  [Regulatory Compliance](#)
-  [Subawardees](#)
-  [Export Control](#)
-  [Intellectual Property](#)
-  [Additional Project Information](#)      >>
-  [Proposal Attachments](#)
- [Approving Departments/Units \(OSP Only\)](#)
- [Submission Notes \(optional\)](#)

     **\*\*Do NOT Click Submit for Routing\*\***

7. Once you receive the green checkmarks for the nine required sections (circled above in red), your proposal will have been successfully started. The system will automatically notify OSP that you have started a proposal. You DO NOT have to click the “Submit for Routing” button. You can expect to hear from your assigned OSP research administrator within two business days.