# How To Create A Proposal Request Form In Cayuse





#### **Getting Started**

Navigate to Cayuse through Pipleline. A direct link to Cayuse can be found in the "Employee Resources" box. You can also navigate directly to mtsu.app.cayuse.com.



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Click on Products and select Sponsored Products to access proposal and award forms.



				Home Sponsored Projects	ik
		Assigned to Me	Created by Me	Proposals (S2S) Human Ethics	All
Assigned To	Created \$	Last Activi	ty	Animal Oversight	
Me	11/22/2022	11/22/20:	22	Outside Interests	
				Hazard Safety	
				Admin	

#### To start your new proposal, select "Start New Proposal."

If you have previously created a proposal for this project, it will show in the listing below. To edit it, simply select the blue link. The incomplete sections will show a red circle. Completed sections will display a green circle with a check mark.

Click "Start New Proposal"		For new projects, select "Create N your title.	lew Project' an
5 Awards Reporting <del>-</del> More <del>-</del>	Products Michelle	Create New Proposal	*
21 Under Review Proposals are being internal reviewed	+ Start New Proposal 12 Approved Proposals are approved for submission	<ul> <li>This proposal is not related to any existing proposals New Project)</li> <li>Enter a title for your project:</li> <li>New project title</li> </ul>	or awards (Create
for for	5 Funded Proposals were accepted by the sponsor	Cancel	ds (Add Proposal to reate New Project

Create New Proposal	×
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## enter

#### **Proposal Request Form**

Select "Proposal Request Form" to complete the PI section of the Proposal Form. Upon completion, a Proposal Request Form will be routed for appropriate university approvals. This form replaces the ORSP Pre-Proposal Dynamic Form.

Click the "Proposal Request Form" field.

Personnel	6
Budget	0
Research Subjects	2
Research Materials	0
Export Control	0
Intellectual Property	6

routed for appropriate university approvais. This form replaces the OKSP Pre Dynamic Form.

After a Proposal Request Form has been submitted, you will be contacted by ( within two (2) business days if you are not in previous commuication about the

Full Proposal Forms should be completed with ORSP staff in collaboration wi after the Proposal Request Form has been approved. These forms are complet submission to sponsor and routed for approval after the submission is comple form replaces the ORSP Proposal Confirmation Form and ORSP Proposal Ap Form in Dynamic Forms.

What type of submission is this?" Proposal Request Form Full Proposal

Full Proposal Forms should be completed with ORSP staff in collaboration with the PI after the Proposal Request Form has been approved. These forms are completed prior to submission to sponsor and routed for approval after the submission is completed.

Complete each section, answering the questions to the best of your knowledge.

roposal Sections		General Info
Getting Started	0	
General Info	0	* Indicates Required Fields
Personnel	6	Sponsor Information
Budget	6	Funding Agency/Sponsor (If not listed, choose "Organization No and then specify below)"
Research Subjects	0	National Science Foundation ×
Research Materials	0	
Export Control	0	If Organization Not Listed above, Please Indicate the Funding Ag
Intellectual Property	6	

When a section is complete, a green check mark will appear. To navigate between sections, click on the titles in the left sidebar.



### **Finishing the Proposal Request Form**

Once all the sections are complete, the "Route for Review" button will appear. Click the "Route for Review" button to start the routing process. It will be reviewed by ORSP staff, your chair and dean for approval.

Sponsored Projects         Proposals       Projects       Awards       Reporting       More       -         My Actions       Proposal Summary       Proposal Summary       Proposal Summary         Complete Review       Pl: Kelsey Benton       Sponsor: National Science Foun         Koute for Review       Prime Sponsor:	7 Sponsorec Proposals	1 Projects	5				
My Actions       Proposal Summary         Complete Review       PI: Kelsey Benton       Sponsor: National Science Foun         Route for Review       Admin Unit: Chemistry       Prime Sponsor:		Projects	Awards	Reporting +	More -		
Complete Review       Pl: Kelsey Benton       Sponsor: National Science Foun         Route for Review       Admin Unit: Chemistry       Prime Sponsor:	1y Actions		Proposal	Summary			
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	Route for I	Review	Adm	in Unit: Chemistry	Prime	Sponsor:	
Sponsor Deadline: 3/2/2023					Sponsor D	Deadline: 3/2/2023	
Total Sponsor Costs:					Total Spons	or Costs:	

#### More info ....

Find more Cayuse resources at mtsu.edu/research/cayuse. php.

Find more about the Office of Research and Sponsored Programs at mtsu.edu/research.