

How To Create A Proposal Request Form In Cayuse

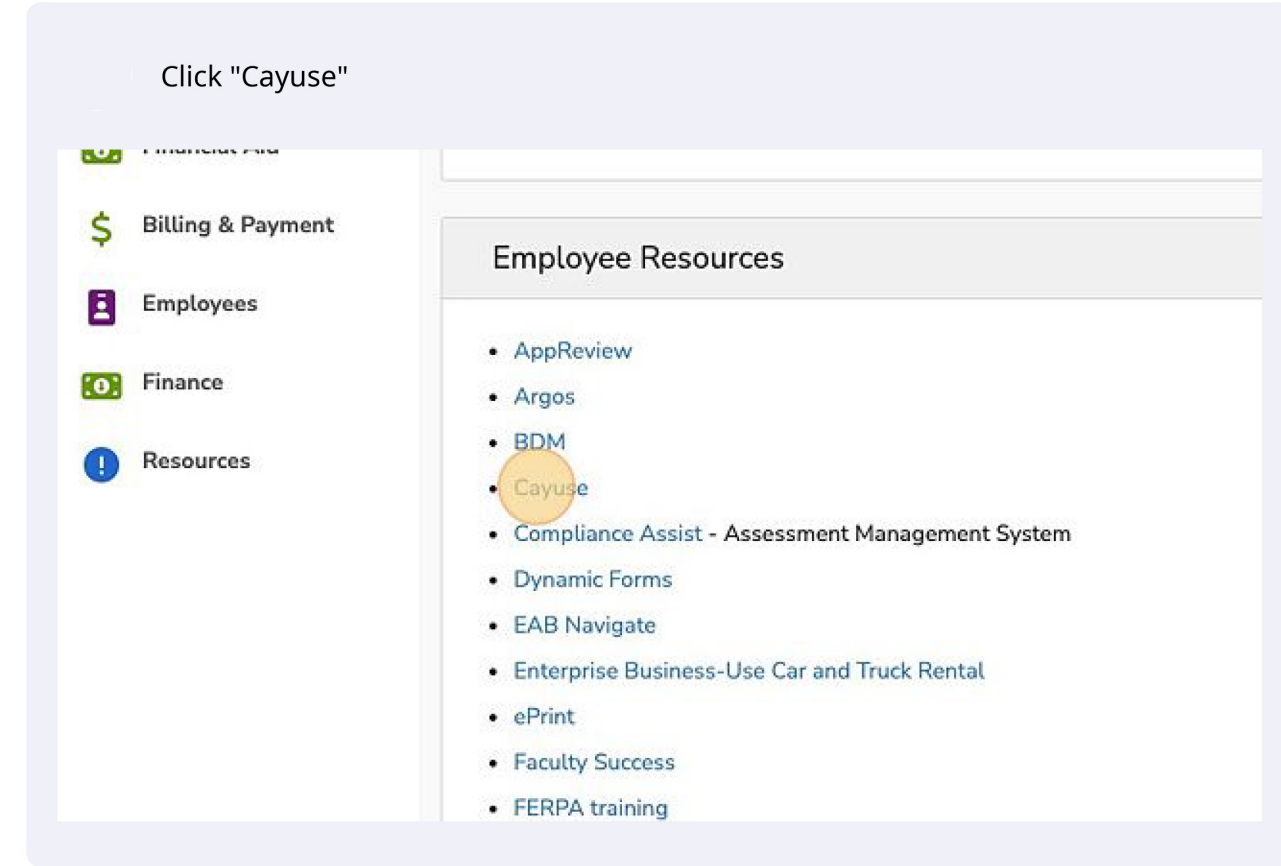
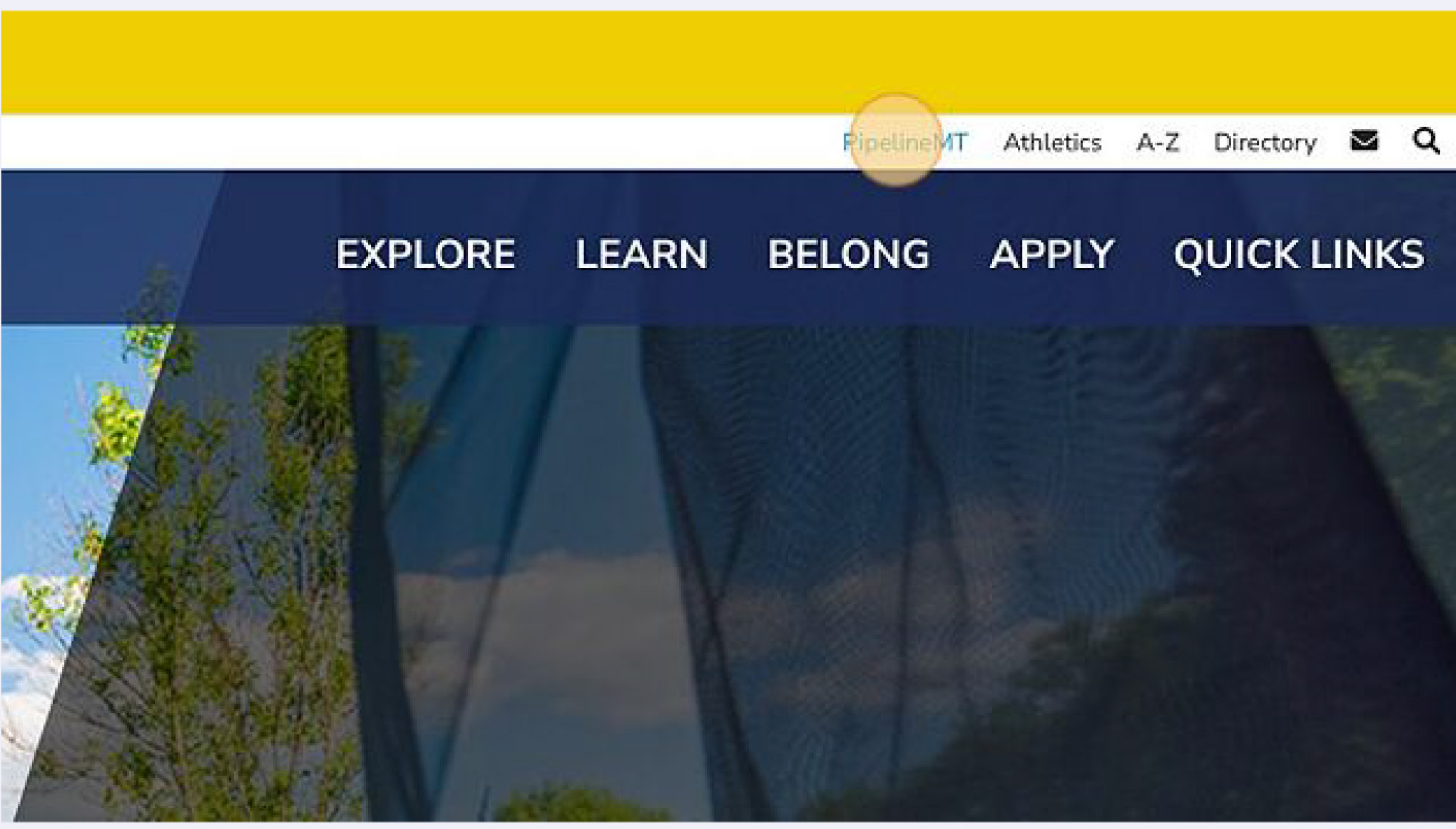


Getting Started

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

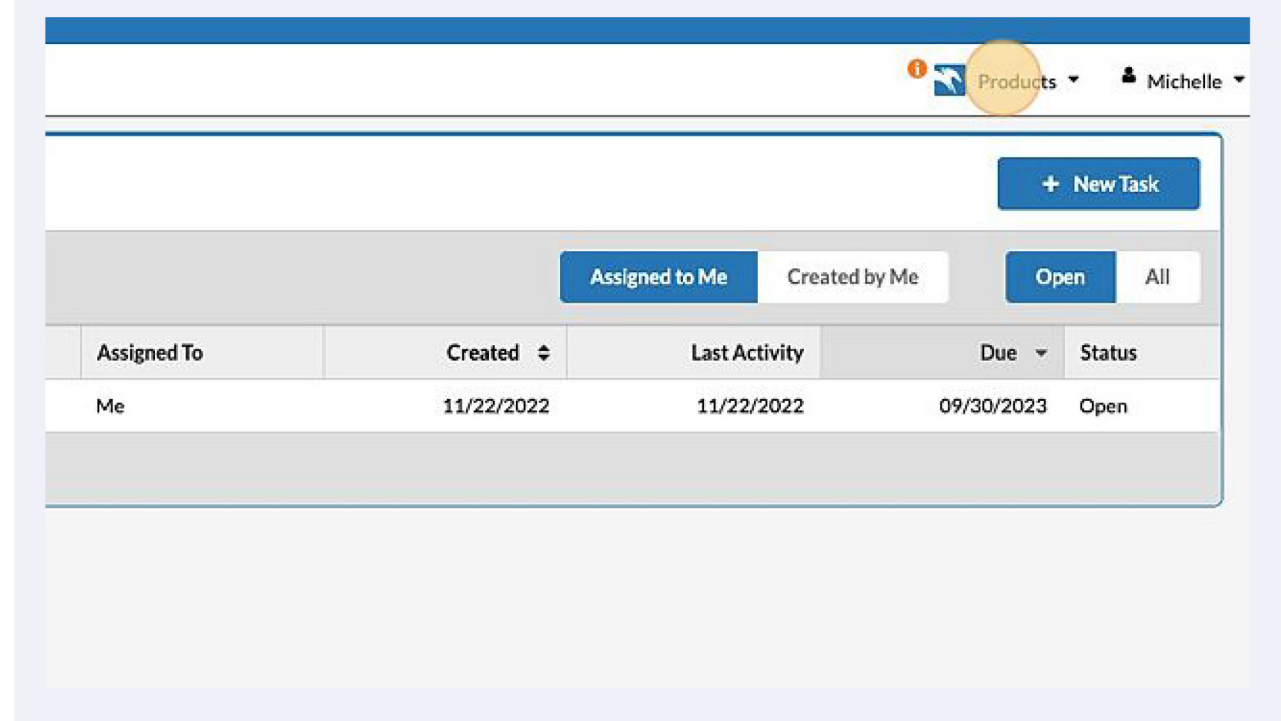
Navigate to www.mtsu.edu

Click "PipelineMT"

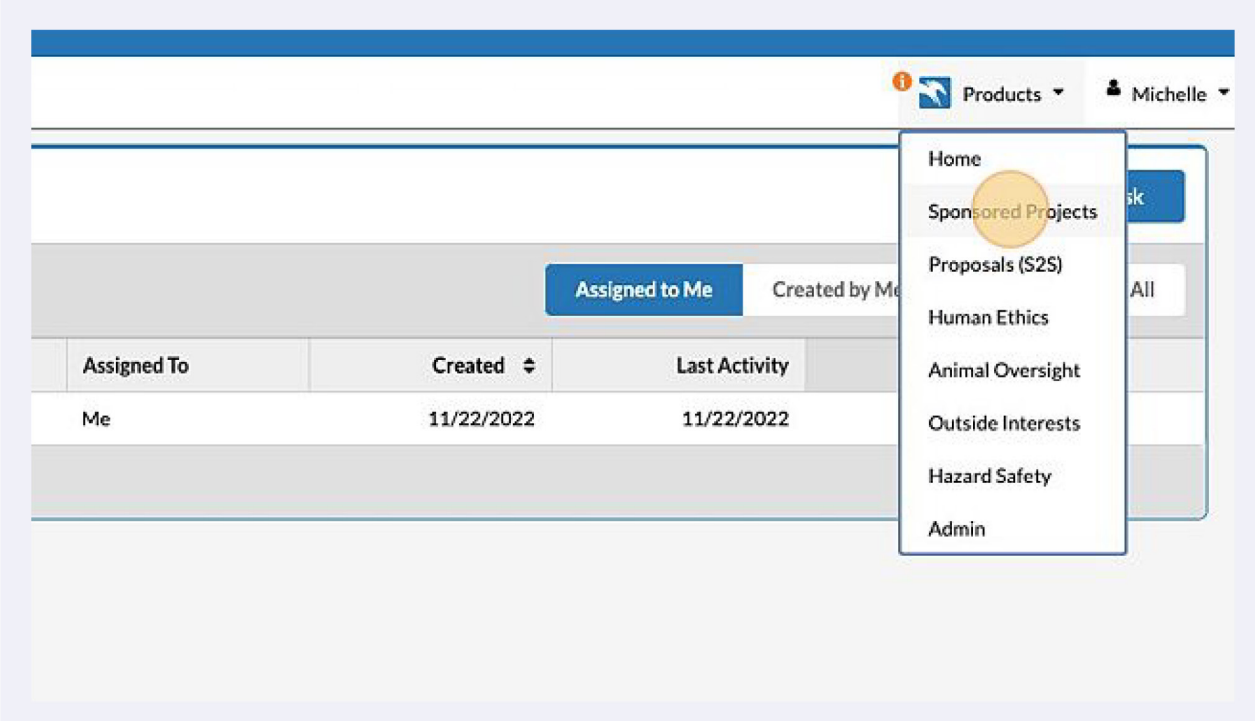


Click on Products and select Sponsored Products to access proposal and award forms.

Click here.

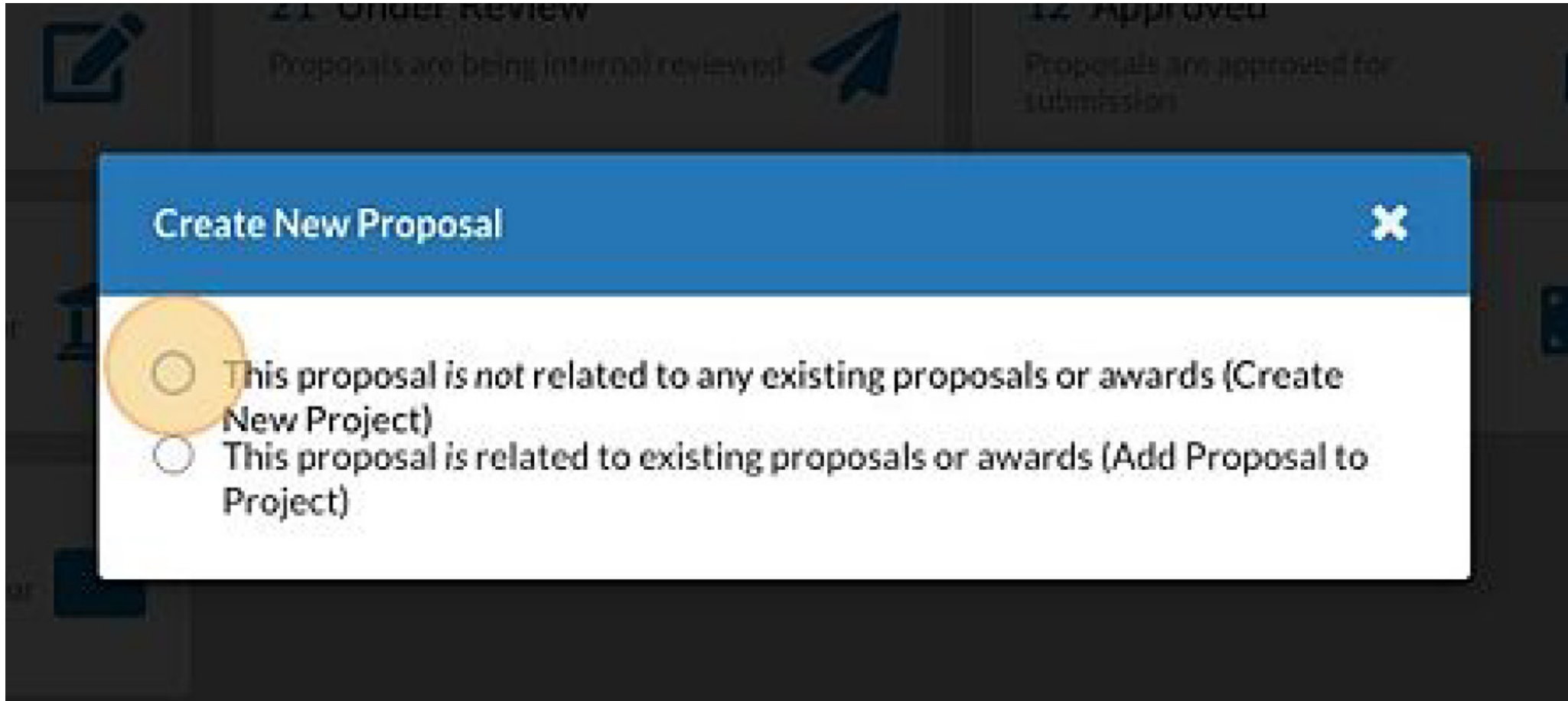


Click here.

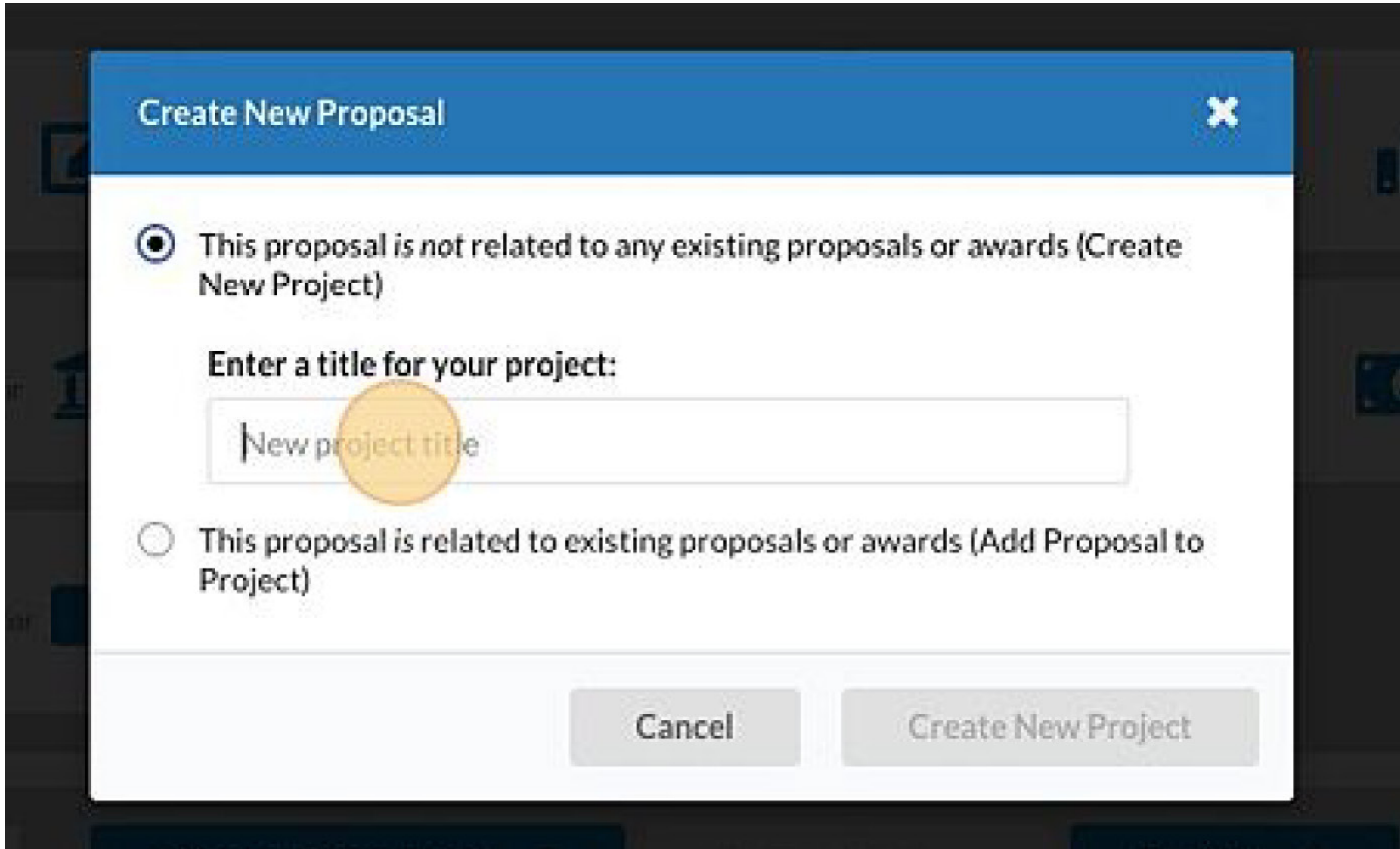
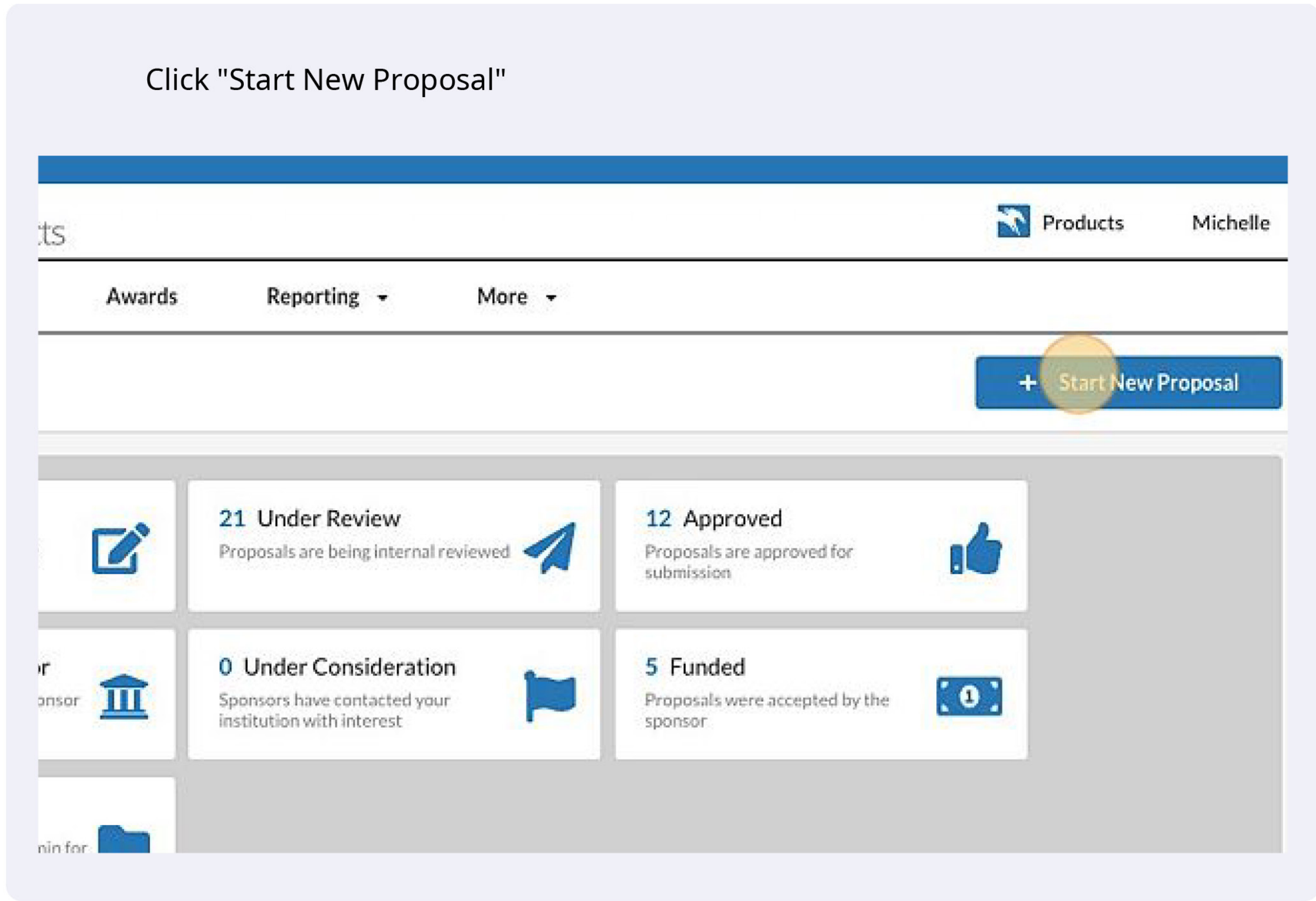


To start your new proposal, select “Start New Proposal.”

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.



For new projects, select “Create New Project” and enter your title.



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	5
Budget	7
Research Subjects	2
Research Materials	!
Export Control	7
Intellectual Property	5

routed for appropriate university approvals. This form replaces the ORSP Pre-Proposal 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 communication about th

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.

Proposal Sections	General Info
Getting Started	✓
General Info	✓
Personnel	5
Budget	5
Research Subjects	2
Research Materials	!
Export Control	7
Intellectual Property	5

* Indicates Required Fields

Sponsor Information

Funding Agency/Sponsor (If not listed, choose "Organization Not Listed" and then specify below)*

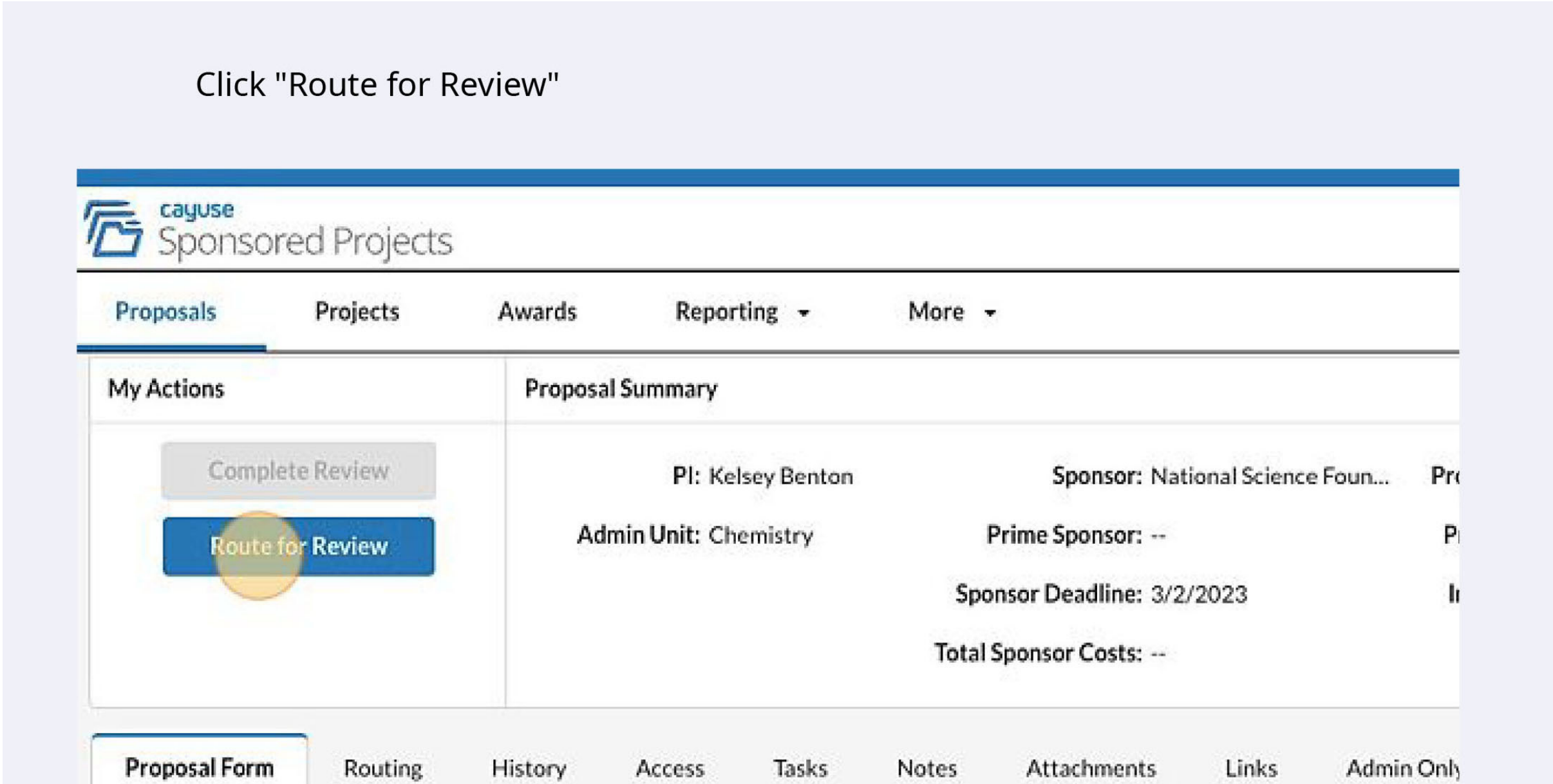
National Science Foundation x | v

If Organization Not Listed above, Please Indicate the Funding Agency:

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.



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.