



## Cayuse Sponsored Projects



Cayuse is a cloud-based research administration system used for managing proposals for external funding and externally funded awards, including routing for internal reviews and approvals. Faculty and staff at UT Tyler (both campuses) will have access to the Cayuse Sponsored Projects Module (SP) once their Cayuse account is activated by the Office of Research, Scholarship, and Sponsored Programs. This is a guide to preparing a proposal using the Cayuse Proposal Form in the Sponsored Projects Module.

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## **Cayuse Sponsored Projects**

### **Proposal Form Guide**

The Cayuse Sponsored Projects Proposal Form is replacing the ‘proposal approval form’ that is used on the UT Tyler main campus and the ‘notice of intent to submit’ form that is used on the Health Science Center campus (HSC). The Cayuse proposal form is designed to collect information that the Office of Research, Scholarship, and Sponsored Programs (ORSSP) needs to submit a proposal to or negotiate a contract with a sponsor. In addition, the proposal form collects information that ORSSP needs to ensure that submitted proposals and contracts comply with federal and state regulations, sponsor guidelines, and university policies. You do not need to have a final version of your proposal narrative completed to fill out this form. The proposal form does not need to be completed in one sitting, because Cayuse automatically saves the form, therefore you can return as often as needed to complete the form. This guide contains screenshots of the Cayuse Sponsored Projects Proposal Form to help you learn the types of information that you will need to provide on the form.

Once you complete and submit the Cayuse Sponsored Projects Proposal Form, it will be routed for internal review in Cayuse. It routes first to ORSSP pre-award staff who will review the form for completeness. When the ORSSP staff approve the form, it is routed to the Director of ORSSP for review and approval. Once the Director of ORSSP has approved the form, it is then routed concurrently to co-principal investigators, department chairs, school/college deans, and the Associate Vice President for Research Compliance for review and approval, and in some cases other reviewers. Reviewers will receive an email from Cayuse with a link to the proposal form at which time they will be required to login to Cayuse to access the proposal form to review and approve it. When all reviewers have approved the proposal form, it is routed back to ORSSP for final approval by the Authorized Organizational Representative (AOR). Once the AOR has approved, ORSSP is authorized to submit your proposal to the sponsor. The Cayuse proposal form is for internal use only.

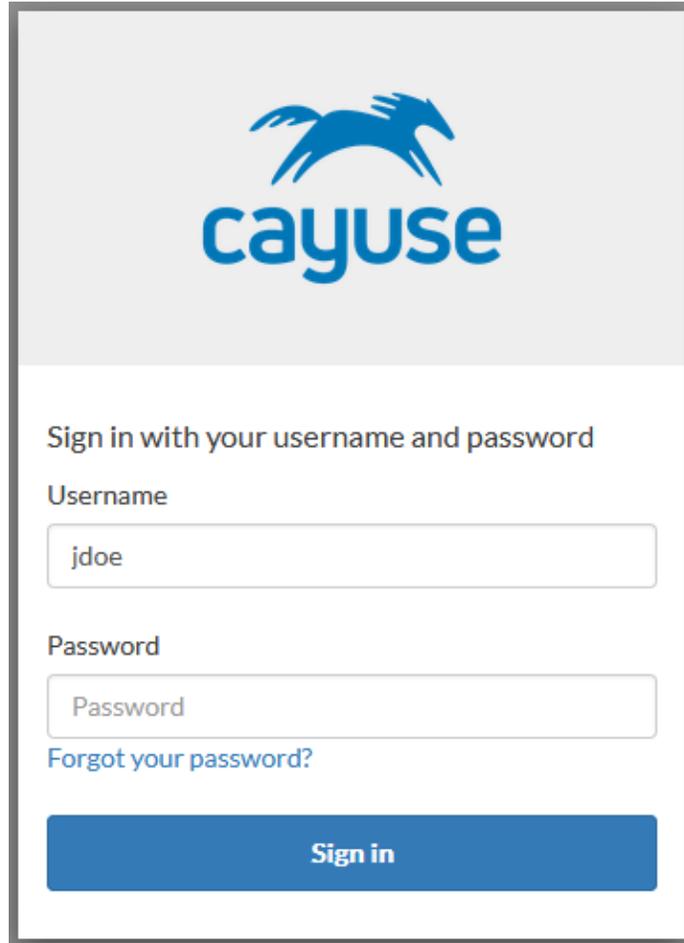
#### *Cayuse Training Platform*

You can practice filling out the Cayuse Sponsored Projects Proposal Form in the Cayuse Training Platform. The proposal form in the training platform is identical to the proposal form in the “real” Cayuse Sponsored Projects module that will go live in spring 2024. You should contact ORSSP to activate your Cayuse account to access the [Cayuse Training Platform](#) which is already available to UT Tyler employees on both the main campus and the HSC campus. Once you have been told that your Cayuse account is activated, you can go to the training platform, create a password, login, and then practice filling out the proposal form.

One note of caution: information entered in the proposal form in the training platform cannot be brought into a proposal form in the real platform, the information must be entered again into the proposal form in the real platform. The real platform should not be used for practice, however, since any proposal that is started cannot be deleted. If Cayuse Sponsored Project (the real platform) is live and you wish to create a “real” proposal, then you should contact ORSSP for information on accessing that platform. The instructions in this guide apply to completing the proposal form in either platform.

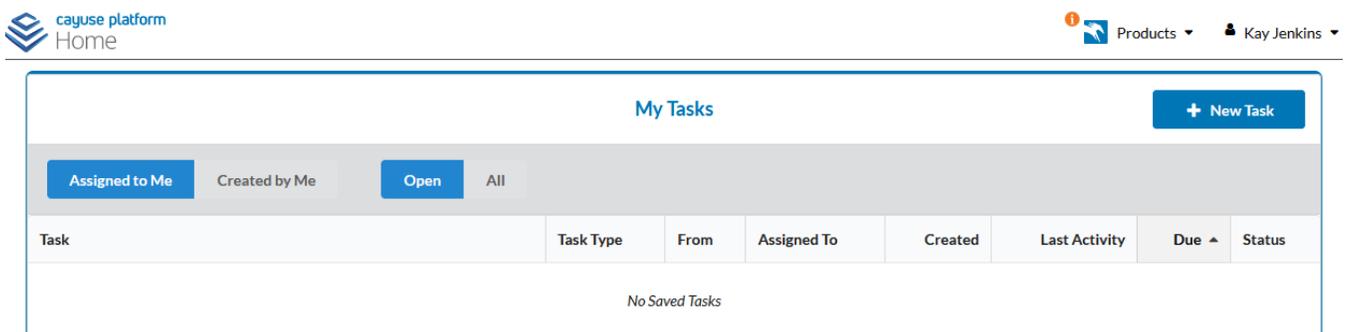
## Cayuse Login

At the home screen on the [Cayuse Training Platform](#), you will need to use the part of your email address that comes before the “@” as your username. For example, if your email is “jdoe@uttyler.edu”, then your username is “jdoe” but without the quotation marks. Choose “Forgot your Password” to create a password.



The image shows the Cayuse login interface. At the top is the Cayuse logo, which consists of a blue silhouette of a horse jumping above the word "cayuse" in a blue, lowercase, sans-serif font. Below the logo is a white box with a grey border containing the login form. The form has the heading "Sign in with your username and password". It includes a "Username" label and a text input field containing "jdoe". Below that is a "Password" label and a text input field containing "Password". A blue link "Forgot your password?" is positioned below the password field. At the bottom of the form is a large blue button with the text "Sign in" in white.

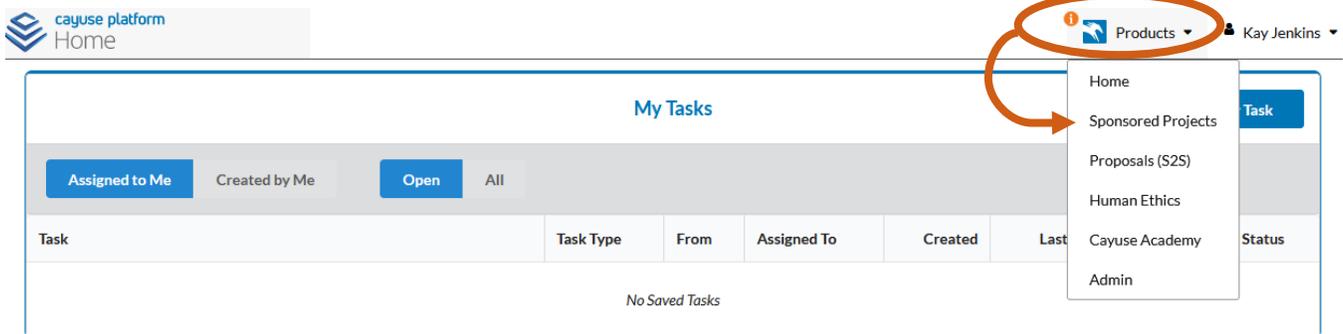
After you login to Cayuse, the home page will open to the “My Tasks” view where you will see if you have any tasks assigned to you. For example, if ORSSP pre-award staff review your proposal form and find that the form is missing information that reviewers will need to see, then ORSSP staff can assign you a task to enter or modify information into the form.



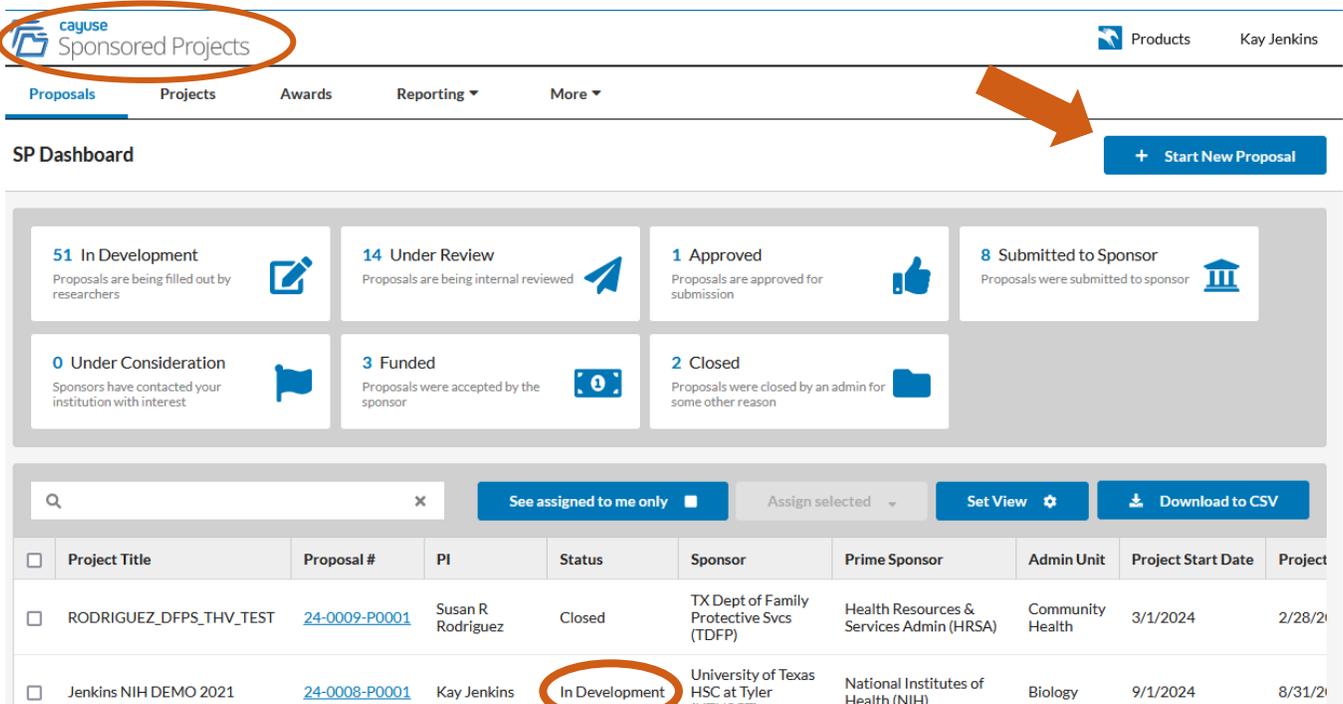
The image shows the Cayuse platform home page. The top left corner has the "cayuse platform Home" logo. The top right corner has a "Products" dropdown menu and a user profile for "Kay Jenkins". The main content area is titled "My Tasks" and features a "+ New Task" button. Below the title are filter buttons: "Assigned to Me" (selected), "Created by Me", "Open", and "All". A table with the following columns is shown: Task, Task Type, From, Assigned To, Created, Last Activity, Due (with a dropdown arrow), and Status. The table is currently empty, displaying "No Saved Tasks" in the center.

## Starting a Proposal in Cayuse Sponsored Projects

If you are ready to start a proposal in Cayuse, you should choose the Sponsored Projects module from the dropdown menu on the Products tab at the top right corner of the screen.



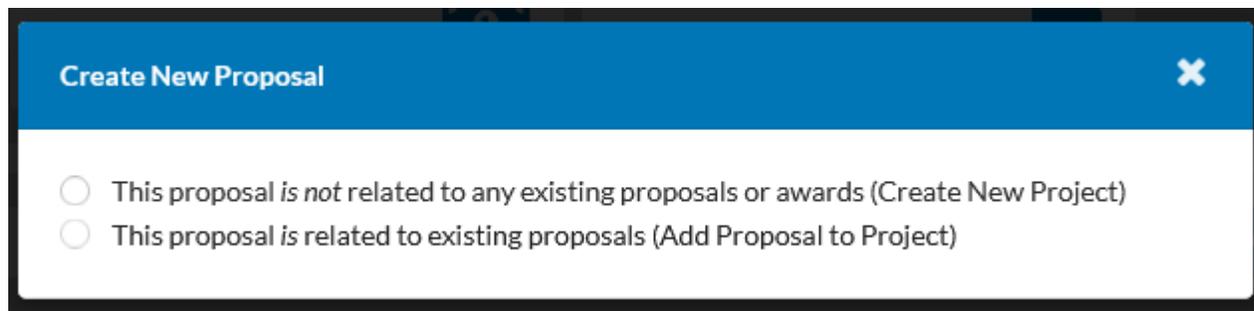
When the Sponsored Projects module is selected, it opens to the SP Dashboard view that provides an overview about all projects in the platform. Notice in the figure below that the top lefthand corner indicates that the Sponsored Projects module is open, whereas on the previous screen it indicated that you were on the Home page. A list of all projects is shown. There are a lot of projects already in this training platform because the ORSSP team has been practicing in it. We have been modifying the proposal form so that it collects all the information needed for internal review to reduce the number of emails exchanges needed to approve a proposal. If you had a proposal started and you wanted to continue working in it, it should be listed with a status of “In Development”. You can click on the proposal number to open it and continue working where you left off. If you want to start a new proposal, you should click on the blue box that says “+ Start New Proposal.”



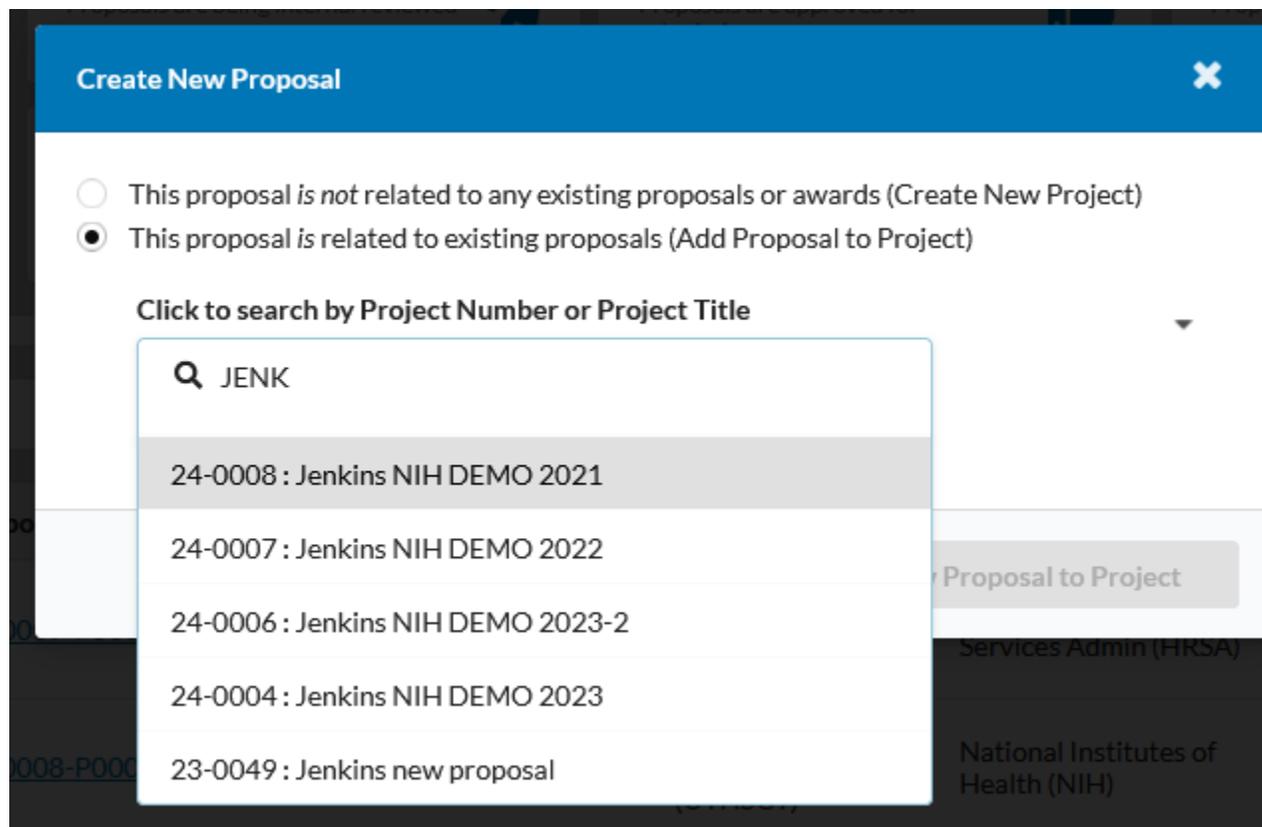
When you select the “Start New Proposal” button, the “Create New Proposal” dialog box pops up asking you if this proposal is related to an existing proposal or award. In most cases you will select the option that says the proposal is **not** related to an existing proposal or award.

#### Starting a Proposal Related to an Existing Proposals or Awards

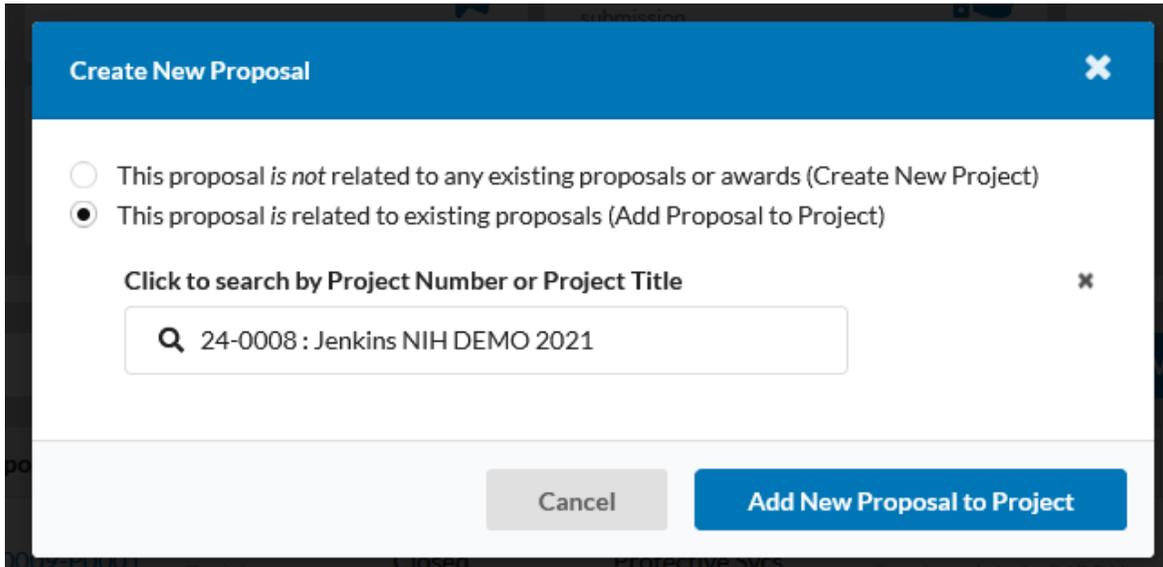
In some cases, such as when you may be applying for supplemental funding to an existing funded project or when you have an awarded continuation, you will need to select the second option saying that the proposal **is** related to an existing proposal or award. Contact ORSSP if you have a question about which option you should select for your proposal.



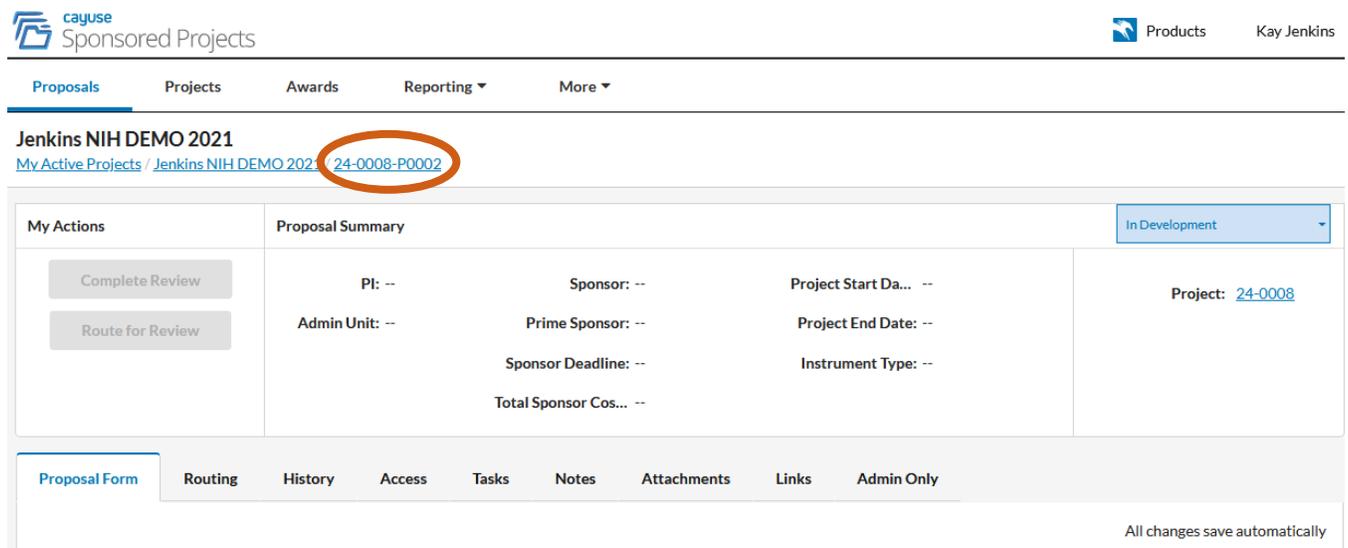
If your new proposal **is** related to an existing proposal and you select that option, then a dialog box will pop up asking you to enter a project number or title of the existing proposal. In this example, when “JENK” was entered in the search box, a list of five projects with titles including the letters “JENK” are provided from which to choose.



In the example below, the project titled, “Jenkins NIH DEMO 2021” was selected. The Cayuse project number assigned to that proposal is 24-0008. In this dialog box, you can choose to “Add New Proposal” to the selected project or if you got to this box by mistake or would prefer to create a new project instead, you can select the first option stating that the proposal is not related to any existing proposals or awards.



If in the previous dialog box, you selected the “Add New Proposal to Project” button, Cayuse opens the proposal form so that you can start adding information about the proposal. Notice that “P0002” has been added to the project number indicating that this is the second proposal associated with that project.

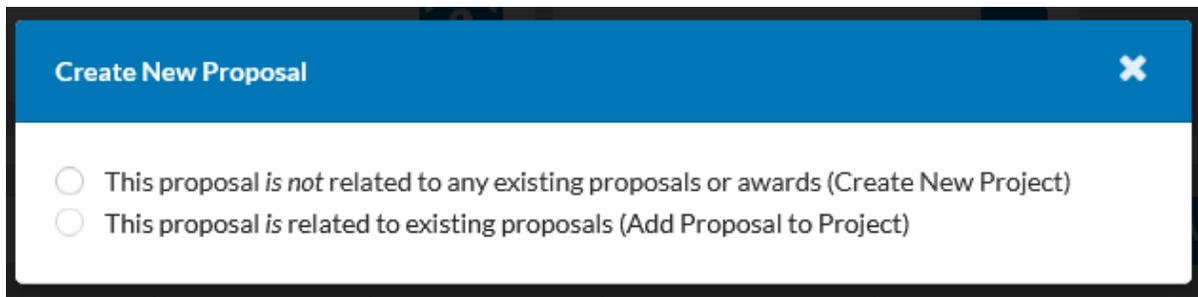


If you go back to the Sponsored Projects Dashboard, the new proposal shows up at the top of the list of projects as shown below. No information was entered into the proposal form, so no information about the proposal shows up in the dashboard except the title and proposal number. The proposal cannot be deleted and is therefore in the platform forever.

The screenshot shows the Cayuse Sponsored Projects dashboard. At the top, there is a navigation bar with 'Proposals', 'Projects', 'Awards', 'Reporting', and 'More'. Below this is the 'SP Dashboard' section with a '+ Start New Proposal' button. The dashboard features several status cards: '52 In Development', '14 Under Review', '1 Approved', '8 Submitted to Sponsor', '0 Under Consideration', '3 Funded', and '2 Closed'. Below the cards is a search bar and a table of projects. The table has columns for Project Title, Proposal #, PI, Status, Sponsor, Prime Sponsor, Admin Unit, Project Start Date, Project End Date, and Proposer. One project is listed: 'Jenkins NIH DEMO 2021' with proposal number '24-0008-P0002' and status 'In Development'.

### Starting a Proposal That is Not Related to an Existing Proposal or Award

If you wanted to create a new proposal that is not associated with any existing proposals or awards, you would select the first option in the Create New Proposal dialog box that appears when you click on the blue button with “+ Start New Proposal” on the Sponsored Projects dashboard.



When you select the first choice stating that your proposal is not related to any existing proposals or awards (Create New Project), then another dialog box opens for you to enter a title for your project. Please **do not** put your proposal title in this box. You will get to put your proposal title into the form later. This box is asking for a project name for internal use that will help you, ORSSP staff, and reviewers find the proposal later in the list of projects on the Cayuse Sponsored Projects dashboard. Notice that if you made a mistake and your proposal is really related to an existing proposal or award, you can quit this pathway and select the second option which will take you on the pathway that we covered in the previous pages.

The format we recommend using is as follows: **[Last Name] [Sponsor Acronym] [Funding Opportunity Acronym] [Calendar Year]**. Example: Jenkins NIH DEMO 2024. Once you have typed in your project title, the “Create New Project” button will become active, and you can click on it when you have finished typing in your project title.

**Create New Proposal**

This proposal is not related to any existing proposals or awards (Create New Project)

Enter a title for your project:

This proposal is related to existing proposals (Add Proposal to Project)

Cancel Create New Project

The Cayuse Proposal Form opens with your project title at the top. The form shows summary information at the top. As you fill in information on the form, the summary information will automatically update with that information.

**cayuse** Sponsored Projects Products Kay Jenkins

Proposals Projects Awards Reporting More

**Jenkins NIH DEMO 2024**  
My Active Projects / Jenkins NIH DEMO 2024 / **24-0011-P0001**

**My Actions** In Development

Complete Review  
Route for Review

**Proposal Summary**

PI: -- Sponsor: -- Project Start Date: --  
Admin Unit: -- Prime Sponsor: -- Project End Date: --  
Sponsor Deadline: -- Instrument Type: --  
Total Sponsor Cos... --

Project: **24-0011**

Proposal Form Routing History Access Tasks Notes Attachments Links Admin Only

All changes save automatically

Proposal Sections General Information

The Cayuse proposal form has nine sections beginning with the General Information section and ending with the Additional Information Section. The sections are labeled in the sidebar menu. The numbers in the red circles indicate how many required fields need to be filled out in each section. Information is included in a variety of ways in the form to help you fill it out.

- \* A red asterisk indicates that information is required for that field as shown for the Campus field in the screenshot below.

- i Indicates that an information box will open if you click on it as shown in the Direct Sponsor field in the screenshot below.

Placeholders are included in some of the fields such as in the Sponsor Deadline/Rolling Submission Target Deadline field in screenshot below.

Tips are provided below some of the fields later in the proposal form.

### General Information Section of the Cayuse Proposal Form

The proposal form opens at the General Information Section. Start by first selecting the campus where you are employed.

The next several questions ask for information about the sponsor and the funding opportunity for which you wish to apply. If you will be collaborating with a principal investigator at another institution on a funding proposal to an external sponsor, it is important to determine which institution will be the lead applicant, and which will be the subrecipient. The National Science Foundation allows ‘collaborative funding proposals’, meaning each collaborating institution will receive an award directly from National Science Foundation (NSF), therefore NSF will be both the Direct Sponsor and the Prime Sponsor in those cases. If you are creating a proposal for an NSF award, and you are unsure of whether the institution you are collaborating with will be a ‘direct sponsor’ or a collaborator, please contact pre-award staff in your campus ORSSP office to assist you.



The first field requires you to choose the name of the direct sponsor. You must type at least one letter in the box to see the dropdown menu. You can type a few letters of the full name or the acronym of the sponsor.

---

### Sponsor Information

**Direct Sponsor:** ⓘ \*

**Prime Sponsor:** ⓘ \*

**Direct Sponsor:** Write at least 1 letter below:

**Prime Sponsor:** If prime sponsor is not listed, specify below:

An information box as shown in the figure below indicates that you should select the source of funds that would come directly to your institution (campus). If your campus will be the subrecipient of a grant awarded to another university, then the name of that university goes in this box. If the funding is coming directly from an agency or organization, then the name of that organization goes here. In either case, if the direct sponsor organization is not included in the dropdown menu, then you should choose “Organization Not Listed” from the menu.

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### Sponsor Information

**Direct Sponsor:** ⓘ \*

**Prime Sponsor:** ⓘ \*

**Direct Sponsor:** If direct sponsor is not listed, specify below:

**Prime Sponsor:** If prime sponsor is not listed, specify below:

Select the source of funds that would come directly to your institution. If the organization is not listed please select "Organization Not Listed".

In the example below, the main campus was selected as the applicant, and the University of Arkansas was chosen as the direct sponsor. In other words, the main campus will be a subrecipient of an award for which the University of Arkansas is submitting a proposal.

---

**General Information**

**Campus\***

Main Campus

Health Science Center

---

### Sponsor Information

**Direct Sponsor:** ⓘ \*

**Prime Sponsor:** ⓘ \*

**Direct Sponsor:** If direct sponsor is not listed, specify below:

**Prime Sponsor:** If prime sponsor is not listed, specify below:

After selecting the direct sponsor, you are then required to enter the prime sponsor's name. The prime sponsor is original source of the funds. Again, you just start typing and a dropdown box appears, and you can then select the prime sponsor from the list. In this example, the prime sponsor is the National Institutes of Health.

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### Sponsor Information

**Direct Sponsor:** ⓘ \*

University of Arkansas x | v

**Prime Sponsor:** ⓘ \*

National Institutes of Health (NIH) x | v

**If direct sponsor is not listed, specify below:**

**If prime sponsor is not listed, specify below:**

If you cannot not find the name of either the direct sponsor or prime sponsor, or both, you should select "Organization Not Listed" from the dropdown menu and then you type in the name in the box below. In the figure below, the name of the direct sponsor was not found in the dropdown menu, therefore the sponsor's name is typed into the box below.

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### Sponsor Information

**Direct Sponsor:** ⓘ \*

Organization Not Listed x | v

**Prime Sponsor:** ⓘ \*

National Institutes of Health (NIH) x | v

**If direct sponsor is not listed, specify below:**

The University of Make Believe

**If prime sponsor is not listed, specify below:**

In many cases you will be applying for an award directly from a prime sponsor, in other words, your campus (institution) will not be a subrecipient to another organization or institution. Since you must provide an answer to both the Direct Sponsor and the Prime Sponsor fields, you will enter the prime sponsor's name in both fields as shown in the example below.

### Sponsor Information

<p><b>Direct Sponsor:</b> ⓘ *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="background-color: #007bff; color: white; padding: 2px 5px;">National Institutes of Health (NIH)</span> <span style="float: right; border-left: 1px solid #ccc; border-bottom: 1px solid #ccc; padding: 0 5px;">x</span> <span style="float: right; border-left: 1px solid #ccc; border-bottom: 1px solid #ccc; padding: 0 5px;">v</span> </div> <p><b>If direct sponsor is not listed, specify below:</b></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>	<p><b>Prime Sponsor:</b> ⓘ *</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="background-color: #007bff; color: white; padding: 2px 5px;">National Institutes of Health (NIH)</span> <span style="float: right; border-left: 1px solid #ccc; border-bottom: 1px solid #ccc; padding: 0 5px;">x</span> <span style="float: right; border-left: 1px solid #ccc; border-bottom: 1px solid #ccc; padding: 0 5px;">v</span> </div> <p><b>If prime sponsor is not listed, specify below:</b></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>
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Many notices of funding opportunities state deadlines for submitting proposals or applications, while others may suggest target deadlines, and some have no deadlines. In any case a date is needed for the sponsor deadline field. If there is no stated deadline or target deadline, then enter the date on which you would like ORSSP to submit your proposal to the sponsor. If the notice of funding opportunity provides the sponsor assistance listing number (ALN), please enter that as well.

**Sponsor Deadline/Rolling Submission Target Deadline\***

If there is no deadline, please enter target submission date.

<p><b>Sponsor Assistance Listing Number (ALN):</b></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> <p><small>Formerly known as the CFDA Number</small></p>	<p><b>Funding Opportunity/Sponsor Application Number or Title:</b> ⓘ *</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>	<p><b>Funding Opportunity URL:</b></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>
---	---	---

**Is there an institutional limit on the number of proposals that can be submitted to this opportunity?**

Yes  
 No

You are next required to provide the funding opportunity number or title.

**Sponsor Deadline/Rolling Submission Target Deadline\***

If there is no deadline, please enter target submission date.

<p><b>Sponsor Assistance Listing Number (ALN):</b></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div> <p><small>Formerly known as the CFDA Number</small></p>	<p><b>Funding Opportunity/Sponsor Application Number or Title:</b> ⓘ *</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>	<p><b>Funding Opportunity URL:</b></p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>
---	---	---

**Is there an institutional limit on the number of proposals that can be submitted to this opportunity?**

Yes  
 No

Examples: PA-20-185; NSF 22-500; TPWD FY24-25 Aquatic Invasive Species Research Grants; Spencer Foundation Small Grant Request

Copying and pasting the URL for the funding opportunity into the Funding Opportunity URL field is helpful to reviewers. Another question about the sponsor asks if the sponsor is limiting the number of proposals that an institution can submit for an award. Most funding opportunities do not limit the number of proposals an institution can submit for it, but some do limit the number of proposals that can be submitted. The notice of funding opportunity will usually identify whether the number of proposals that can be submitted is limited.

**Sponsor Deadline/Rolling Submission Target Deadline\***

**Sponsor Assistance Listing Number (ALN):**

Formerly known as the CFDA Number

**Funding Opportunity/Sponsor Application Number or Title:  \***

**Funding Opportunity URL:**

**Is there an institutional limit on the number of proposals that can be submitted to this opportunity?**

Yes

No

The last question about sponsors asks if you have submitted a proposal or proposals for this project, or a very similar project to another sponsor or sponsors and, if so, are any proposals still pending; and it asks if you plan to submit a proposal for this project, or a very similar project to another sponsor or sponsors. If you answer yes to this question, then a required field appears in which you must select the sponsors associated with the pending or future proposals from the dropdown menu.

**Has this project, or a very similar project, been previously submitted and is still pending, or will this project be submitted to any other sponsor(s) while this proposal is pending?\***

Yes

No

**Please select all other sponsors this proposal has been or will be submitted to from the dropdown menu:  \***

The next several questions ask for general information about the proposal that you want to submit to an external sponsor. The first field asks for the Legacy Proposal Number. Please skip this question, it is for ORSSP use only.

## General Proposal Information

Legacy Proposal Number:

This field only applies to proposals submitted before July 2023. Please leave

Please leave this field blank.  
ORSSP use only.

Proposal Title: ⓘ \*

Project Start Date:

Project End Date:

Submission Date:

To be completed by ORSSP staff

Proposal Type: \*

Activity Type:

[Link to Glossary](#)

Award Type:

Lead PI Department: ⓘ \*

Submission Method:

Please leave blank. ORSSP use only

Proposal Description or Keywords

Proposal Abstract

The proposal title field is where you are asked to provide the real title for your proposed project. It is a required field, but the title can be changed later if needed. The information box reminds you about character limits on proposal titles submitted to NIH and NSF.

## General Proposal Information

Legacy Proposal Number:

This field only applies to proposals submitted before July 2023. Please leave

Proposal Title: ⓘ \*

NIH restricts titles to 200 characters and NSF restricts titles to 181 characters.

Project Start Date:

Project End Date:

Submission Date:

To be completed by ORSSP staff

The next two fields ask for the project start date and the project end date. Some notices of funding opportunities will state the earliest start date, and you can enter that date in this field. We recommend using a date 6 months or longer after the proposal deadline for the project start date on NSF proposals. The project end date is typically determined by the project period stated in the notice of funding opportunity. Please leave the submission date blank, ORSSP staff will fill this date in after the proposal is submitted to the sponsor.

**Proposal Title:** ⓘ \*

Please leave this field blank.  
ORSSP use only.

**Project Start Date:**

**Project End Date:**

**Submission Date:**

The next field requires you to select the type of proposal that you are planning to submit.

- New
- Non-Competing Continuation
- Preliminary Proposal
- Renewal
- Resubmission
- Revision
- Supplement
- Transfer
- Other

Project End Date:

Submission Date:

Activity Type:  [Link to Glossary](#)

Award Type:

The next field requires you to choose a classification from the dropdown menu that best describes the major type of activity that you will be conducting in your project. A [link to the glossary](#) on the ORSSP website is provided to help you select the appropriate activity type.

**General Proposal Information**

**Legacy Proposal Number:**  
This field only applies to proposals submitted before July 2023. Please leave blank.

**Proposal Title:**  ⓘ \*  
My Proposal Title

**Project Start Date:**  
12/1/2024

**Project End Date:**  
11/30/2029

**Proposal Type:** \*  
New

**Activity Type:** [Link to Glossary](#)  
Rese...

**Submission Date:**  
To be completed by ORSSP staff

**Award Type:**

- Clinical Trial
- Equipment
- Fellowship
- Instruction
- Public Service
- Research-Applied
- Research-Basic
- Research-Development
- Training
- Conference
- Scholarship

The next field asks you to select the type of award instrument the direct sponsor is offering to awardees.

**General Proposal Information**

**Legacy Proposal Number:**  
This field only applies to proposals submitted before July 2023. Please leave blank.

**Proposal Title:**  ⓘ \*  
My Proposal Title

**Project Start Date:**  
12/1/2024

**Project End Date:**  
11/30/2029

**Proposal Type:** \*  
New

**Activity Type:** [Link to Glossary](#)  
Rese...

**Award Type:**

- Cooperative Agreement
- Clinical Trial Agreement
- Grant
- Contract Agreement
- Subcontract
- Incoming Subaward
- Master Agreement

The next field is the lead PI Department, and it requires you to select the department name of the person who will be the lead PI on the project. When you click in the box or on the dropdown menu arrow, it will tell you to type at least one letter in the box. If the department name is not listed, please choose “Unknown” from the dropdown. Please skip the field asking for submission method. ORSSP staff will fill this in later.

The last two fields in the General Information section of the proposal allow you to enter keywords and an abstract. Entering this information will help reviewers during the internal routing process.

When all required information is provided in the General Information section of the proposal form, a green checkmark appears in the table of contents on the left side of the screen. Notice, also, that some information is now appearing in the Proposal Summary section at the top of the form.

My Actions	Proposal Summary	In Development
<p>Complete Review</p> <p>Route for Review</p>	<p>PI: --</p> <p>Admin Unit: Ofc of Rsrch, Scholarship...</p> <p>Sponsor: National Institutes of H... Pi</p> <p>Prime Sponsor: National Institutes of H... Pi</p> <p>Sponsor Deadline: 2/5/2024 In</p> <p>Total Sponsor Costs: --</p>	<p>Project: <a href="#">24-0011</a></p>

Proposal Sections	General Information
<p>General Information <span style="color: green;">✔</span></p> <p>Key Personnel <span style="color: red;">5</span></p>	<p>Campus*</p> <p><input checked="" type="radio"/> Main Campus</p> <p><input type="radio"/> Health Science Center</p>

### Key Personnel Section of the Proposal Form

The next proposal section is the Key Personnel and there are five required fields in this section, beginning with the name and role of the principal investigator (PI) and each co-principal investigator who work on the same campus as the PI.

## Key Personnel

Add the principal investigator (PI) or investigator (I) and co-principal investigators (Co-PIs) or co-investigators (Co-Is) who work at the same campus as team members. Co-PIs or Co-Is that work at another institution will be added later in the subaward form. Please enter 0% in the credit field for all team members.

+ Add Team Member 0% of total credit has been allocated

Name *	Role *	Internal Association*	Credit*			Cost Share Effort			Sponsored Effort			Total Effort
			C	A	S	C	A	S	C	A	S	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--

When you start typing in the “Name” box, a menu of names of faculty and staff from both the main campus and the HSC campus are preloaded into Cayuse, and names containing the letters you start typing in the box will appear.

The screenshot shows the Key Personnel form with a dropdown menu open over the Name field. The dropdown lists the following names: Kate L Starnes, Brenda A Karagozian, Elise N Edoa, Katherine S Root, Wayne S Karaki, Matthew Mekalip, Buka Samten, and Karissa Amsden. The text '0% of total credit has been allocated' is visible in the background. The Role field is also visible.

The information box suggests that you contact ORSSP if you cannot find the team member's name in the dropdown menu.

The screenshot shows a form with a blue header bar. Below the header, there is a text instruction: "Add the principal investigator (PI) or investigator (I) and co-principal investigators (Co-PIs) or co-investigators (Co-Is) who work at the same campus as team members. Co-PIs or Co-Is that work at another institution will be added later in the subaward form. Please enter 0% in the credit field for all team members." A white information box with a red 'X' icon is overlaid on the form, containing the text: "If you can't find who you are looking for, contact your administrator. Only users with an Internal Association on their Profile in the Admin Module will appear in the search results for this object." Below the text, there is a form field for "Name" and a dropdown menu for "Role". The "Name" field contains "Kay Jenkins" and the "Role" dropdown is open, showing a list of roles: Principal Investigator, Co-Principal Investigator, Investigator, Co-Investigator, Fellow, Post-Doctoral Research Assistant, Graduate Research Assistant, Undergraduate Research Assistant, Coordinator, Mentor, and Other Participant. A blue button labeled "+ Add Team Member" is visible to the left of the form fields. A progress indicator at the top right shows "0% of total credit has been allocated".

Next, you are required to select a project role for the person from the provided dropdown menu.

This screenshot is a close-up of the "Role" dropdown menu. The menu is open, showing a list of roles: Principal Investigator, Co-Principal Investigator, Investigator, Co-Investigator, Fellow, Post-Doctoral Research Assistant, Graduate Research Assistant, Undergraduate Research Assistant, Coordinator, Mentor, and Other Participant. The "Principal Investigator" role is selected and highlighted in blue. The background shows the "Name" field with "Kay Jenkins" and the "+ Add Team Member" button.

The next field requires you to select an internal association for the team member who you just added. Usually this is the department in which that person is employed, and there is usually only one choice for the internal association. We are not using the Credit field even though it is a required field. So, please enter a zero (0) in the field if Cayuse does not automatically place a zero in the field.

The screenshot shows the "Internal Association" dropdown menu open, with "Ofc. of Rsrch, Scholarship & Spons Projects" selected. Below the dropdown, there is a table with columns for "Credit", "Cost Share Effort", "Sponsored Effort", and "Total Effort". Each column has sub-columns for "C", "A", and "S". The "Credit" column has a value of "0 %". A blue callout box with a white arrow points to the "0" in the "Credit" field, containing the text: "Please enter 0 in this field if Cayuse does not already fill it in with a 0." The "Name" field contains "Kay Jenkins" and the "Role" dropdown is set to "Principal Investigator".

Since we are not using the credit field in Cayuse, you probably will not need to add an additional internal organization, however, should you need to add an additional internal organization for the named person, then you would use the “+ Add Internal Association” button to do so.

The screenshot shows a form for Kay Jenkins, Principal Investigator. The 'Internal Association' section is currently empty, with a table showing columns for Credit, Cost Share Effort (C, A, S), Sponsored Effort (C, A, S), and Total Effort. All values are 0%. A blue button labeled '+ Add Internal Association' is located at the bottom of the form.

If the person is only assigned to one department in our institutional records, then only one department will be available to choose from in the dropdown menu. Notice that Cayuse is alerting in the screenshot below that a number must be entered (zero, please) in the Credit field. Since Kay Jenkins is only assigned to one department, you can use the delete button on the right side to delete the additional internal association, since it is meaningless.

The screenshot shows the same form as above, but with a red error message 'Field must not be empty' below the Credit field. A red circle highlights the delete button (trash icon) on the right side of the table.

You are much more likely to need to add a team member. Remember team members are those who work in the same institution as you. Click on the blue button that says “+ Add Team Member”.

The screenshot shows the 'Key Personnel' section of the form. A blue button labeled '+ Add Team Member' is highlighted with a red circle. The form includes fields for Name, Role, Internal Association, Credit, Cost Share Effort, Sponsored Effort, and Total Effort. A status bar indicates '0% of total credit has been allocated'.

The team member’s name and role fields are required. You should choose the role “Co-Investigator” for NIH grant proposals while for NSF and other organizations, the same person would have the “Co-Principal Investigator” role. Notice there are other roles as well that you can choose for added team members.

**Name \*** Kay Jenkins **Role \*** Principal Investigator

Internal Association*	Credit*	Cost Share Effort			Sponsored Effort			Total Effort
		C	A	S	C	A	S	
Ofc of Rsrch, Scholarshi... X   v	0 %	0 %	0 %	0 %	0 %	0 %	0 %	--

**+ Add Internal Association**

**Name \*** May Abdelaziz **Role \***

Internal Association*	Credit*	Cost Share	
		C	A
X   v	%	0 %	0

**+ Add Internal Association**

**Please select the College(s), School(s), and/or Division(s) for all team**

Co-Principal Investigator  
Investigator  
Co-Investigator  
Fellow  
Post-Doctoral Research Assistant  
Graduate Research Assistant  
Undergraduate Research Assistant  
Coordinator  
Mentor  
Other Participant

You will then choose your new team members’ internal associations, just as you did for the principal investigator. As a reminder, please enter a “0” in the Credit field for each new team member you add.

The last required field for the Personnel Section of the proposal form is one in which you will individually select the colleges, schools, or divisions for each of the team members. The dropdown menu allows you to choose more than one entry which you will need to do if you have team members besides yourself listed on the form. Notice in the screenshot below, that “Other” was selected for the college, school, or division for Kay Jenkins, since the Office of Research, Scholarship, and Sponsored Programs is not a listed college, school, or division in the dropdown list. In the case of additional team member, Dr. May Abdelaziz, she is only associated with one internal association to choose from which happens to be the College of Pharmacy. Since the college, school, or division field is required, the Fisch College of Pharmacy was selected again for that field. The answers to these fields affect the internal routing process later when the proposal form is submitted for routing.

Now that all required information in the Key Personnel section of the proposal form has been completed, a green checkmark appears in the table of contents for that section.

Proposal Sections	Key Personnel
General Information <span style="float: right; color: green;">✔</span>	Add the principal investigator (PI) or investigator (I) and co-principal investigators (Co-PIs) or co-investigators (Co-Is) who work at the same campus as team members. Co-PIs or Co-Is that work at another institution will be added later in the subaward form. Please enter 0% in the credit field for all team members.
Key Personnel <span style="float: right; color: green;">✔</span>	
Summary Budget <span style="float: right; color: red;">6</span>	

## Summary Budget Section of the Proposal Form

The next proposal section is the summary budget, and there are six required fields that must be completed.

The screenshot shows the 'Summary Budget' section of the proposal form. On the left is a sidebar with 'Proposal Sections' including General Information (checked), Key Personnel (checked), Summary Budget (6), Regulatory Compliance (4), Export Control (5), Performance Sites (2), and Expense Support & Collaboration (2). The main area is titled 'Summary Budget' and contains three input fields: 'Total Direct Costs', 'Total Indirect Costs', and 'Total Budget Request'. Below these are two upload boxes: 'Upload a detailed proposal budget' and 'Upload a budget justification', each with a dashed border and a link to 'Drag and drop new files or click to select from file system...'.

The first five fields in this section of the proposal form do not require entries, however, entering this information will help ORSSP pre-award staff better support the development of your proposal. At this stage, the budget is an estimate and the amounts for Total Direct Costs, Total Indirect Costs, and Total Budget Request can be entered now and adjusted later by either the PI or ORSSP pre-award staff if needed. Click in the appropriate boxes to upload a detailed proposal budget (contact the ORSSP for a budget worksheet if needed) and to upload a budget justification.

### Summary Budget

This detailed view shows the 'Summary Budget' section with the following values entered in the input fields: 'Total Direct Costs' is 800,000; 'Total Indirect Costs' is 376,000; and 'Total Budget Request' is 1,176,000. Below the input fields are two upload boxes. The first, 'Upload a detailed proposal budget', shows a file named 'General-Budget Wor...' (15KB) with a download icon and a close button. The second, 'Upload a budget justification', shows a file named 'main-campus-facts-f...' (107KB) with a download icon and a close button. Both upload boxes include the instruction 'Drag and drop new files or click to select from file system...'.

The next two questions are required, and they ask if the sponsor requires a reduced indirect cost rate or if you are requesting a voluntary reduction or waiver in the indirect costs rate.

### Indirect Costs

Does the sponsor require a reduced indirect cost rate?\*

- Yes  
 No

Are you requesting a voluntary reduction or waiver in the indirect costs (F&A) rate?\*

- Yes  
 No

If you answer yes to the question asking if the sponsor is requiring a reduced indirect cost rate, two more fields appear, requesting documentation of that requirement.

---

### Indirect Costs

Does the sponsor require a reduced indirect cost rate?\*

- Yes
- No

Please attach any supportive documents.

[Drag and drop](#) new files or [click](#) to select from file system...

Reference Page Number

If you want to request a voluntary reduction or waiver of the indirect costs rate, then you are asked to provide an explanation. Please note that requesting a voluntary reduction or waiver of the indirect costs rate will require additional internal review of your proposal during the routing process.

---

### Indirect Costs

Does the sponsor require a reduced indirect cost rate?\*

- Yes
- No

Are you requesting a voluntary reduction or waiver in the indirect costs (F&A) rate?\*

- Yes
- No

Please provide explanation.

Answers to the next questions are required, and they ask about cost-sharing.

---

### Cost-Sharing

Does the sponsor require cost-sharing or matching funds?\*

- Yes
- No

Does the sponsor encourage cost-sharing?\*

- Yes
- No

Does your budget contain voluntary cost-sharing?\*

- Yes
- No

If your answer to the first question regarding whether the sponsor requires cost-sharing is “yes”, then you are asked to attach a supporting document or documents.

---

### Cost-Sharing

Does the sponsor require cost-sharing or matching funds?\*

- Yes
- No

Please attach any supportive documents.

[Drag and drop](#) new files or [click](#) to select from file system...

Reference Page Number

If your answer to the second question regarding whether the sponsor encourages cost-sharing is “yes”, then you are asked to attach a supporting document or documents.

Does the sponsor encourage cost-sharing?\*

- Yes
- No

Please attach any supportive documents.

[Drag and drop](#) new files or [click](#) to select from file system...

Reference Page Number

Finally, if your answer to the third question regarding whether your budget will contain voluntary cost-sharing is “yes”, then you must provide an explanation. Please note that offering voluntary cost-share will require approval from the Vice President of Finance.

Does your budget contain voluntary cost-sharing?\*

- Yes
- No

Please explain the cost-share you would like to offer. Voluntary cost-share in a proposal will require approval from the VP Finance before the proposal is submitted.

The last question in the Summary Budget section of the proposal form is a required field and it asks if the funding proposal or contract is awarded, would any team member require supplemental funding to conduct the proposed activities.

Supplemental Pay Holding

Would funding of this grant result in the need for supplemental pay for any key personnel?\*

- Yes
- No

If you answer yes to the question regarding the need for supplemental pay, an alert pops up to remind you that you must get approval from the provost for the supplemental pay before the proposal is submitted to the external sponsor.

Supplemental Pay Holding

Would funding of this grant result in the need for supplemental pay for any key personnel?\*

Yes

No

⚠ Requests for supplemental pay from grant-funded projects must be approved by the Provost before the proposal is submitted. ✕

Now that you have provided all required information in the Summary Budget section of the proposal form, a green checkmark shows up in the table of contents. In addition, a lot more information has automatically populated the Proposal Summary section of the proposal at the top of the screen.

**My Actions**

Complete Review

Route for Review

**Proposal Summary**

PI: Kay Jenkins

Admin Unit: Ofc of Rsrch, Scholarship...

Sponsor: National Institutes of H...

Prime Sponsor: National Institutes of H...

Sponsor Deadline: 2/5/2024

Total Sponsor Costs: 1176000

Project: [24-0011](#)

In Development

Proposal Form

Routing

History

Access

Tasks

Notes

Attachments

Links

Admin Only

All changes save automatically

**Proposal Sections**

General Information ✔

Key Personnel ✔

Summary Budget ✔

Regulatory Compliance 4

**Summary Budget**

Summary Budget

Total Direct Costs:	Total Indirect Costs:	Total Budget Request:
800,000	376,000	1,176,000

Tasks

### Regulatory Compliance Section of the Proposal Form

The Regulatory Compliance Section of the proposal form starts with a question asking whether any of the cited preliminary data in your proposal was obtained from institutions or laboratories other than UT Tyler.

**Regulatory Compliance**

Will you cite preliminary data that came from research conducted at an institution or laboratory other than UT Tyler (main campus or HSC campus)?

Yes  
 No

If your answer is 'Yes', then you are asked to provide more information regarding where the research was conducted and by whom.

**Regulatory Compliance**

Will you cite preliminary data that came from research conducted at an institution or laboratory other than UT Tyler (main campus or HSC campus)?

Yes  
 No

Describe where the research was conducted that produced the preliminary data, and by whom and how the data was collected.

Then you will need to disclose information regarding prior or proposed research involving human subjects.

---

## Human Subjects

**Will you cite preliminary data that came from human subjects research?**

Yes  
 No

**Does this research involve human subjects?\***

Yes  
 No

[NIH Decision Tool: Am I Doing Human Subjects Research?](#)

**Will the proposed project involve direct hands-on patient care? \***

Yes  
 No

A “yes” answer to the first question regarding citing preliminary data that came from human subjects research, opens a new question asking if the data was collected by UT Tyler main campus or HSC employees as opposed to investigators outside of the two campuses.

---

### Human Subjects

Will you cite preliminary data that came from human subjects research?

Yes  
 No

Was the preliminary human subjects data collected by main campus or HSC campus employees?

Yes  
 No

A “yes” answer to the second question regarding whether the preliminary human subjects data was collected by employees on either the main campus or HSC campus opens two new fields requesting the IRB protocol number and approval date for the study from which the preliminary data was collected.

Will you cite preliminary data that came from human subjects research?

Yes  
 No

Was the preliminary human subjects data collected by main campus or HSC campus employees?

Yes  
 No

IRB Protocol Number

IRB Approval Date

A “no” answer opens a text box where you can enter information regarding where the cited human subjects research was conducted and by whom.

Will you cite preliminary data that came from human subjects research?

Yes  
 No

Was the preliminary human subjects data collected by main campus or HSC campus employees?

Yes  
 No

Where was the preliminary human subjects data collected and by whom?

The next human subjects question asks if the proposed research will involve human subjects. If you are unsure if your project qualifies as human subjects research, you can use the [NIH Decision Tool](#) to help you decide. A link to the decision tool is also provided in the Cayuse proposal form.

**Does this research involve human subjects?\***

Yes

No

[NIH Decision Tool: Am I Doing Human Subjects Research?](#)

A “yes” answer to the question regarding a proposed research project involving human subjects brings up another question asking if your team has submitted a protocol for IRB approval.

**Does this research involve human subjects?\***

Yes

No

[NIH Decision Tool: Am I Doing Human Subjects Research?](#)

**Has your team submitted a protocol for IRB approval?\***

Yes

No

A “yes” answer to the second question regarding submittal of a protocol for IRB approval, brings up two more fields for you to list the relevant IRB protocol numbers and dates of approvals.

**Does this research involve human subjects?\***

Yes

No

[NIH Decision Tool: Am I Doing Human Subjects Research?](#)

**Has your team submitted a protocol for IRB approval?\***

Yes

No

**Please list the IRB protocol numbers associated with this project:**

**Date(s) of approved IRB protocol(s) associated with this project.  
(If pending, leave blank.)**

A “no” answer to the second question regarding submittal of a protocol for IRB approval, brings up a reminder that at the time of submission to a federal sponsor, you will have to indicate that you either have an approved protocol or that you have one pending.

Does this research involve human subjects?\*

- Yes
- No

[NIH Decision Tool: Am I Doing Human Subjects Research?](#)

Has your team submitted a protocol for IRB approval?\*

- Yes
- No

 At the time of proposal submission, you will be required by the sponsor to indicate that you either have an approved protocol or that you have one pending.

The last human subjects question asks if the proposed project will involve direct hands-on patient care. It requires a yes or no answer.

Will the proposed project involve direct hands-on patient care? \*

- Yes
- No

The next part of the Regulatory Compliance section of the proposal form deals with animal research.

---

### Animal Subjects

Will you cite preliminary data that came from animal studies?

- Yes
- No

Does this project involve animal subjects?\*

- Yes
- No

A “yes” answer to the first question regarding citing preliminary data that came from animal studies brings up a text box for you to enter the IACUC protocol number(s) and approval date or dates for the relevant protocols.

---

### Animal Subjects

Will you cite preliminary data that came from animal studies?

- Yes
- No

Please list IACUC protocol number(s) and approval date or dates pertaining to the cited data:

A “yes” answer to the second question regarding whether the proposed project involves animal studies brings up another required question asking if a protocol has been submitted for IACUC approval.

Does this project involve animal subjects?\*

Yes

No

Has your team submitted a protocol for IACUC approval?\*

Yes

No

A “yes” answer to the next question regarding whether your team submitted a protocol for IACUC approval brings up three text boxes in which you are asked to enter the animal species involved, the IACUC protocol number or numbers, and the approval date or dates of the protocols.

Has your team submitted a protocol for IACUC approval?\*

Yes

No

Please list the species involved with this project:

Please list the IACUC protocol numbers:

IACUC Approval Date: (If pending, leave blank.)

A “no” answer to the question regarding whether your team submitted a protocol for IACUC approval brings up an alert reminding you that NIH will require submission of an approved IACUC protocol at the Just-In-Time phase. For all other sponsors, UT Tyler policy requires an approved IACUC protocol for the proposed research activities before an award can be set up.

Does this project involve animal subjects?\*

Yes

No

Has your team submitted a protocol for IACUC approval?\*

Yes

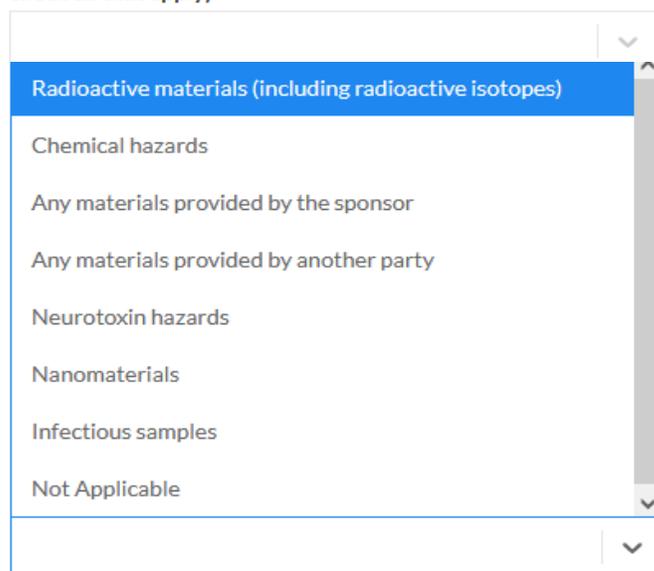
No

 Please note, NIH requires submission of an approved IACUC protocol at the Just-In-Time period. For all other sponsors, university policy requires an approved IACUC protocol for the proposed research activities before an award can be set up. 

The last part of the Regulatory Compliance section of the proposal form deals with regulated research materials. The first question requires you to select any of the materials in the dropdown list that will be involved in your project. Since this is a required question, you can select “Not Applicable” if this question does not apply to your project.

## Research Materials

Does the proposal involve any of the following materials? (Please check all that apply)\*



A screenshot of a dropdown menu. The menu is open, showing a list of options. The first option, "Radioactive materials (including radioactive isotopes)", is highlighted in blue. Other options include "Chemical hazards", "Any materials provided by the sponsor", "Any materials provided by another party", "Neurotoxin hazards", "Nanomaterials", "Infectious samples", and "Not Applicable". The dropdown is contained within a larger form field with a downward arrow on the right side.

The last question asks if the proposed research will involve recombinant nucleic acid, e.g., rDNA. If the answer is “yes”, then another question opens asking if you have an approved IBC protocol for the research.

---

## Research Materials

Does the proposal involve any of the following materials? (Please check all that apply)\*



A screenshot of a tag-based selection interface. A blue tag with the text "Chemical hazards" and a small 'x' icon is visible. To the right of the tag are an 'x' icon and a downward arrow icon, indicating that more items can be selected.

Does the proposal include research involving recombinant nucleic acid, e.g., rDNA?

- Yes  
 No

Do you have an approved IBC protocol for this research?

- Yes  
 No

If “yes” is the answer to the question regarding having an approved IBC protocol, then a text box opens in which you are asked to provide the IBC protocol number and approval date.

Does the proposal include research involving recombinant nucleic acid, e.g., rDNA?

- Yes
- No

Do you have an approved IBC protocol for this research?

- Yes
- No

Please provide the IBC protocol number and approval date.

When the Regulatory Compliance section of the proposal form is completed, a green check mark appears in the table of contents.

Proposal Sections	Regulatory Compliance
General Information	<input checked="" type="checkbox"/>
Key Personnel	<input checked="" type="checkbox"/>
Summary Budget	<input checked="" type="checkbox"/>
Regulatory Compliance	<input checked="" type="checkbox"/>
Export Control	<input type="checkbox"/>

Will you cite preliminary data that came from research conducted at an institution or laboratory other than UT Tyler (main campus or HSC campus)?

- Yes
- No

Describe where the research was conducted that produced the preliminary data, and by whom and how the data was collected.

Preliminary data cited in the proposal was collected at the University of Arkansas by Dr. Brilliance using the ABC methodology.

### Export Control Section of the Proposal Form

The Export Control section of the proposal form contains five questions requiring answers.

**Export Control**

Will the project involve sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (examples include: biologicals, diagnostic kits, reagents)?\*

- Yes
- No

Will the project involve travel outside of the U.S.?\*

- Yes
- No

Does the proposed research involve access to export-controlled information or technology such as government or third party confidential information identified as export restricted?\*

- Yes
- No

Does the research involve encryption or activities covered in the International Traffic in Arms Regulations (ITAR) and/or space technology (e.g. satellites, explosives, military training, military vessels, vessels, and equipment)?\*

- Yes
- No

Will you be restricted from publication, require a non-disclosure agreement (NDA), or, receive, use or create any proprietary technical data?\*

- Yes
- No

A “yes” answer to the first question regarding whether you will be sending, transporting, transmitting, or carrying any material or equipment related to the project outside of the U.S., then two text boxes will open requiring you to identify the items involved and the country or countries where the information, materials, or equipment will be exported.

Will the project involve sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (examples include: biologicals, diagnostic kits, reagents)\*

- Yes
- No

What items do you plan to ship or transport outside of the US? (Please be specific):\*

Specify the country(ies) to where the information, materials, or equipment will be exported:\*

A “yes” answer to the question regarding whether the project will involve travel outside of the U.S. will open a text box in which you will be required to specify the country or countries to which you will travel.

Will the project involve travel outside of the U.S.??\*

- Yes
- No

Specify which country(ies) traveling to:\*

The next two questions are about access to export-controlled information or technology, activities covered in the Traffic in Arms Regulations and/or space technology require answers.

Does the proposed research involve access to export-controlled information or technology such as government or third party confidential information identified as export restricted?\*

- Yes
- No

Does the research involve encryption or activities covered in the International Traffic in Arms Regulations (ITAR) and/or space technology (e.g. satellites, explosives, military training, military vessels, vessels, and equipment)?\*

- Yes
- No

The last question asks if you will be restricted from publishing results of the funded project, required to sign a non-disclosure agreement (NDA), or receive, use, or create any proprietary technical data. A “yes” answer opens a text box in which you are asked to provide further information.

Will you be restricted from publication, require a non-disclosure agreement (NDA), or, receive, use or create any proprietary technical data?\*

- Yes
- No

If Yes, please provide further information.

When answers have been provided for the five questions in the Export Control section of the proposal form, a green check mark appears in the table of contents.

Proposal Sections	Export Control
General Information	<p>Will the project involve sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (examples include: biologicals, diagnostic kits, reagents)*</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Will the project involve travel outside of the U.S.??</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Does the proposed research involve access to export-controlled information or technology such as government or third party confidential information identified as export restricted?*</p>
Key Personnel	
Summary Budget	
Regulatory Compliance	
Export Control	
Performance Sites	

### Performance Sites Section of the Proposal Form

This section of the proposal form requires you to identify on-campus project sites, off-campus project sites, and any subrecipients that may be involved in the conducting project activities.

Proposal Sections	Performance Sites
General Information	<p>Will the proposed work be conducted on-campus?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Will institution personnel conduct any of the proposed work off-campus?*</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Will any portion of the project be performed by a subrecipient?</p> <p> *</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
Key Personnel	
Summary Budget	
Regulatory Compliance	
Export Control	
Performance Sites	
Foreign Support & Collaboration	
Conflicts Of Interest	
Additional Information	

A “yes” answer to the first question opens a text box in which you should list the on-campus buildings and facilities where research activities will occur.

Will the proposed work be conducted on-campus?

- Yes
- No

Please list the buildings and facilities where on-campus research activities will occur.

Brookshire Hall on the main campus in Tyler, room 303.

The next question regarding whether institution personnel will conduct any of the proposed work off-campus requires an answer. A “yes” answer opens a text box in which you are required to describe the off-campus locations where project activities will be conducted.

**Will institution personnel conduct any of the proposed work off-campus?\***

Yes

No

**Off-Campus Location:\***

University of Arkansas, Fayetteville, Arkansas

The third question in the Performance Sites section asks if any portion of the project will be performed by a subrecipient and it is a required question. If you click on the tip icon, a box opens explaining that the question pertains only to work conducted by personnel at other institutions, not work done by consultants or contractors.

**Will any portion of the project be performed by a subrecipient?**

 \*

Applicable to scientific work being done by senior personnel at other institutions. It does not apply to service contracts or small consulting contracts, e.g. project evaluation

If a “yes” answer is selected for this question, then a new section entitled “Subawards” appears in the table of contents on the left side of the screen, and you must now fill out that section.

Proposal Sections	Performance Sites
General Information <span style="float: right;">✔</span>	<b>Will the proposed work be conducted on-campus?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
Key Personnel <span style="float: right;">✔</span>	<b>Please list the buildings and facilities where on-campus research activities will occur.</b> Brookshire Hall on the main campus in Tyler, room 303.
Summary Budget <span style="float: right;">✔</span>	<b>Will institution personnel conduct any of the proposed work off-campus?*</b> <input checked="" type="radio"/> Yes <input type="radio"/> No
Regulatory Compliance <span style="float: right;">✔</span>	<b>Off-Campus Location:*</b> University of Arkansas, Fayetteville, Arkansas
Export Control <span style="float: right;">✔</span>	<b>Will any portion of the project be performed by a subrecipient?</b>  *
<b>Subawards</b> <span style="float: right; color: red;">2</span>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Performance Sites <span style="float: right;">✔</span>	
Foreign Support & Collaboration <span style="float: right;">2</span>	
Conflicts Of Interest <span style="float: right;">2</span>	
Additional Information <span style="float: right;">2</span>	

### Subawards Section of the Proposal Form

The Subaward Section of the proposal form requests information about the subrecipient, subrecipient’s point of contact, and subrecipient’s principal investigator. In the first part, you are asked to choose the name of the subrecipient from the dropdown list. You should choose “Organization Not Listed” if the subrecipient’s name is not listed. You can also attach required documents from the subrecipient if they are available.

## Subawards

Please identify each Subrecipient and upload the following documents:

- Subrecipient’s Statement of Work
- Subrecipient’s Budget and Budget Justification
- Subrecipient Commitment Form signed by the Subrecipient’s Authorized Official

Subrecipient Name(s):\*

  
**University of Arkansas**  
University of Arkansas for Medical Sci  
University of Arkansas Pine Bluff (UAPB)

Subrecipient Attachment(s) (10 MB limit)

Drag and drop new files or [click](#) to select from file system...

The next part asks for the subrecipient’s point of contact. This would be the person in the subrecipient’s Sponsored Programs Office who will be working with the subrecipient’s principal investigator to supply, or upload required information. UT Tyler’s ORSSP pre-award staff will work with this person to ensure that the subrecipient’s proposal components are compliant with the sponsor’s requirements.

### Subrecipient Point of Contact Information

Please provide contact information for each subrecipient’s Sponsored Programs Office staff member who will be working with their principal investigator.

The next field asks you to provide the name of the principal investigator’s institution, principal investigator’s first and last names, title, and email address.

### Subrecipient Principal Investigator Information

Please list all PI contact information below. (Institution, First Name, Last Name, Contact Title and Email):

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The last question in the Subaward section of the proposal form asks if any of the team members from UT Tyler have personal or professional relationships with the subrecipient’s PIs or co-PIs that could pose a potential conflict of interest. An answer is required for this question. A “yes” answer opens a text box in which you should provide the team member names who have a relationship with the subrecipient’s team members and the nature of the relationship or relationships.

Do any of the team members have personal or professional relationships with any subrecipient PIs, co-PIs, or co-Is that could pose a potential conflict of interest?\*

Yes  
 No

Please indicate which team member(s) has a relationship with one or more of the subrecipient team members and the nature of the relationship(s).

When the required information is provided in the Subaward Section of the proposal, then a green checkmark appears in the table of contents on the left of the screen.

Proposal Sections	Subawards
General Information <span style="float: right; color: green;">✓</span>	<p>Please identify each Subrecipient and upload the following documents:</p> <ul style="list-style-type: none"> <li>Subrecipient’s Statement of Work</li> <li>Subrecipient’s Budget and Budget Justification</li> <li>Subrecipient Commitment Form signed by the Subrecipient’s Authorized Official</li> </ul> <p>Subrecipient Name(s):* <input style="border: 1px solid #ccc;" type="text" value="University of Arkansas"/> <span style="float: right; color: green;">✓</span></p> <p style="font-size: small;">If you have multiple subawardees, please list all organizations in the box above.</p> <p style="text-align: right;">Subrecipient Attachment(s) (10 MB limit)  <span style="border: 1px dashed #ccc; padding: 2px; font-size: x-small;">Drag and drop new files or click to select from file system...</span></p>
Key Personnel <span style="float: right; color: green;">✓</span>	
Summary Budget <span style="float: right; color: green;">✓</span>	
Regulatory Compliance <span style="float: right; color: green;">✓</span>	
Export Control <span style="float: right; color: green;">✓</span>	
Subawards <span style="float: right; color: green;">✓</span>	
Performance Sites <span style="float: right; color: green;">✓</span>	
Foreign Support & Collaboration <span style="float: right; color: red;">2</span>	

### Subrecipient Point of Contact Information

### Foreign Support & Collaboration Section of the Proposal Form

The Foreign Support & Collaboration Section of the proposal form starts with two required questions. A foreign government talent recruitment program as described by NSF policy, and applicable to all proposals submitted by ORRSP includes:

- a) Compensation provided by the foreign state to the targeted individual in exchange for the individual transferring knowledge and expertise to the foreign country. The compensation can take several forms, such as cash, research funding, honorific titles, career advancement opportunities, promised future compensation, or other types of remuneration or other consideration.
- b) Recruitment refers to the foreign state sponsor’s active engagement in attracting the targeted individual to join the foreign-sponsored program and transfer their knowledge and expertise to the foreign state. The targeted individual may be employed and located in the United States, or in the foreign state. Note that, generally, an invitation by a foreign state to simply attend or present work at an international conference would not constitute recruitment.

**Foreign Support & Collaboration**

Do any research personnel participate in a foreign talent program?\*

Yes  
 No

Will any scientific element of this project occur outside the United States?\*

Yes  
 No

Involvement with a talent program may be permitted by UT Tyler and federal research sponsors, however, these involvements need to be reviewed by UT Tyler and university and federal agency policies and procedures must be followed.

A “yes” answer to the first question, opens a text box for you to identify the personnel who participate in a foreign talent program along with their email addresses.

Do any research personnel participate in a foreign talent program?\*

Yes  
 No

If Yes, please provide contact names and emails below.

A “yes” answer to the second question requires you to describe activities that will occur outside the U.S. in the text box that opens.

Will any scientific element of this project occur outside the United States?\*

Yes  
 No

Describe activities that will occur outside the United States:\*

Residents of Mexico will be surveyed to assess the country’s tetanus vaccination rate.

When all required information is provided in the Foreign Support & Collaboration section of the proposal form, a green checkmark appears in the table of contents.

Proposal Sections	Foreign Support & Collaboration
General Information	<input checked="" type="checkbox"/>
Key Personnel	<input checked="" type="checkbox"/>
Summary Budget	<input checked="" type="checkbox"/>
Regulatory Compliance	<input checked="" type="checkbox"/>
Export Control	<input checked="" type="checkbox"/>
Subawards	<input checked="" type="checkbox"/>
Performance Sites	<input checked="" type="checkbox"/>
Foreign Support & Collaboration	<input checked="" type="checkbox"/>

Do any research personnel participate in a foreign talent program?\*

Yes  
 No

Will any scientific element of this project occur outside the United States?\*

Yes  
 No

Describe activities that will occur outside the United States:\*

Residents of Mexico will be surveyed to assess the country's tetanus vaccination rate.

### Conflicts of Interest Section of the Proposal Form

The Conflicts of Interest section of the proposal form requires disclosures of any financial and/or commitment conflicts of interest. It also seeks to know if you have completed the CITI Responsible Conduct of Research training within the past three years.

### Conflicts of Interest

Have all team members accessed the UT System Outside Activity Portal to disclose or request significant financial interests/activities and conflicts or to indicate "Nothing to Report?\*

- Yes  
 No

Are any of the team members collaborating with or mentoring an individual(s) from another institution, excluding those involved in currently funded projects, or will they collaborate with or mentor an individual(s) from another institution in this project?

- Yes  
 No

Have you completed the CITI Responsible Conduct of Research (RCR) training within the past three (3) years? ⓘ \*

- Yes  
 No

A "no" answer to the first question regarding team members accessing the UT System Outside Activity Portal to make disclosures or to indicate that they have nothing to report, will bring up instructions reminding you to ensure that the team members access the portal and a link to the portal is provided.

Have all team members accessed the UT System Outside Activity Portal to disclose or request significant financial interests/activities and conflicts or to indicate "Nothing to Report?\*

- Yes  
 No

If No, team members must access the [Outside Activity Portal](#) to disclose or request significant financial interests/activities and conflicts or to indicate "Nothing to Report" as described in HOP section 2.5.5.

A “yes” answer to the question regarding team members experiencing changes that need to be disclosed in the UT System Outside Activity Portal since the last required attestation period, will bring up instructions to reminding you to ensure the team members update the portal and a link to the portal is provided.

Have any team members experienced changes that need to be disclosed in the UT System Outside Activity Portal since the last required attestation period?\*

- Yes
- No

If Yes, changes must be disclosed in the UT System [Outside Activity Portal](#) as described in the HOP Section 2.5.5.

A “yes” answer to the next question regarding team members collaborating with or mentoring individual or individuals from another institution, excluding those involved in currently funded projects, opens a text box in which you should provide the team member or members’ names and information about the collaborator or collaborators or mentee or mentees, including the names of their institutions.

Are any of the team members collaborating with or mentoring an individual(s) from another institution, excluding those involved in currently funded projects, or will they collaborate with or mentor an individual(s) from another institution in this project?

- Yes
- No

Please provide the team member(s) name(s) and information about the collaborator(s) or mentee(s), including the name(s) of their institution(s).

The last question in the Conflicts of Interest section of the proposal form asks if you (principal investigator) have completed the CITI Responsible Conduct of Research (RCR) training within the past three years. The information icon opens a box telling you that this requirement only applies to the principal investigator at the proposal time and does not apply to all team members unless the project is awarded.

Have you completed the CITI Responsible Conduct of Research (RCR) training within the past three (3) years? i \*

- Yes
- No

Only the PI must meet this requirement at the time of the proposal. If awarded, all grant personnel must be up to date with CITI RCR training before beginning work on the project.

A “no” answer brings up instructions and links to access the required RCR training.

Have you completed the CITI Responsible Conduct of Research (RCR) training within the past three (3) years? ⓘ \*

Yes  
 No

**RCR training is required for all personnel engaged in any type of research.**

- If you work for the HSC campus, please go to the [CITI website](#), then “Register” and affiliate yourself with The University of Texas Health Science Center at Tyler. Once logged in please click “Add a course” and select “The RCR for Biomedical Investigators”.
- If you work for the UT Tyler main campus, please go to this webpage to access the training modules: [Responsible Conduct in Research \(RCR\)](#)

When the required information is provided in the Conflicts of Interest section of the proposal form, a green checkmark appears in the table of contents.

Proposal Sections	Conflicts of Interest
General Information	<p>Have all team members accessed the UT System Outside Activity Portal to disclose or request significant financial interests/activities and conflicts or to indicate “Nothing to Report?”</p> <p><input checked="" type="radio"/> Yes  <input type="radio"/> No</p> <p>Have any team members experienced changes that need to be disclosed in the UT System Outside Activity Portal since the last required attestation period?*</p> <p><input type="radio"/> Yes  <input checked="" type="radio"/> No</p> <p>Are any of the team members collaborating with or mentoring an individual(s) from another institution, excluding those involved in currently funded projects, or will they collaborate with or mentor an individual(s) from another institution in this project?</p> <p><input type="radio"/> Yes  <input checked="" type="radio"/> No</p> <p>Have you completed the CITI Responsible Conduct of Research (RCR) training within the past three (3) years? ⓘ *</p> <p><input checked="" type="radio"/> Yes</p>
Key Personnel	
Summary Budget	
Regulatory Compliance	
Export Control	
Subawards	
Performance Sites	
Foreign Support & Collaboration	
Conflicts Of Interest	

### Additional Information Section of the Proposal Form

The last section of the proposal form is the Additional Information section. The first field allows you to upload any documents that you have ready for the ORSSP pre-award staff to review. The second field allows you to enter any additional comments you would like the reviewers to know. These fields are optional. Answers are required for the last two questions.

Proposal Sections	Additional Information
General Information	<p><b>Proposal Attachments</b></p> <p>Please attach any proposal components that are ready for ORSSP review or that will assist internal reviewers during the routing of this proposal.</p> <p><small>Drag and drop new files or <a href="#">click</a> to select from file system...</small></p> <hr/> <p><b>Submission Notes</b></p> <p>Enter any additional comments on this proposal: (optional)</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p>Are you or any team members currently debarred or suspended from doing business with the federal government?*</p> <p><input type="radio"/> Yes  <input type="radio"/> No</p> <p>Are any of the project team members related to each other personally?*</p> <p><input type="radio"/> Yes  <input type="radio"/> No</p>
Key Personnel	
Summary Budget	
Regulatory Compliance	
Export Control	
Subawards	
Performance Sites	
Foreign Support & Collaboration	
Conflicts Of Interest	
Additional Information	

A “yes” answer to the question regarding whether any team members are currently debarred or suspended from doing business with the federal government, will bring up a notice stating that the proposal will not be allowed to be submitted to the sponsor.

Are you or any team members currently debarred or suspended from doing business with the federal government?\*

- Yes
- No

If you or any team members are currently debarred or suspended from doing business with the federal government, you are ineligible to apply. Please contact the Director of Sponsored Programs with any questions.

A “yes” answer to the last question on the proposal form regarding whether any project team members are related to each other personally, will bring up a text box requesting that you identify the team members and describe the relationship. A link to the UT Tyler nepotism rule is provided.

Are any of the project team members related to each other personally?\*

- Yes
- No

If Yes, please describe the relationship.

You can review the [HOP 4.15.11 Nepotism Rule](#) here.

When all required information is provided in the proposal form, the table of contents will show green check marks for all sections.

Proposal Sections	
General Information	✓
Key Personnel	✓
Summary Budget	✓
Regulatory Compliance	✓
Export Control	✓
Subawards	✓
Performance Sites	✓
Foreign Support & Collaboration	✓
Conflicts Of Interest	✓
Additional Information	✓

## Routing the Proposal Form

When all required information is contained in the Proposal Form, the blue “Route for Review” button at the top of the screen will be active. If any required information is missing, the button will be grayed out and you will not be able to route it for review.

Jenkins NIH DEMO 2024

[My Active Projects](#) / [Jenkins NIH DEMO 2024](#) / [24-0011-P0001](#)

The screenshot displays the Cayuse Proposal Form interface. On the left, under 'My Actions', there are two buttons: 'Complete Review' (grayed out) and 'Route for Review' (blue and highlighted with an orange circle). The main area is titled 'Proposal Summary' and contains the following information:

- PI: Kay Jenkins
- Sponsor: National Institutes of H... Pi
- Admin Unit: Ofc of Rsrch, Scholarship ...
- Prime Sponsor: National Institutes of H... Pi
- Sponsor Deadline: 2/5/2024 In
- Total Sponsor Costs: 1176000

On the right side, there is a dropdown menu set to 'In Development' and a 'Project: [24-0011](#)' link. At the bottom, there is a navigation bar with tabs: 'Proposal Form' (selected), 'Routing', 'History', 'Access', 'Tasks', 'Notes', 'Attachments', 'Links', and 'Admin Only'. A note at the bottom right states 'All changes save automatically'.

After the proposal has been reviewed and approved by the ORSSP pre-award staff and the Director of the Office of Research, Scholarship, and Sponsored Programs, you will receive an email with a link to the proposal in Cayuse where you will be required to certify that all information in the form is accurate.