

CAYUSE
Approver Guide
Chairs, Deans, and Supervisors



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Contents

- CAYUSE INTRODUCTION 3
 - Sponsored Projects (SP) 3
 - Proposals (S2S)..... 3
 - Important Notes..... 3
 - Icons & What They Mean..... 3
- Resources 4
 - A. ORGS User Guides 4
 - B. SFA Knowledge Base 4
 - C. Cayuse Resource Center 4
- Approver process 5
 - Step One: Receive Email**..... 6
 - Step Two: Login to Cayuse** 7
 - Step Three: Review of Proposal**..... 9
 - Additional Review Information: Internal Grant proposals 12
 - Step Four: Complete Review**..... 13
- How approver queues were established 14
- Routing and Approval Workflow 15
 - Routing Order..... 15
 - Monitoring the approval process..... 16
 - Routing Example – declined and returned 16
 - History Example 16
 - Routing Example – all approvals recorded 17

CAYUSE INTRODUCTION

Cayuse is cloud-based software that provides an integrated suite of electronic research administration products to manage the entire research portfolio. SFA utilizes 2 (two) modules within Cayuse for grant opportunities: Sponsored Projects (SP) and Proposals (S2S).

Cayuse replaced the paper process for grant proposals as of 9/1/2022.

Sponsored Projects (SP)

- A cloud-based application that is replacing paper processes for grant proposals as the University-wide grants management solution.
- SP includes electronic proposal initiation and development, proposal routing and review, award initiation and tracking, budget building, and role-based dashboard views and access.
- Offers smart form technology with conditional logic to show only the questions needed for the proposal type
- Provides a centralized at-a-glance dashboard based on user roles
- Streamlined and automated routing based on SFA hierarchy
- Simplified approvals with a modern look and feel

Proposals (S2S)

- A cloud-based application utilized to simplify the creation, review, approval and electronic submission of Grants.gov proposal applications through a secure and direct connection.
- Note that this module is not utilized when completing Internal Funding Proposals

Important Notes

- **Cayuse is updated frequently by both Cayuse and ORGS. Please use this guide as a reference only (fields, questions, etc. may be different). Contact ORGS with any questions.**
- Preferred Internet Browsers: Google Chrome and Firefox
- Cayuse requires the use of pop-ups when utilizing Cayuse Proposals (S2S)
- Cayuse automatically saves after each change in the form

Icons & What They Mean

- * - A red asterisk indicates a required field
- 4 - A red circle with a number next to a section indicates the number of incomplete required fields
- ✓ - A green check mark next to a section indicates all required fields are complete for that section

Resources

A. ORGS User Guides

Access via the ORGS website: <https://www.sfasu.edu/academics/orgs/grants-sponsored-programs/cayuse>

1. Internal Funding: Instructions for submitting internal grant proposals to ORGS.
2. External Funding: Overall instructions for submitting external proposal in Cayuse. All external proposals must be routed in Cayuse and approved by appropriate university personnel prior to submission. Anyone who intends to submit an external grant should contact ORGS prior to starting a Cayuse record as each external proposal is unique.
3. Departmental Administrative Staff: Instructions for viewing proposals, awards, and tasks. Allows for monitoring of proposals and awards.

B. SFA Knowledge Base

Access through the SFA IT Help Desk: <https://help.sfasu.edu/TDClient/2027/Portal/Home/>

1. Sign in (upper right-hand corner)
2. Select **Knowledge Base** on menu
3. Scroll down to **Cayuse**
4. **End User Guides**
5. **Cayuse FAQ**

C. Cayuse Resource Center

Access on every screen via the orange question mark in bottom right side.



1. Announcements
 - i) Will contain a link to the latest Cayuse update
 - ii) Link to Connect Community (more for grant administrators)
2. Show me how to (onboarding guides). *Coming soon*
 - i) Coming soon - Cayuse Academy
 - ii) Click Register. Then "Staff"
3. Help Center (articles and guides). *Coming soon*

APPROVER PROCESS

Once an employee has completed their proposal, Cayuse will route to the appropriate approvers. For academic units, this includes the chair and the dean. For other units, this includes a supervisor.

The overall steps include:

1. Approver receives an email from Cayuse.
2. Approver logs into Cayuse through mySFA.
 - a. If you are already logged into mySFA, clicking the link in your email should automatically take you to the correct proposal.
 - b. If you are not already logged into mySFA, clicking the link will take you to mySFA first to login.
3. Approver reviews proposal.
4. Approver selects "Complete review" then either approves or returns the proposal.
 - a. If *Approved* is selected, no comment is required.
 - b. If *Return for Development* is selected, a comment is required. You should explain what needs to be updated/changed in order for the personnel to resubmit.
5. Approver notifies the employee or ORGS separately if there are other concerns that would preclude a submission that you do not wish to include in the "Comments" section.
6. ORGS staff make a final review.
7. ORGS Dean reviews and approves.
8. ORGS submits proposal (or employee if directed).

Contact Cayuse@sfasu.edu with any questions or concerns.

Step One: Receive Email

The email contains the supervisor certification statement and a link for Cayuse.

- Review the statement carefully.
- Your approval of the proposal is a formal commitment to the project team and SFASU that your unit will provide the resources and available time for the associated faculty, staff, and/or students to engage in project activities.

Sample email:

Subject Line: Always from Cayuse Administration <do-not-reply@cayuse.com>

From: Cayuse Administration <do-not-reply@cayuse.com>

Sent: Monday, August 22, 2022 9:55 PM

To: Jennifer Hanlon Patterson <hanlonjd@sfasu.edu>

Subject: Action Required: Cayuse Proposal Review 22-0264-P0001 Routing

Subject Line: Action required always means a proposal needs your review and approval. There are other possible actions depending on your role.

Dear Jennifer Hanlon Patterson:

Proposal 22-0264-P0001 for project Routing has been routed for internal review.

As an immediate supervisor for one of the Research Team members, you are required to review and provide a decision on the project.

As the Department Chair / Director, I understand that by approving this project within Cayuse, I am certifying the following:

1. I confirm I have reviewed the proposal and budget.
2. I confirm the purpose and activities are consistent with the mission of the program, department, college/division, and appropriate faculty/staff.
3. My department will provide release time to execute the project (if applicable) in accordance with the proposal and budget.
4. My department will make available appropriate university facilities to the project team to execute project activities.
5. My department will provide matching funds (if applicable) in accordance with the proposal and budget.
6. My department will use the ORGS Management Plan for this project to address any perceived conflict of interest.
7. My department will work collaboratively with the college/division to cover any project budget deficits due to inappropriate grant management, overspending, and/or sponsor rejection of invoiced expenditures.
8. Post-grant, my department will absorb the cost and/or personnel to cover maintenance of equipment, monitor the grant, and submit required reports.

To review this proposal, log in to [Cayuse Sponsored Projects](#) using your mySFA credentials.

If you believe that you have received this notification in error, contact cayuse@sfasu.edu.

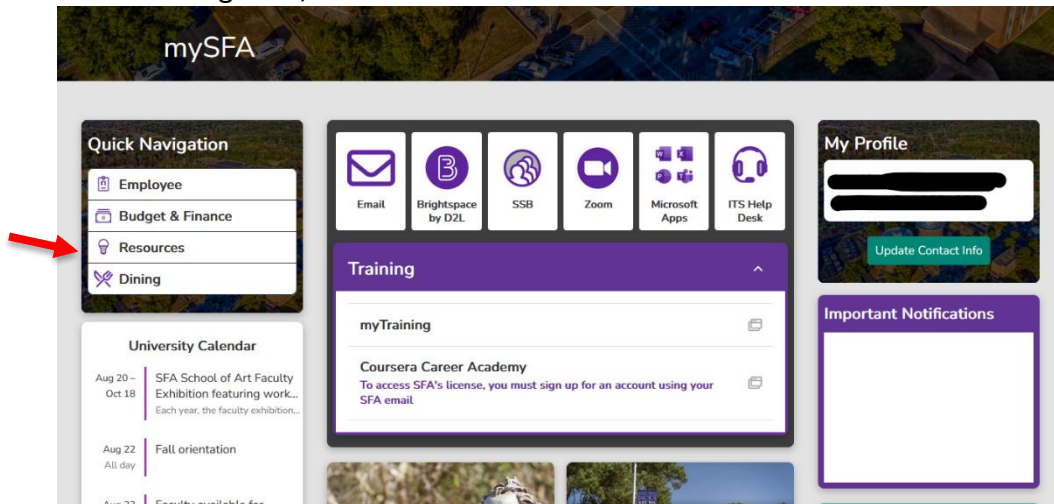
Step Two: Login to Cayuse

- If you are already logged into mySFA, clicking the link in your email should automatically take you to the correct proposal.
- If you are not already logged into mySFA, clicking the link will take you to mySFA first to login.

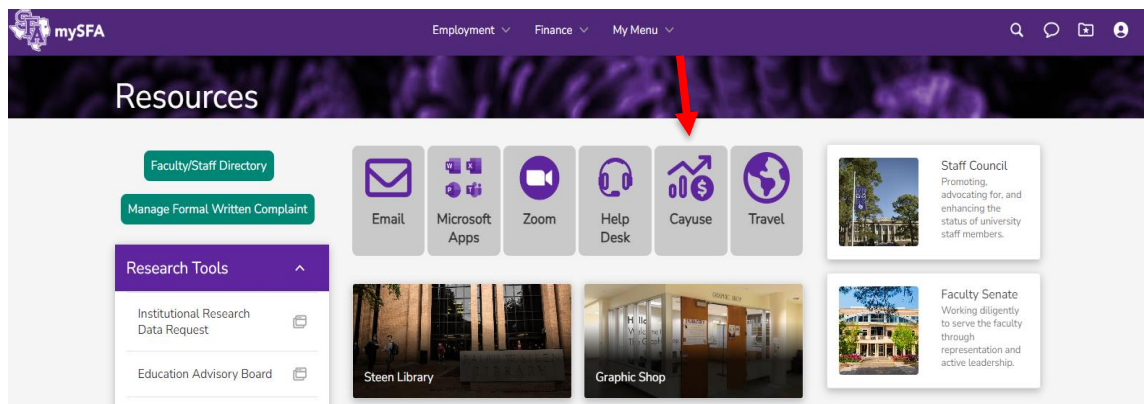
1. **Login** to mySFA using your mySFA username and password.



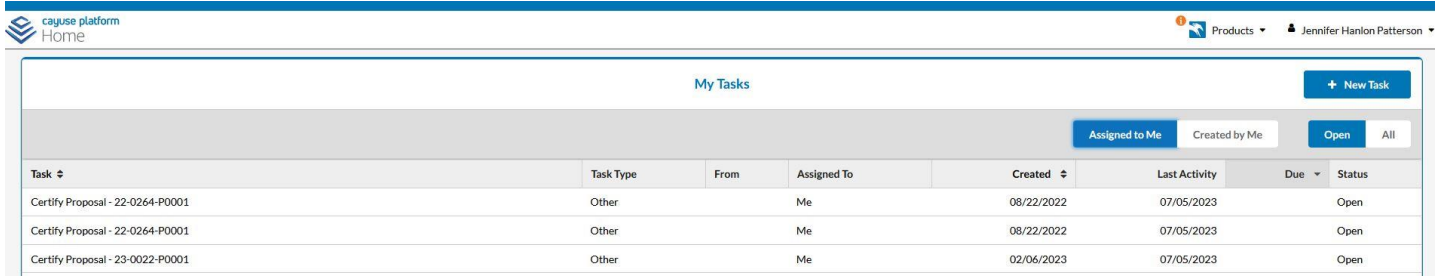
2. Under Quick Navigation, select Resources



3. On the Resources screen, select Cayuse from the middle menu



4. Cayuse Home page. The home screen is defaulted to show any tasks assigned to you.



The screenshot shows the 'My Tasks' section of the Cayuse Home page. The page header includes the 'cayuse platform Home' logo on the left and 'Products' and 'Jennifer Hanlon Patterson' on the right. The 'My Tasks' section has a '+ New Task' button and two filter buttons: 'Assigned to Me' (selected) and 'Created by Me'. Below the filters is a table with the following data:

Task	Task Type	From	Assigned To	Created	Last Activity	Due	Status
Certify Proposal - 22-0264-P0001	Other		Me	08/22/2022	07/05/2023		Open
Certify Proposal - 22-0264-P0001	Other		Me	08/22/2022	07/05/2023		Open
Certify Proposal - 23-0022-P0001	Other		Me	02/06/2023	07/05/2023		Open

5. Click on a task to access the specific proposal.

Step Three: Review of Proposal

While there are some differences between the internal and external proposals in Cayuse, the below review list is useful for either type.

A separate section for specific internal grant review items follows.

- A. Proposal Information
 - 1. Gives an overview of the project – project title, department and person who will manage the award, collaborative units, start and end dates
 - 2. Institutional considerations – alterations to space or new construction, commitment to maintain equipment or activities after project ends, hiring of new personnel, creation of new certificate/degree program.
 - 3. **Review** the Institutional Considerations carefully as any “yes” responses require attachments and some items require specific approvals.
- B. Personnel – key personnel
 - 1. Lists name of principal investigator/project director and any co-investigators/co-project directors
 - 2. Work load reduction – if faculty request a course release or time off of other duties.
 - 3. **Review**
 - i. Do you approve the personnel listed to work on the project (who are within your unit)?
 - ii. Do you approve the work load reduction / course release?
- C. Sponsor Information (external only – internal proposals are always “SFA Internal”)
 - 1. Basic information - name of sponsor, deadline, link to funding announcement
 - i. External proposal - the funding announcement will give you more detail about sponsor expectations, proposal guidelines, etc.
 - ii. Internal proposal – the funding agency listed informs you of which sponsor the future application will be submitted to.
 - 2. *Informational purposes only*
- D. Conflicts of Interest Disclosure Process
 - 1. The principal investigator/project director has overview questions to answer.
 - 2. Each individual key team member will complete a separate Conflicts of Interest Form and submit to ORGS. These forms will not be included in Cayuse.
 - 3. **Review** and alert ORGS if you know of any potential conflict of interest (financial or nepotism related) involving the key personnel on the project.

E. Research Subjects

1. The IRB/ IACUC committee chair will receive a notification to review if fields are checked.
2. **Review** to ensure the appropriate boxes are checked based on your knowledge of the project.

F. Research Materials

1. The IBC committee chair and the Environmental Health, Safety and Risk Management will receive a notification to review if fields are checked.
2. **Review** to ensure the appropriate boxes are checked based on your knowledge of the project.

G. Budget

1. Shows overall budget details. A more detailed budget should be available under Attachments.
2. Cost share/Match. A separate cost share detail form is required and will be included under Attachments.
3. Facilities & Administrative Costs – if the project personnel request anything less than the full rate allowed by the sponsor, a separate waiver form is required. This waiver form is reviewed by the VPFA and the President.
4. **Review** to ensure you are aware of the implications for award management expectations and cost sharing:
 - i. You will allow the faculty/staff involved in the project the time and other resources to successfully manage the project.
 - ii. The administrative assistant in your unit will be responsible for numerous duties pertaining to the grant such as entering EPAFs, entering requisitions, ensuring Pcard purchases are detailed to the grant, etc.
 - iii. Your approval of a budget that contains cost share/match means you commit to provide the funds and/or resources as detailed in the proposal.

H. Subawards & subrecipients (external only)

1. Information on subawards indicate project partners. If project is awarded, SFA would contract with the subaward entities. Participants and contractors are not individually listed. Overall amounts are included in the budget.
2. *Informational purposes only.*

I. Export Control

1. The appropriate SFA unit will receive a notification to review if fields are checked.
2. **Review** to ensure the appropriate boxes are checked based on your knowledge of the project.

- J. Application Abstract
 - 1. Not required. If uploaded, ORGS would use abstract for promotion of project or for reporting purposes.
 - 2. *Informational purposes only.*
- K. Attachments & Submission Notes
 - 1. Attachments as required by sponsor and/or ORGS.
 - 2. **Review** these documents as they provide specific details of the project. The items to carefully review include:
 - i. Scope of Work, Narrative, or Research Plan
 - ii. Budget and justification
 - iii. Timeline
 - iv. Equipment, Facilities & Other Resources (may be a separate document or may be included in the narrative). These items are those resources that SFA is committed to providing without any sponsor remuneration.

Additional Review Information: Internal Grant proposals

To learn more about the requirements for the internal grants, visit:

<https://www.sfasu.edu/academics/orgs/grants-sponsored-programs/find-funding/internal-funding>

- A. Travel Support (TS)
 - 1. Details on type of travel, location, dates, and Project Summary details.
 - 2. **Review** to ensure the traveler will have any SFA commitments taken care of while on travel status, that the unit will provide other support as needed.
- B. Project Support (PS)
 - 1. Details include project description and timeline.
 - 2. **Review** to ensure faculty commitments are allowable.
- C. Publication Support (PUB)
 - 1. Details include type of publication fees and acceptance.
 - 2. **Review** to ensure fees and publication type seem appropriate and typical for the academic field.
- D. Research Grant Development (RGD)
 - 1. Details on summer stipend or course release in fall/spring and justification.
 - 2. **Review** to ensure department can provide coverage for the course release. If awarded and a course release was selected, the grant will pay for the employee teaching the course.
- E. Research Pilot Studies (RPS)
 - 1. Details include project description, methodology, and timeline.
 - 2. **Review** to ensure faculty commitments are allowable
- F. Research/Creative Activity (RCA)
 - 1. Details include:
 - i. estimated faculty grant work during the spring semester (to be paid by the department as considered part of the normal faculty workload)
 - ii. summer faculty salary (if requested – to be paid by the grant)
 - iii. proposal
 - 2. **Review** to ensure faculty commitments are allowable and that project seems feasible for the timeframe
- G. Comprehensive Research Fund (CFR) – *for future use*

Step Four: Complete Review

1. Select “Complete Review” in upper left of screen.

The screenshot shows the Cayuse Sponsored Projects interface. At the top, there is a navigation bar with 'Proposals', 'Projects', 'Awards', 'Reporting', and 'More'. Below this, the page title is 'Sample_03.10.2022_TK2' with a breadcrumb trail: 'My Active Projects / Sample_03.10.2022_TK2 / 22-0089-P0001'. The main content area is divided into two columns. The left column, titled 'My Actions', contains two buttons: 'Complete Review' (highlighted with a red arrow) and 'Route for Review'. The right column, titled 'Proposal Summary', displays the following information: PI: Irene Investigator, Sponsor: National Institutes of Health (NIH), Admin Unit: Office of the President, Prime Sponsor: --, Sponsor Deadline: 4/1/2022, and Total Sponsor Costs: --. Below the main content area, there is a navigation bar with 'Proposal Form', 'Routing', 'History', 'Access', 'Tasks', 'Notes', 'Attachments', 'Links', and 'Admin Only'. At the bottom, there are two tabs: 'Proposal Sections' and 'Proposal Information', with 'Proposal Information' selected and marked with a green checkmark.

2. Select relevant decision.
 - a. Approve to indicate your approval on all relevant project areas.
 - b. Return to in Development to indicate you either disapprove the entire project or that you believe there are areas that need addressed before submission to sponsor (for external sponsors) or to ORGS (for internal proposals).
 - c. Comment is required for “return to in Development” and is not required for “Approve”.
Include what additional details are needed, what sections need to be updated, etc.

The screenshot shows a dialog box titled 'Complete Review for Research Team Research Team'. The main content area is labeled 'Review Decision*'. It features a dropdown menu with 'Approve' selected. Below the dropdown menu, there is a text input field with the placeholder text 'Please add a comment.'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Save'.

3. Select “Save” in bottom right of window.

HOW APPROVER QUEUES WERE ESTABLISHED

A. For academic units:

1. Dean Level

This approver queue includes the dean and any associate/assistant deans.

The assistant to the dean is also included as this person may act as a proxy when assigned by the dean.

Only one person approves the proposal. That person is up to your unit to determine.

Once a person approves at this level, the Routing queue will only show the individual who approved.

If the applicant is a dean, there is no additional unit approval required.

ORGS can modify the members in the dean level queue.

2. Department Level

This approver queue includes the chair.

This queue is established based on Banner hierarchy. ORGS cannot modify.

B. For non-academic units:

1. This approval queue includes the director or manager.
2. If the applicant is a director or manager level, there is no additional unit or division approval required.

Note: If the approval queue team is incorrect, ORGS can make change to future proposals. However, at this time ORGS cannot update the queue that is already in process.

Contact ORGS if there are any questions.

ROUTING AND APPROVAL WORKFLOW

Once the employee has completed the proposal (signified by all green checks on the proposal information sections), they then submit the proposal for university review.

- SFASU requires that all proposals receive ORGS review and approval prior to submission.
- Each approval team may have multiple persons listed who can approve. However, only one person is required to approve. Once the person approves, any others in that routing queue can no longer approve and are removed from the routing queue.
- Some proposals require other institutional approvals from a vice-president or the president. ORGS will alert the PI/PD to other required approvals that will occur outside of Cayuse.

Routing Order

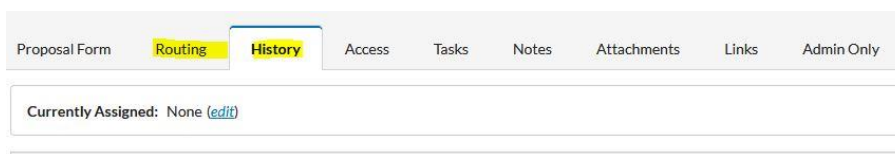
In Cayuse, the routing queue follows this order:

1. **The lead grant person routes for review to ORGS.** This is typically either the Principal Investigator (PI) or Project Director (PD).
2. **ORGS team performs an initial review**
 - a. If proposal has missing/incorrect items:
 - i. ORGS changes status to “In development”
 - ii. ORGS may also email PI/PD or create a Cayuse Task
 - iii. As needed, ORGS will copy the chair, dean, etc.
 - b. If proposal is accurate and complete, ORGS approves
3. **PI/PD and any co-PIs certify the proposal**
4. **ORGS team completes formal review**
5. **PI/PD supervisor team**
 - a. Academic colleges - chair and dean review
 - b. Director level or above - no further approvals required
 - c. Other units – supervisor reviews
6. **ORGS team approves** (for submission purposes)
 - a. Reviews final package
 - b. Prepares package for submission to sponsor
7. **ORGS dean approves** (for submission purposes)
8. **For federal proposals or proposals over \$450,000**, the appropriate VP and the President must approve. ORGS is responsible for this approval which occurs external to Cayuse.

Monitoring the approval process

You can monitor the routing process using the **Routing** and **History** tabs.

- History tab reflects status changes
- Routing tab reflects approvals or denials



Routing Example – declined and returned

Beverly declined this proposal as the record was missing items.

College of Education	Christina Sinclair Heather Hawkins Judy Abbott Stacy Hendricks	
Education Studies	Jannah Nerren	
ORGS - Proposal External	Beverly Morehouse ✓	Approved
English and Creative Writing	Elizabeth Tasker	
ORGS - Proposal External	Beverly Morehouse ✗	Declined
ORGS - Proposal External	Beverly Morehouse ✗	Declined
ORGS - Proposal External	Beverly Morehouse ✗	Declined

History Example

The status changes reflect when Beverly returned the proposal to the originator.

Status was changed from: Under Review to In Development	Beverly Morehouse	8/7/2023 01:17:37 PM
Status was changed from: In Development to Under Review	Beverly Morehouse	8/7/2023 01:16:54 PM
Status was changed from: Under Review to In Development	Beverly Morehouse	8/7/2023 01:15:43 PM
Status was changed from: In Development to Under Review	Beverly Morehouse	8/7/2023 01:15:18 PM
Status was changed from: Under Review to In Development	Beverly Morehouse	8/7/2023 01:14:35 PM
Status was changed from: In Development to Under Review	Beverly Morehouse	8/7/2023 01:14:18 PM
Status was changed from: Under Review to In Development	Beverly Morehouse	8/7/2023 01:14:08 PM
Status was changed from: In Development to Under Review	Beverly Morehouse	8/7/2023 01:11:43 PM
Status was changed from: Under Review to In Development	Beverly Morehouse	8/7/2023 01:11:29 PM

Routing Example – all approvals recorded

The green check beside the member’s name in each team and the status of “approved” inform you that all required approvals are completed.

In this example, the ORGS Dean level was not required for internal proposals. Thus, that team level does not have the green check.

Team	Members	Status
URC - Chair	Nicholas Long✓	Approved
ORGS - Proposal Internal	Jennifer Hanlon Patterson✓	Approved
ORGS - Proposal Internal	Jennifer Hanlon Patterson✓	Approved
College of Education	Judy Abbott✓	Approved
ORGS - Dean	Sheryll Jerez	Not Yet Active
Education Studies	Jannah Nerren✓	Approved
ORGS - Proposal Internal	Jennifer Hanlon Patterson✗	Declined
Principal Investigator	Amber Wagnon	Certified