

Cayuse424: How to Upload a Non-Federal Application to SPA

All proposals should be routed to SPA via Cayuse424.

To upload a non-federal application to SPA, follow these steps:

1. Go to the proposals tab and click the “Create Proposal” button at the top of the screen.



2. You'll see the following dialog. Choose “Other Proposal” for non-federal applications.

A screenshot of a dialog box titled "Create Proposal" with a green plus sign icon. It contains three radio button options: "Grants.gov" (unselected), "Other Proposal" (selected), and "Subaward Proposal" (unselected). Each option has a descriptive text block below it. At the bottom of the dialog are two buttons: "Create" and "Cancel".

Create Proposal

Grants.gov
Proposals for federal opportunities downloaded from and submittable to Grants.gov.

Other Proposal
Other proposal formats not electronically submitted to Grants.gov, including other federal proposals, or opportunities from non-federal sponsors. Also includes internal opportunities.

Subaward Proposal
Subaward proposal for internal use or for sending to other Cayuse424 sites.

3. On the following screen:
 - A. Type in a proposal Nickname.
 - B. Select the Principal Investigator.
 - C. Select the Default IDC Rate.
 - D. Select the Number of Budget Periods.
 - E. Enter the proposal Due Date.

Note: The Validation Type will be “Other - Minimal.”

Proposal Name: (For reference within **Cayuse 424**)

Search for PI

Showing recent PIs | [Show all](#)

Principal Investigator: [None]
Contu, Francesco (Restorative Dentistry) / The University of Texas Health Science...
Hill, Jennifer (Pediatric Dentistry) / The University of Texas Health Science Center at...
Klein, John R. (Diagnostic Sciences) / The University of Texas Health Science Center at...
Koh, Sheila (Restorative Dentistry) / The University of Texas Health Science Center at...
Lou, Yahuan (Diagnostic Sciences) / The University of Texas Health Science Center at...
Lozano, Guillermina (Department of Genetics) / The University of Texas M. D. Anderson...
Sadowsky, June (Restorative Dentistry) / The University of Texas Health Science Center...
Schaefer, Jeremy Scott (Diagnostic Sciences) / The University of Texas Health Science...
Stancel, George M. (Integrative Bio & Pharmacology) / The University of Texas Health...

Organization: The University of Texas Health Science Center at Houston

Default IDC Rate: Research On_Campus

of Budget periods: 1 2 3 4 5 6 7 8 9 10

Due Date: 08/12/2013

Validation Type: Other - Minimal

Create Proposal

Cancel

4. On the left navigation menu click "Documents":

A. Click "Add" under the *Supporting Documents Attachment Page* and attach the required Administrative and Financial (A&F) Packet.

Note: For non-federal applications, completing the R&R forms is optional, and you do not need to complete the R&R forms to route the application to OSP for review—you only need to upload the A&F Packet.

Proposals List > TOUPS TEST

TOUPS TEST

Supporting Documents Attachment Page

Attach supporting documents here. Be sure to provide all documents with descriptive file names for easy identification. Both PDF and/or source documents can be attached.

Attachments: **Documents uploaded here are for internal use and will not be submitted with the proposal.**

1.	(no pdf) (no src)	Add	R
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Attach

Click

Proposal Summary
Summary
Documents

Proposal Management
Permissions
Routing & Approval
Proposal History

Error (0) / Warning (0) / Info (0) Other - Minimal Final Review

To route the application to SPA, follow these steps:

Note: Each box must be checked in sequence. All reviewers including SPA must be on the chain prior to checking the previous boxes, if not; the application will not get routed to the next reviewers or to SPA.

- A. The first reviewer listed on the Routing Chain must check the box next to their name. This is usually the PI or the delegate of the PI. By checking the box, the application is routed to the next reviewer listed.
- B. The second reviewer listed or their delegate will then check the box next to their name.
- C. This will continue until the last person (i.e., the person listed before SPA) has checked their box.
- D. Once the last person has checked their box, the proposal is routed to SPA for review. See the example below.

The screenshot shows a web interface for 'Routing & Approval'. On the left is a sidebar with navigation options: Targeted/Planned Enrollment (1), Inclusion Enrollment Report (1), PHS 398 Checklist (1, 2), PHS 398 Cover Letter (1), Proposal Summary (Summary, Documents), Proposal Management (Permissions), Routing & Approval (selected), and Electronic Submission.

The main content area is titled 'Routing & Approval' and contains a 'Routing Chain' section. It features a 'Begin' button, a list of reviewers, and an 'End' button. The first reviewer, 'Popham, Ashley - The University of Texas Health Science Center at Houston: Office of Sponsored Projects', has a checked box. The second reviewer, 'OSP, - The University of Texas Health Science Center at Houston: Office of Sponsored Projects', has an unchecked box. A message below the reviewers states: 'An AOR has approved this proposal, so it is now submittable by a suitably authorized user.'

Below the routing chain is a 'Routing History' table with the following data:

username	person	type	date/time	comments
	Popham, Ashley - The University of Texas Health Science Center at		2012-06-04	