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.

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.”
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.
**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.

![Routing & Approval](image_url)