



System Smarts – Using Cayuse

College of Education Faculty

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Goals

- Learn the basics of the Cayuse system, including:
 - Understanding SP, 424 and IRB Components
 - Creating a record
 - Requirements for routing for approval

What is Cayuse?

- Proposal system platform to facilitate the application process for grants and contracts and the associated project award information.
- A proposal record must be created anytime an application is submitted to a Sponsor that requires the inclusion of a **budget**, even pre- or preliminary proposals.

Starting the Process

- PI contacts Pre-award Coordinator regarding an upcoming submission. The sooner, the better 😊
- Pre-award coordinator or PI initiates Cayuse record. If PI, Pre-award coordinator needs to be added as a proposal editor so items can be edited/input on the PI's behalf.

Cayuse Components

- SP – basic data on the proposal and section required to route for internal approval.
- 424 – used for submitting applications directly to Grants.gov (federal proposals). The actual proposal.
- IRB – used to submit all requests for IRB consideration

Cayuse SP

- 14 sections in which to input basic information about the project.
- All sections must have green checks before a proposal can be routed for internal approvals.

A few SP Notes

- PIs should input as much data as possible. Pre-award Coordinator checks and reviews before routing.
- Pre-award Coordinator will input the budget and verify if effort is correct.
- If a Sponsor is not in the system, the Pre-award Coordinator will submit a request to add.
- PI checks final record before routing.

Cayuse 424

- The actual proposal when submitted via Grants.gov including submissions to:
 - National Institutes of Health (NIH)
 - U.S. Department of Education
 - Institute of Educational Sciences
 - Human Resources and Services Administration (HRSA)
 - Department of Defense

Cayuse IRB

- Used for all IRB applications, providing 24/7 access to an IRB protocol.
- Used for submitting new protocols, modifying, renewing, reporting an adverse event or incident, or closing a study.
- Houses all communications related to a study.

Accessing Cayuse

Log into Cayuse via

<https://memphis.cayuse424.com/>



Cayuse Research Suite

3.8.0

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

Application Help

- [Research Suite Support Center](#)

Cayuse Online Resources

https://www.memphis.edu/research/researchers/route_submit/cayuse/index.php

Questions?