

FROM THE OFFICE OF GRANTS AND RESEARCH SERVICES (OGRS)

As a reminder, Cayuse is the University's system of record for sponsored projects and research activities. It is critical that all researchers become familiar with Cayuse, as it serves as the official platform for obtaining institutional approval before any proposal is submitted to a sponsor.

Why Cayuse?

Cayuse allows Department Chairs and Deans to review and approve proposed research activities based on the project abstract, budget, and budget justification. This process ensures that academic leadership is aware of upcoming research initiatives and any resources required to support them.

Before You Begin an Application

No proposal should be submitted to a sponsor without first receiving internal approval through Cayuse.

To initiate a proposal record, you will need:

- Project title
- Names and roles of all research team members
- Project abstract
- Sponsor name
- Sponsor deadline
- Project start and end dates
- Project budget and budget justification, which may include:
 - Personnel effort
 - Supplies
 - Equipment (vendor quotes required)
 - Travel
 - Subawards
 - Consultants
 - Other project-related expenses

Certification and Routing

Once the proposal record is complete, the Principal Investigator (PI) and any Co-PIs will certify the project in Cayuse. Certification initiates the institutional review and approval process.

Proposal Routing Paths

Federal, State, and Subaward Proposals

PI/Co-PIs → Chair(s) → Dean (PI's school only) → Office of Grants & Research Services (OGRS)

Foundation and Corporate Proposals

PI/Co-PIs → Chair(s) → Dean (PI's school only) → Corporate and Foundation Relations (CFR) → Office of Grants & Research Services (OGRS)

Obtaining the necessary approvals before submission helps ensure compliance with sponsor requirements and University policies while providing institutional support for your research activities.

If you have any questions please contact the Office of Grants & Research Services
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