3 Quick Steps to Building a Proposal in Cayuse SP

Cayuse SP provides a single point of entry for proposal data and any documents that are required for internal review. It does not, however, link directly to sponsor websites, nor does it change the way that proposals are submitted, whether that is through Cayuse 424, Grants.gov, a sponsor website, e-mail, or paper.

The Cayuse SP module is used for proposal routing prior to proposal submission to a sponsor. Cayuse SP was designed to manage research operations and provides a framework to track and report on the sponsored programs activity. It is essentially an electronic routing system for proposal review and approvals and replaces the PIF (Project information Form) and EARS routing system.

Step 1
Log into Cayuse SP

1. Open Browser enter: https://rpi.cayuse424.com

2. Enter your RCS ID and Password and click on the **Login** button

Enter your Username and Password

Username
sanchf2

Password
•••••••• [Login]

Account Help on dotcio.rpi.edu

   NOTE: Cayuse utilizes single sign on

3. Users can access the **Cayuse SP** module from the Cayuse research landing page

evisions
Research Suite

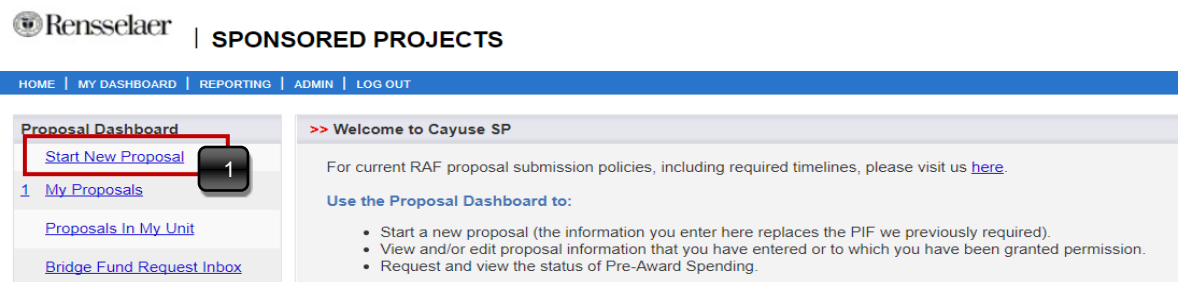**Evisions Research Suite**
3.7.1

Research Administration Modules

■ Cayuse SP (Sponsored Projects)
■ Cayuse 424

Step 2
## Start New Proposal & Complete General Information

To create a proposal in Cayuse SP

1. Click on **Start New Proposal** under the Proposal Dashboard

2. The screen changes to a **General Information** page for the proposal

3. Complete the required questions on the **General Information page** including funding source, project dates, title, and administrative information

4. After entering the basic information about the proposal, click **Save** at the bottom of the page

NOTE: After saving the Proposal a proposal number will be generated. The Proposal number will be located at the top of the **Item List**.
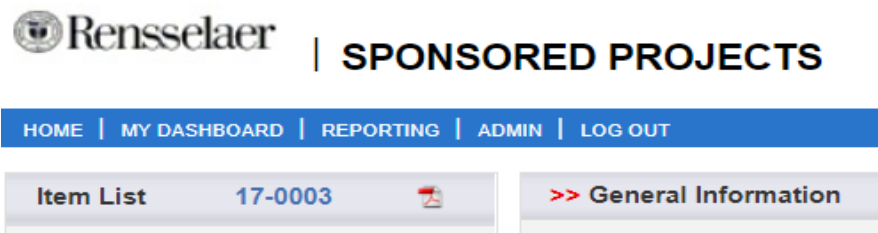
Step 3
Proceed or Logout

Your proposal can be saved for later or you may choose to continue editing

1. If you proceed to edit the proposal answer all of the questions in each section displayed on the **Item List.**

   NOTE: The **Item List** allows for quick and easy navigation to all parts of the Cayuse SP Proposal. To ensure all questions are answered a Green checkmark will appear next to each section. Once all sections are completed and the required documents to supplement the proposal are attached the proposal can be submitted.