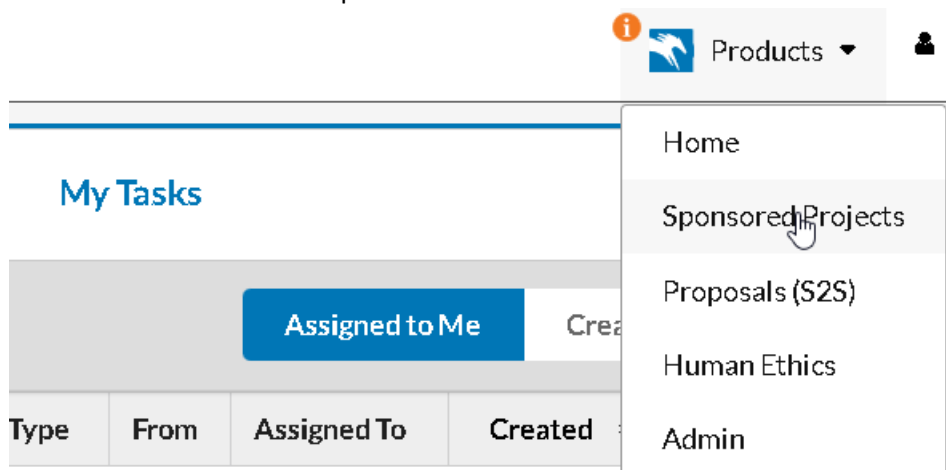


FRA Cayuse Proposal Submission

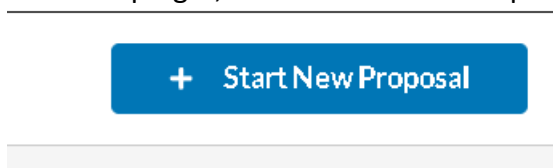
New Submission Process through Cayuse Sponsored Projects

If you have any questions, contact Michele Favoretto | favoremi@udmercy.edu

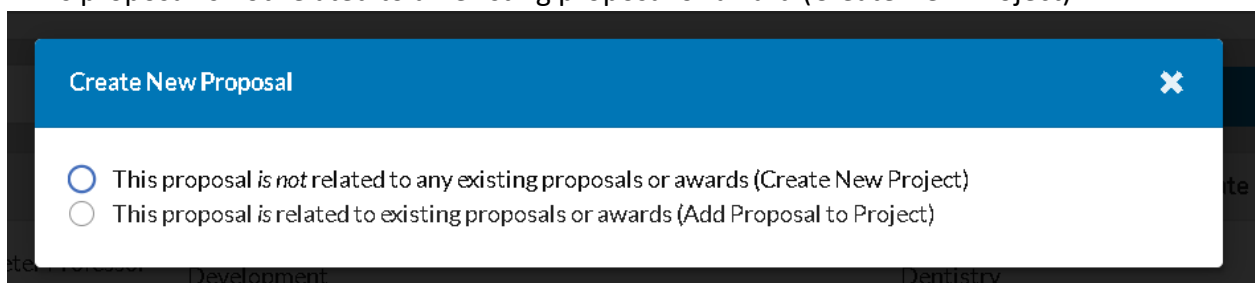
1. In your browser, go to <https://udmercy.app@cayuse.com>
 - a. Cayuse is a single sign-on system (SSO): If you are logged into your @udmercy email the system will recognize this and open the Cayuse app. No login required.
 - b. If you experience a login issue, please contact Michele Favoretto at favoremi@udmercy.edu
2. On the top right of the screen, Click >Products, and from the drop-down menu, select >Sponsored Projects
3. **Please note:**
 - a. The naming convention for your project and the attachments should all begin with **FRA-24_LastName_**
 - b. All attachments must be in .pdf format



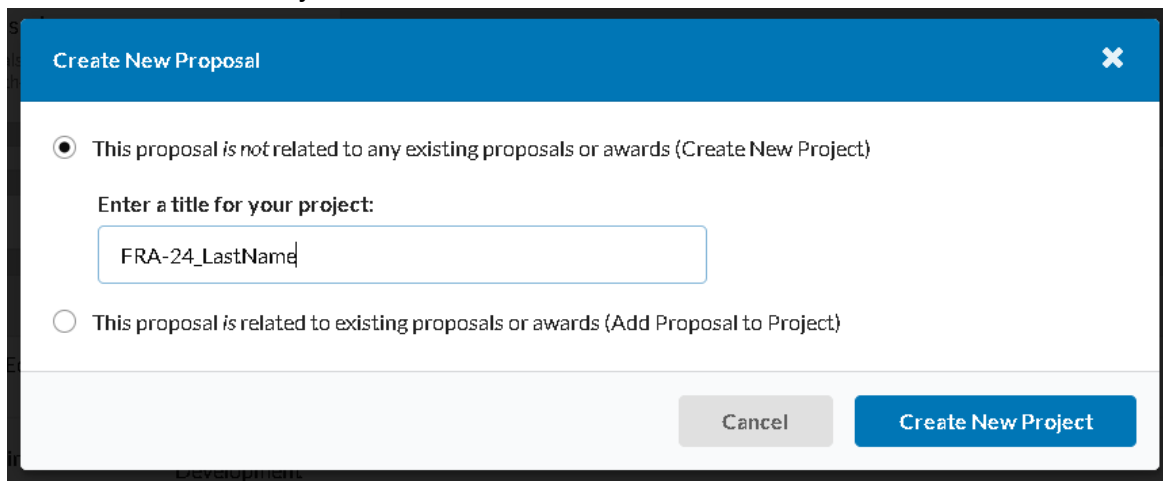
- No Saved Tasks*
4. On the top right, select >Start New Proposal



5. From the Create New Proposal panel, select the first radio button:
"This proposal is not related to an existing proposal or award (Create New Project)"



6. Enter the title for your project using the following naming convention: “FRA-24_LastName” then Click > Create New Project



The dialog box titled "Create New Proposal" has a blue header with a close button. It contains two radio button options. The first option, "This proposal is not related to any existing proposals or awards (Create New Project)", is selected. Below it is a text input field with the placeholder "FRA-24_LastName". The second option, "This proposal is related to existing proposals or awards (Add Proposal to Project)", is unselected. At the bottom right are "Cancel" and "Create New Project" buttons.

Create New Proposal

☒ This proposal is not related to any existing proposals or awards (Create New Project)

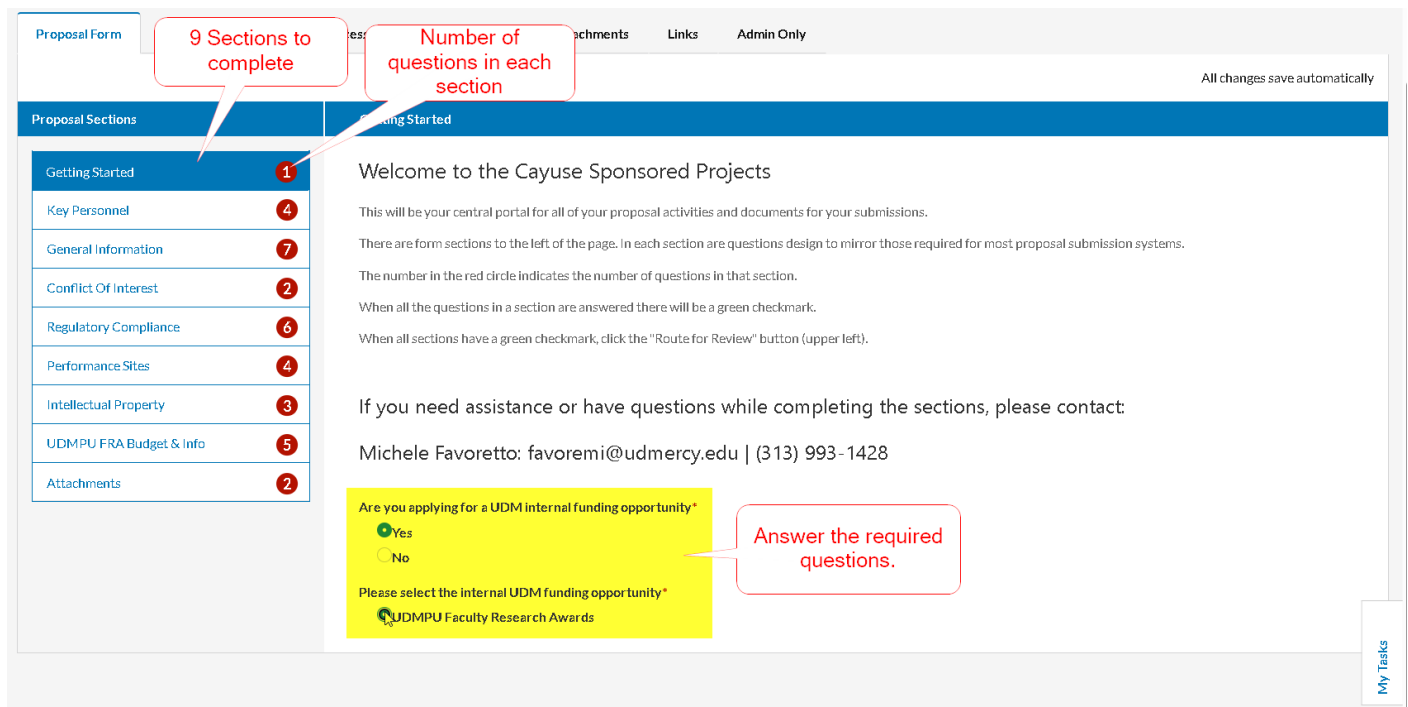
Enter a title for your project:

FRA-24_LastName

☐ This proposal is related to existing proposals or awards (Add Proposal to Project)

Cancel Create New Project

COMPLETING YOUR PROPOSAL



The "Proposal Form" interface shows a sidebar with "Proposal Sections" and a main content area. The sidebar lists sections with red circles indicating the number of questions: Getting Started (1), Key Personnel (4), General Information (7), Conflict Of Interest (2), Regulatory Compliance (6), Performance Sites (4), Intellectual Property (3), UDMPU FRA Budget & Info (5), and Attachments (2). A callout bubble points to the sidebar with the text "9 Sections to complete". Another callout bubble points to the "Number of questions in each section" column with the text "Number of questions in each section". The main content area has a blue header "Getting Started" and a welcome message. A yellow box at the bottom contains a question about UDM internal funding opportunity with "Yes" and "No" radio buttons. A callout bubble points to this box with the text "Answer the required questions.".

Proposal Form

9 Sections to complete

Number of questions in each section

Attachments Links Admin Only

All changes save automatically

Proposal Sections

Getting Started 1

Key Personnel 4

General Information 7

Conflict Of Interest 2

Regulatory Compliance 6

Performance Sites 4

Intellectual Property 3

UDMPU FRA Budget & Info 5

Attachments 2

Welcome to the Cayuse Sponsored Projects

This will be your central portal for all of your proposal activities and documents for your submissions.

There are form sections to the left of the page. In each section are questions design to mirror those required for most proposal submission systems.

The number in the red circle indicates the number of questions in that section.

When all the questions in a section are answered there will be a green checkmark.

When all sections have a green checkmark, click the "Route for Review" button (upper left).

If you need assistance or have questions while completing the sections, please contact:

Michele Favoretto: favoremi@udmercy.edu | (313) 993-1428

Are you applying for a UDM internal funding opportunity*

☒ Yes

☐ No

Please select the internal UDM funding opportunity*

UDMPU Faculty Research Awards

Answer the required questions.

My Tasks

ROUTING YOUR PROPOSAL FOR REVIEW

My Actions

Complete Review

Route for Review

Proposal Summary

PI: Michele Favoretto

Admin Unit: Electrical Engineering

When all questions have been answered (all green checkmarks)

Click "Route for Review". Your submission will be date and time stamped

Proposal Sections

Getting Started

Key Personnel

General Information

Conflict Of Interest

Regulatory Compliance

Performance Sites

Intellectual Property

UDMPU FRA Budget & Info

Attachments

Attachments

Proposal Attachments

FRA proposal supp 24_LastName_docx

If appropriate, attach this request. A reference is required.

Proposal Narrative & Budget

FRA Caveat Proposal-X

497KB

How will I know if my proposal has been submitted?

After “Route for Review” is clicked, the light-blue status bar on the right side will change from “In Development” to “Under Review”

In Development

Under Review

Clicking the history tab will display the date and time stamp for the submission.

Proposal Form

Routing

History

Access

Tasks

Notes

Attachments

Links

Admin Only

Currently Assigned: None

Action	Name	Date	Comment
Status was changed from: In Development to Under Review	Sarah Pratt	10/11/2023 05:02:23 PM	
Proposal Created	Michele Favoretto	10/11/2023 10:53:33 AM	