

BASIC NAVIGATION – CAYUSE PROPOSAL RECORD

The screenshot displays the Cayuse Sponsored Projects interface. At the top, there are navigation tabs: Proposals, Projects, Awards, Reporting, and More. Below this, the 'My Actions' section contains buttons for 'Complete Review' and 'Route for Review'. The 'Proposal Summary' section shows details for PI Catherine Marie Harlan, Admin Unit Translational Rsrch & Ec..., Sponsor University of North Carolina, Prime Sponsor U.S. Department of Health and Human Services, Sponsor Deadline 5/17/2018, and Total Sponsor Costs 43313.

The 'Proposal Form' section is active, showing a tabs bar with options: Proposal Form, Routing, History, Access, Tasks, Notes, Attachments, Links, and Admin Only. Below this is a 'Proposal Sections' table and a 'General Info' section.

Proposal Sections	General Info
General Info	<p>INSTRUCTIONS: The Principal Review, Approval, Signature & Submission process is a multi-step process. It is important that this form be completed as closely as possible to the internal timeframes as closely as possible. We would like to see your proposal as early as possible, which can jeopardize its successful submission and review.</p> <p>If the funding opportunity you are applying for is a Limited Submission selection process, you must submit your proposal to NSU's Office of Procurement Services.</p> <p>Resources to help you:</p> <ul style="list-style-type: none"> Find a library of Grant Proposal Resources One of the many guides you will see If you need guidance with proposal preparation, contact the Grants Office Check the updated Facilities and Contracting Information OSP/GWL's NSU Grant Education NSU's Proposal Preparation Policies <p>If you need assistance, please contact the Grants Office.</p> <p>NOTE: Do not include any documents in the official proposal record.</p>
Personnel	
Financial Conflicts Of Interest In Research (FCIR) Outcomes	
Research Subjects	
Subcontractors & Consultants	
Export Control	
Research Materials	
Intellectual Property	
Budget	
Application Abstract	
Attachments And Submission Notes	

Annotations and callouts:

- TABS BAR:**
 - Proposal Form:** Where you complete the proposal record
 - Routing:** shows status of proposal routing and who has approved
 - History:** Shows history of all actions
 - Tasks:** Shows all tasks created for the proposal record
 - Notes:** Notes can be entered here (will be viewable to all)
 - Attachments:** All attachments can be viewed here
 - Links:** NOT USED
 - Admin Only:** Only OSP has access to this section
- All Proposal Sections within the Proposal Form that must be completed are shown here.** (Points to the Proposal Sections table)
- Within each Section, makes sure to review any instructions and explanations that provide useful information.** (Points to the INSTRUCTIONS text)
- Within the Proposal Form, all Sections must be completed (green check marks) BEFORE the proposal can be routed.** (Points to the green check marks in the Proposal Sections table)
- The red exclamation point means not all required fields have been completed.** (Points to the red exclamation points in the Proposal Sections table)