

Cayuse SP (Sponsored Project)

Overview

1/8/2021



Albert Einstein College of Medicine

Montefiore

What takes place in what system?

Cayuse 424 (Proposals S2S)



Build SF424 Proposal



Documents related to proposal that go to sponsor



S2S (Submit Proposal to Grants.Gov)

Cayuse SP (Sponsored Project)



IPF (Internal Proposal Form)



Routing and Approvals



Internal documents related to proposal – not going to sponsor

Changes and Enhancements



Cayuse SP will take the place of the Einstein Final Approval Form



PI Certification in Cayuse SP or Paper Form



All Routing/Approvals take place in Cayuse SP

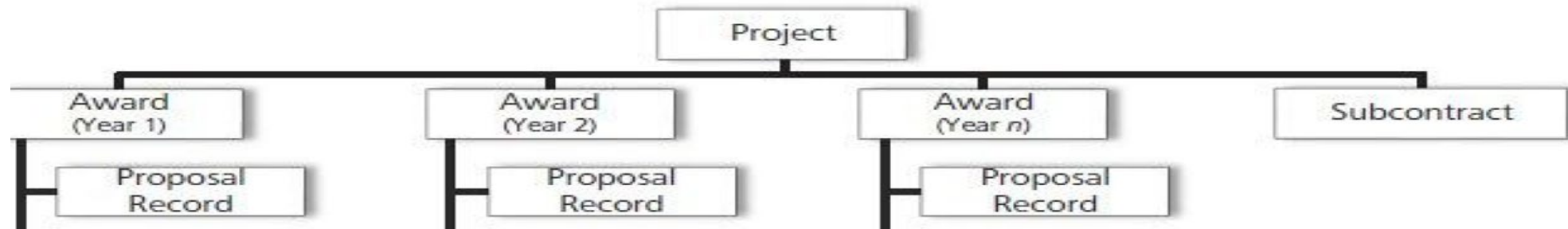


Parallel Routing enabled to route to multiple units at the same time



Better access to data – Connect Proposal to Award to Project

How the records are related



Proposal:

13-0050

13=Fiscal year; 0050=Sequential proposal number

Project:

A14-1262

A=Award (formerly "Award Project"); 14=Fiscal year; 1262=Sequential project number

Award:

A14-1262-001

A14-1262=Project number; 001=Sequential award number

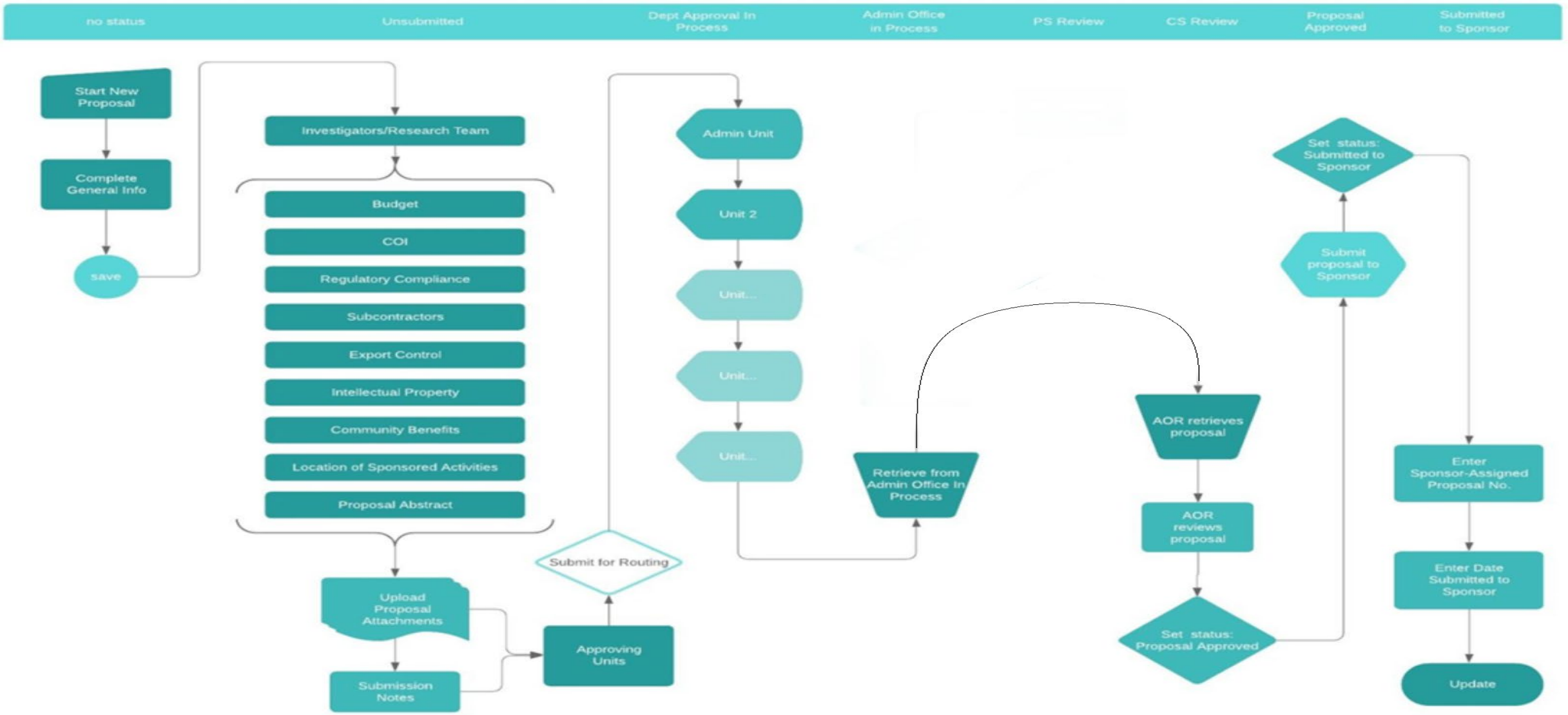
Subcontract:

A14-1262-S001-A01

A14-1262=Project number; S001=Subcontract number; A01=Amendment number

*Legacy records begin with **00-** or **A00-**

Cayuse SP Process



IPF Sections

✓ General Information	>>
✓ Cayuse 424 Proposal	
✓ Investigators/Research Team	
✓ Budget	
✓ Conflict of Interest	
✓ Regulatory Compliance	
✓ Subcontractors	
✓ Export Control	
✓ Intellectual Property	
✓ Location of Sponsored Activities	
✓ Proposal Attachments	
✓ Approving Units	
✓ Submission Notes	

Section	Details
General Information	This section holds information about the proposal opportunity, sponsor, deadline, project dates, etc.
Investigator/Research Team	The Principal Investigator (or “Lead Principal Investigator”, Co-Investigators and Key Personnel are identified in this section.
Budget	Either summary or detailed budget information. You can autofill the budget from a 424 proposal
Conflict of Interest	OGS has worked with Einstein's Conflict of Interest (COI) dept. to make the questions self-explanatory
Regulatory Compliance	Questions related to human subject, animal subject or research materials.
Subcontractors	Details for the subcontractor if applicable.

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Section	Details
Export Control	Einstein is required to comply with Federal regulations governing the distribution of controlled information and technology to foreign nationals and foreign countries for reasons of foreign policy and national security.
Intellectual Property	Terms and conditions in sponsored research agreements and licensing or material transfer agreements can sometimes conflict with one another, affecting the management of intellectual property.
Location of Sponsored Activities	There on-campus locations, in-state location, out of state locations and out of the country locations. You may list multiple sites under each location but the sum of all percentages in all locations must equal 100%.

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Section	Details
Proposal Attachments	This section is a key resource for investigators, departmental administrators, and approvers in Cayuse SP. The uploaded documents are a permanent record of the proposal, including the opportunity announcement, proposal, excel budget, cost share documentation, letters of support, subcontract/subrecipients commitment forms, etc.
Approving Units	Cayuse SP automatically includes the Lead Principal Investigator, Principal Investigators, Award Department (managing department), PI department(s), and affiliated centers and institutes in the list of Approving Departments. Regulatory Compliance approvers must be manually added.

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Section	Details
Submission Notes	Provide any additional information, comments, or instructions regarding the proposal in this section. There is no limit on the number of notes. Notes are visible to all members listed on the Research Team, proposal approvers, and OGS, and may not be changed or deleted after creation.

PI Certification vs Unit Approvals

PI Certification

Lead
Principal
Investigator

Principal
Investigator

Certification – in Cayuse SP
and certify the proposal or
per Form

Unit Approval

Department
Admin on
behalf of the
unit

Research Team
Units

Compliance
Review

IRB

IACUC

OBBD

Monte OSRP

Monte Clinical Trials

OGS

Core Facilities

EH&S

Legacy Data

Historical Data



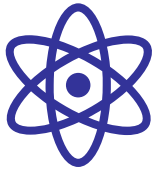
ONLY AVAILABLE IN
PROPOSALS

Going Forward



PROPOSALS WILL BE LINKED TO
SPONSORED PROJECT RECORDS

Useful Links



Einstein Cayuse URL:
<https://einstein.cayuse424.com/>



Cayuse Support Site:
<http://support.cayuse.com/>



**Einstein Cayuse Go-Live
Helpdesk:**
<https://app.smartsheet.com/b/form/f3d4d917974d444081e79a93fc304e9b>



**PI/Unit Approver Dashboard
Overview Video:**
<https://fast.wistia.com/embed/iframe/j5j5lz9wzi>