System Smarts – Using Cayuse

College of Education Faculty

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Goals

- Learn the basics of the Cayuse system, including:
  - Understanding SP, 424 and IRB Components
  - Creating a record
  - Requirements for routing for approval
What is Cayuse?

• Proposal system platform to facilitate the application process for grants and contracts and the associated project award information.

• A proposal record must be created anytime an application is submitted to a Sponsor that requires the inclusion of a budget, even pre- or preliminary proposals.
Starting the Process

• PI contacts Pre-award Coordinator regarding an upcoming submission. The sooner, the better😊
• Pre-award coordinator or PI initiates Cayuse record. If PI, Pre-award coordinator needs to be added as a proposal editor so items can be edited/input on the PI’s behalf.
Cayuse Components

- SP – basic data on the proposal and section required to route for internal approval.
- 424 – used for submitting applications directly to Grants.gov (federal proposals). The actual proposal.
- IRB – used to submit all requests for IRB consideration
Cayuse SP

• 14 sections in which to input basic information about the project.
• All sections must have green checks before a proposal can be routed for internal approvals.
A few SP Notes

• PIs should input as much data as possible. Pre-award Coordinator checks and reviews before routing.
• Pre-award Coordinator will input the budget and verify if effort is correct.
• If a Sponsor is not in the system, the Pre-award Coordinator will submit a request to add.
• PI checks final record before routing.
The actual proposal when submitted via Grants.gov including submissions to:

- National Institutes of Health (NIH)
- U.S. Department of Education
- Institute of Educational Sciences
- Human Resources and Services Administration (HRSA)
- Department of Defense
Cayuse IRB

- Used for all IRB applications, providing 24/7 access to an IRB protocol.
- Used for submitting new protocols, modifying, renewing, reporting an adverse event or incident, or closing a study.
- Houses all communications related to a study.
**Accessing Cayuse**

Log into Cayuse via

https://memphis.cayuse424.com/

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**Cayuse Research Suite**

3.8.0

**Research Administration Modules**

- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)

**System Administration Applications**

- Backbone
- Research Contacts
- Workflow

**Application Help**

- Research Suite Support Center
Cayuse Online Resources

https://www.memphis.edu/research/researchers/route_submit/cayuse/index.php
Questions?