Cayuse - Sponsor Projects Administration – ‘TO BE’

**Dept. Chair**

- From P1 A
- Review for Approval

**Dept. Dean**

- From P1 B
- Review for Approval

**Funding Sponsor**

- From P3 I
- Auto Notification PI & Sponr Prog Admin
- Supporting Documents
- Review eProposal

Note: There can be multiple Chair signatures required

Note: There can be multiple Dean signatures required
Cayuse - Sponsor Projects Administration – ‘TO BE’

Project Coordinator/Admin:
- Review Award & Proposal
- Update Proposal with Award ID
- Run Process Create FRAPROP Record from Cayuse
- Make Updates to FRAPROP Record
- Remove External ID from Award Record
- Create Screen Shot
- Attach FRAPROP Screen Shot
- E-Mail Grants Acctng., Primary Admin FRAPROP Created

Grants Accounting:
- Review Award
- Update FI FRAGRNT (Index created)
- E-Mail PI / Bus Officer/Sponsor-Prog Admin, Project Coordinator
- Update HR
- Rpts
- Review Daily
- Create Manual Billing
- Go

Note: Suggest the Index be updated on the Cayuse record and Cayuse sends automated email to the PI.
Note: On revisions some departments do not send form back to faculty for signature.

Penultimate Semester: Contact faculty advisor for names of honors students.

Rejected contracts may go to either rep for re-processing.

Consider for Phase 2 implementation - Put on hold if waiting on Confirmation of final semester enrollment.

IT Auto Update Process

Supporting Documents

Manual Process

Electronic Application Form

Cayuse Project

Cayuse Award

External Form

eProposal

Banner HR

Banner Finance

Argos Reports

Excel/CSV

E-mail

Contract

Hand Offs

Pains

Connectors

From Pg1 C

Go To Pg1 F

START

Decisions

Yes

End

NO