

Cayuse Guidelines

Please set up a Cayuse SP record as soon as your grant application, (sub)contract, work proposal process commences (<https://memphis.cayuse424.com/>).

Note that many parts of Cayuse SP records can be completed quickly. The following upload documents are needed:

- UofM internal budget sheet (<http://www.memphis.edu/rsp/forms.php>)
- Brief budget narrative
- Abstract (even in draft form)
- Brief scope/statement of work, which can often be extracted from a draft proposal or consist of a bulleted list
- Attached copy of RFP or contract agreement/terms (that can determine the appropriate indirect cost rate)

It is NOT necessary for grants to be submitted prior to routing Cayuse SP forms; rather, approval from your chair, dean and OSP is required before any grant or contract can be submitted. Approvals are made during Cayuse routing.

Need help with Cayuse SP forms?

- Use the following link for instructional videos regarding how to complete each section of the Cayuse SP form (<http://www.memphis.edu/rsp/cayuse/>)
- Address questions to the SUAPP Pre-Award Coordinator (rmbest@memphis.edu). Please allow sufficient time – seven days prior to a deadline – when you require help with filling in forms and generating budgets
- Drop by the OSP Office during their daily drop-in sessions from 11:30-noon in 315 Admin for training, questions, or help.
- Contact OSP by emailing cayusesupport@memphis.edu or calling 678-4247
- You may also directly contact the assigned SUAPP OSP Administrators, Heather Winters and Lauren Williams (OSP@memphis.edu).

Budget Guidelines

Cayuse SP forms must be fully routed with all approvals **at least five (5) business days** prior to a grants or contracts deadline. If UofM is not the lead recipient, the deadline should be adjusted accordingly to meet the lead recipient's earlier deadline.

- Use the current internal budget Excel form posted on the OSP webpage (<http://www.memphis.edu/rsp/forms.php>).
- Follow guidelines for completing the internal budget (http://www.memphis.edu/rsp/sponsored_programs/prepare_budget.php)
- **Select the correct indirect cost rate:** Regardless of whether the UofM is applying as the lead applicant or a sub-awardee, the UofM [Federally negotiated rate](#) will be applied to the budget (unless the RFP or the funder's published guidelines officially mandates a different indirect cost rate).
 - Research grants/subawards: on campus (43.5%) or off campus (26%)
 - Non-research grants/subawards (other activities): on campus (35%) or off campus (26%)

OSP has the authority to approve your budget, including indirect rates. If you have questions regarding which rate to use, please ask your OSP contact **prior to routing your budget**. The designated OSP contacts for SUAPP are Heather Winters and Lauren Williams (OSP@memphis.edu).