

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/>). 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.

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

As internal budgets form a core piece of many Cayuse SP forms, a few key points about budget preparation are noted here:

- 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).