

Tips for Using Cayuse SP at UNC Greensboro

Cayuse SP Internal Processing Form (IPF) Entry

General Proposal Information

* Admin Unit:

* Primary Administrative Contact:

Proposal Owner: Rebecca Libera

Project No:

* Short Project Name: (Internal Reference Name)

* Project Start Date:

* Project End Date:

* Activity Code: [Click Here to Choose Activity Code](#)
Organized Research

* Proposal Type:

* Instrument Type: [Click Here for definition](#)

How will this proposal be submitted?
Select Submission Method:

Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)

* Sponsor Deadline: Time:

Postmark: Receipt:

* Title of Project:

Create a Paired Proposal Pair with a 424 Proposal Un-Pair with 424 Proposal

Select the unit that will administer the grant.

For proposals, enter:

- [Sponsor Deadline] [PI] [Sponsor]

For award amendments, enter:

- [Action] [PI] [Sponsor]

Identifies the requested action.

- Select appropriate proposal type such as "New" for submission to OSP

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months	
Terri Shelton	Off of Research and Engagement (RSH)	Lead Principal Investigator	3%	0%	3%	50%	0.3	Edit
Valera Francis	Sponsored Programs (RSS)	Principal Investigator	10%	0%	10%	10%	1.2	Edit
Rebecca Libera	Sponsored Programs (RSS)	Investigator	5%	0%	5%	0%	0.6	Edit Delete
Kimberly Littlefield	Off of Research and Engagement (RSH)	Investigator	3%	0%	3%	0%	0.3	Edit Delete
Aubrey Turner	Sponsored Programs (RSS)	Investigator	3%	0%	3%	0%	0.3	Edit Delete
Julie Voorhees	Sponsored Programs (RSS)	Investigator	3%	0%	3%	0%	0.3	Edit Delete
Hope Voorhees	Off of Research and Engagement (RSH)	Administrative Contact	0%	0%	0%	0%	0	Edit Delete

Only add Key Personnel and personnel needing view/edit access:

- Use the “Proposal Editor” or “Other Participant – No Routing” for non-Key Personnel if no effort is included.

Users here will automatically have access to the IPF and any associated Awards.

Change the Unit if necessary.

Cost Sharing ⓘ

* Does this proposal include funds or contributions in the form of cost sharing or

Yes No

If yes, please fill in below:

Internal Cost Sharing

[Add Unit](#)

Unit ↕	Account	Commitment	Match Type	Current Period	Entire Project	Comment
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No records found.

Enter separate lines for each internal unit providing cost sharing. Upload cost-sharing commitment letters/emails as Proposal Attachments if needed.

Third-Party Cost Sharing

[Add Organization](#)

Organization ↕	Account	Com
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No records found.

Add Internal Cost Sharing - Google Chrome

uncg-t.cayuse424.com/sp/views/budget/dspCostShareForm.cfm?display_mode...

Add Internal Cost Sharing

* Unit:

Period Total: \$

Project Total: \$

* Commitment Type:

* Match Type:

* Account: TBD if not known

Comment:

>> Proposal Attachments

Prior to routing the IPF, please attach the following documents:

- Proposal Announcement Guidelines
- Internal Budget and/or Budget in sponsor format
- Budget justification
- Subrecipient documentation (letter of intent, scope of work, budget, budget justification, subrecipient commitment and monitoring form)
- Project description / Proposal narrative (must include at least in draft form prior to routing the IPF).
- Any other sponsor required documents needed for the submission.

Please include all attachments in editable format (i.e. word, excel, fillable PDF).

Once an IPF has started routing, do not DELETE any attachments.

Include all *FINAL* attachments by adding an indication to the file name prior to uploading.

For additional information and definitions please click the orange Circle "?" at the bottom right of your screen, keyword search "Attaching Documents."

Add Attachment

Click Browse to select a file:

No file chosen

Document Type

▼

Attachment	File Type	Upload Type	Attachment Type	Access
RR_Forms_RAMP_UNCG.pdf Uploaded by:Rebecca Libera On:05/14/2021 At:11:50 AM EDT	Budget	IPF	Proposal	All Parties <input type="button" value="x"/>
Budget_Justification_7.19.19_JV.docx Uploaded by:Rebecca Libera On:05/14/2021 At:11:50 AM EDT	Budget Justification	IPF	Proposal	All Parties <input type="button" value="x"/>
General_Budget_Template-2019v2_SPAD_7.xlsx Uploaded by:Rebecca Libera On:05/14/2021 At:11:50 AM EDT	Budget (internal)	IPF	Proposal	All Parties <input type="button" value="x"/>
RFA-RM-19-004_Sponsored_Programs_Admin.pdf Uploaded by:Rebecca Libera On:05/14/2021 At:11:49 AM EDT	Proposal Announcement Guidelines	IPF	Proposal	All Parties <input type="button" value="x"/>

Upload the minimum required. Documents for OSP should include: Scope of Work, Budget, Budget Justification, Subaward documents, and proposal announcement guidelines.

>> Approving Units

Please review, edit, and authorize approving units.

The units listed below will be notified to authorize this proposal record. Units that must approve committed cost-share as well as their parent units.

Use the numbers under "routing order" to adjust order. Note, that some Offices must follow their corresponding departments.

Ensure every affiliated unit is listed on this screen before submitting the proposal.

The Office of Sponsored Programs will authorize and submit this proposal on behalf of the University. Do not add it as an approving unit.

For additional information and definitions please click the orange Circle "?" at the bottom right of your screen, keyword search "Ordering and Adding Approving Units."

Review the units listed and the associated role(s) for accuracy. A unit including should only be listed if the associated role indicates it is a rollup from another unit as seen below. Make any needed corrections on the appropriate IPF tab.

Add Approving Unit

Unit:

List of Approving Units: (to edit the information, remove first, then add back)

Routing Order ?	Unit Code	Unit	Role(s)
1	RSH	Off of Research and Engagement	Admin Unit, Administrative Contact, Investigator, Lead Principal Investigator
2 ▼	RSS	Sponsored Programs	Investigator, Investigator, Investigator, Principal Investigator
3 ▼	DIV10	Research (Division)	Rollup From - RSS

Re-route the units as appropriate. List rollup units after the unit for which they are rolling-up.

Approvals

Compliance

Status History

Awards



Ensure all users listed here certify the IPF. Only Lead PIs and co-PIs should be listed here.

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (if required) this proposal before it is received by the Office of Sponsored Programs.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Terri Shelton	Lead Principal Investigator	Certified on 06/11/2021 08:19 PM EDT
Danielle Swick	Principal Investigator	Not Yet Reviewed
Valera Francis	Principal Investigator	Not Yet Reviewed

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Off of Research and Engagement	Barbara Hemphill , Terri Shelton	Not Yet Reviewed
2	Sample Dept	<input type="text"/>	Not Yet Reviewed
3	Sponsored Programs	Valera Francis	Not Yet Reviewed
4	Sample Dept	<input type="text"/>	Not Yet Reviewed
5	Research (Division)	Barbara Hemphill , Terri Shelton	Not Yet Reviewed
6	Office of Sponsored Programs	Admin Office	

If the "Authorizing Persons" field is blank:

- Request the IPF status be returned for correction.
- Review the Cayuse IPF Approving Units tab to determine needed changes.
- Make needed changes.
- Submit the proposal for routing (again).