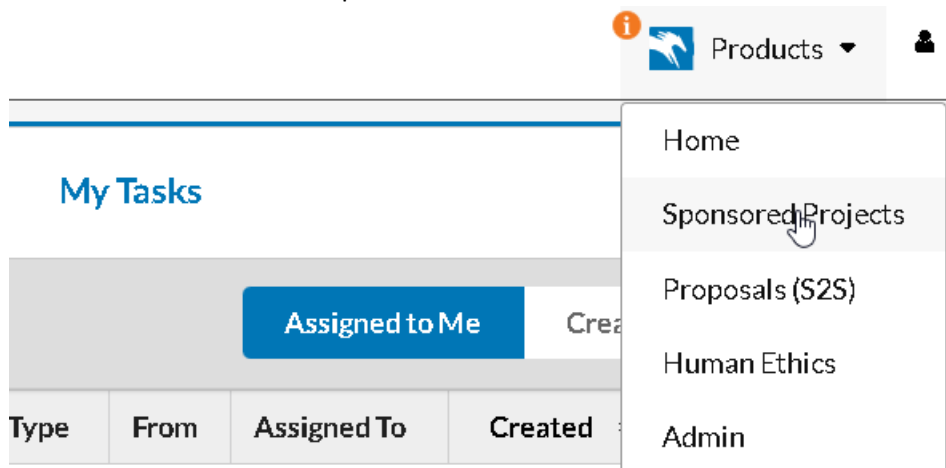


# FRA Cayuse Proposal Submission

## New Submission Process through Cayuse Sponsored Projects

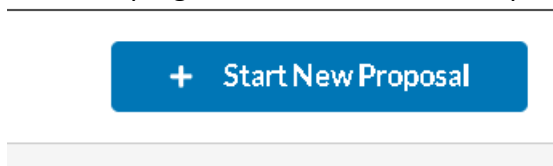
If you have any questions, contact Michele Favoretto | favoremi@udmercy.edu

1. In your browser, go to <https://udmercy.app.cayuse.com>
  - a. Cayuse is a single sign-on system (SSO): If you are logged into your @udmercy email the system will recognize this and open the Cayuse app. No login required.
  - b. If you experience a login issue, please contact Michele Favoretto at favoremi@udmercy.edu
2. On the top right of the screen, Click >Products, and from the drop-down menu, select >Sponsored Projects
3. **Please note:**
  - a. The naming convention for your project and the attachments should all begin with **FRA-25\_LastName\_**
  - b. All attachments must be in .pdf format

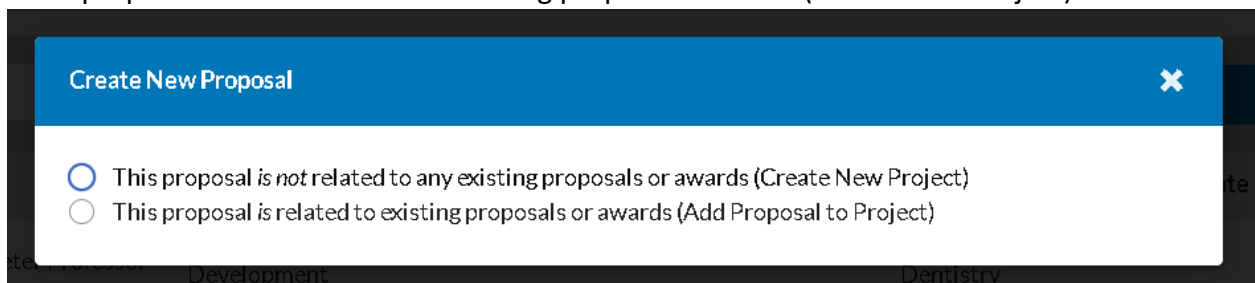


*No Saved Tasks*

4. On the top right, select >Start New Proposal



5. From the Create New Proposal panel, select the first radio button:  
"This proposal is not related to an existing proposal or award (Create New Project)"



6. Enter the title for your project using the following naming convention: "FRA-25\_LastName\_FirstName" then Click > Create New Project

Create New Proposal
✕

This proposal is not related to any existing proposals or awards (Create New Project)

Enter a title for your project:

FRA-25\_LastName\_FirstName

This proposal is related to existing proposals or awards (Add Proposal to Project)

Cancel
Create New Project

## COMPLETING YOUR PROPOSAL

Proposal Form
Attachments
Links
Admin Only

All changes save automatically

Proposal Sections

Getting Started	1
Key Personnel	4
General Information	7
Conflict Of Interest	2
Regulatory Compliance	6
Performance Sites	4
Intellectual Property	3
UDMPU FRA Budget & Info	5
Attachments	2

9 Sections to complete

Number of questions in each section

### Welcome to the Cayuse Sponsored Projects

This will be your central portal for all of your proposal activities and documents for your submissions.

There are form sections to the left of the page. In each section are questions design to mirror those required for most proposal submission systems.

The number in the red circle indicates the number of questions in that section.

When all the questions in a section are answered there will be a green checkmark.

When all sections have a green checkmark, click the "Route for Review" button (upper left).

If you need assistance or have questions while completing the sections, please contact:

Michele Favoretto: favoremi@udmercy.edu | (313) 993-1428

Are you applying for a UDM internal funding opportunity\*

Yes

No

Please select the internal UDM funding opportunity\*

UDMPU Faculty Research Awards

Answer the required questions.

Proposal Form    Routing    History    Links    Admin Only

All changes save automatically

**Proposal Sections**

- Getting Started ✓
- Key Personnel 4
- General Information 7
- Conflict Of Interest 2
- Regulatory Compliance 6
- Performance Sites 4
- Intellectual Property 3
- UDMPU FRA Budget & Info 5
- Attachments 2

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Are you applying for a UDM internal funding opportunity\*

Yes  
 No

Please select the internal UDM funding opportunity\*

UDMPU Faculty Research Awards

My Tasks

When all questions in a section are answered a green checkmark will display

All changes save automatically

Proposal Form    Attachments    Links    Admin Only

All changes save automatically

**Proposal Sections**

- Getting Started ✓
- Key Personnel 4
- General Information 7
- Conflict Of Interest 2
- Regulatory Compliance 6
- Performance Sites 4
- Intellectual Property 3
- UDMPU FRA Budget & Info 5
- Attachments 2

### Starting with the Principal Investigator, identify all Key Personnel who will be working on the proposed project.

\*NOTE: Please complete ONLY the Name, Role, and Internal Association (do not complete the credit and effort sections).

If you need assistance or have questions while completing the sections, please contact:

Michele Favoretto: favoremi@udmercy.edu | (313) 993-1428

For Internal Association: Begin to type the name of your unit.

0% of total credit has been allocated

Name *	Role *	Credit*			Cost Share Effort			Sponsored Effort			Total Effort		
		C	A	S	C	A	S	C	A	S			
		%	0	%	0	%	0	%	0	%	0	%	--

My Tasks

Continue by selecting each section and answering the questions.

## ROUTING YOUR PROPOSAL FOR REVIEW

**My Actions**

Complete Review

**Route for Review**

**Proposal Summary**

PI: Michele Far...

Admin Unit: Electrical E...

When all questions have been answered (all green checkmarks)

Click "Route for Review". Your submission will be date and time stamped

**Proposal Sections**

Section	Status
Getting Started	✓
Key Personnel	✓
General Information	✓
Conflict Of Interest	✓
Regulatory Compliance	✓
Performance Sites	✓
Intellectual Property	✓
UDMPU FRA Budget & Info	✓
Attachments	✓

**Attachments**

Proposal Attachm...

FRA proposal supp  
24\_LastName\_doc

If appropriate, atta  
this request. A refe  
required.

**Proposal Narrative & Budget**

Drag and drop new files or click to s...

FRA\_Caveze Propo...X  
497KB

**How will I know if my proposal has been submitted?**

**After "Route for Review" is clicked, another blue button will appear for the PI to certify the submission. After certifying the submission, the proposal will be routed to the FRA Committee for review.**