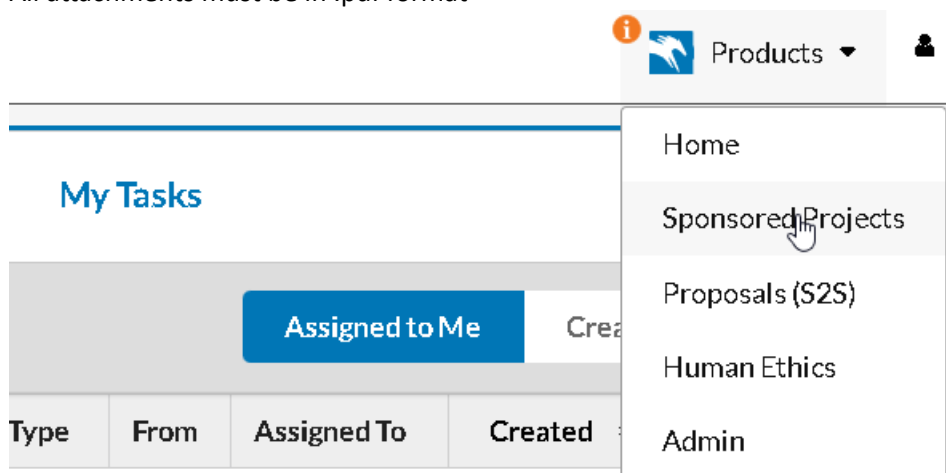


FRA Cayuse Proposal Submission

New Submission Process through Cayuse Sponsored Projects

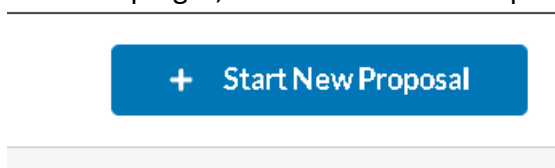
If you have any questions, contact Michele Favoretto | favoremi@udmercy.edu

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-26_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)"

A screenshot of the 'Create New Proposal' panel. It has a blue header with the title 'Create New Proposal' and a close button (X). Below the header, there are two radio button options. The first option, 'This proposal is not related to any existing proposals or awards (Create New Project)', is selected and circled in red. The second option is 'This proposal is related to existing proposals or awards (Add Proposal to Project)'.

6. Enter the title for the funding program using the following naming convention: "FRA-26_LastName" 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-26_LastName_FirstName

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

Cancel Create New Project

COMPLETING YOUR PROPOSAL

Proposal Form

9 Sections to complete

Number of questions in each section

All changes save automatically

Proposal Sections

Section	Questions
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

Getting Started

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.

My Tasks

Proposal Form

Routing

History

Links

Admin Only

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

All changes save automatically

Proposal Sections

Getting Started

Key Personnel

General Information

Conflict Of Interest

Regulatory Compliance

Performance Sites

Intellectual Property

UDMPU FRA Budget & Info

Attachments

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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

All changes save automatically

My Tasks

Proposal Form

Attachments

Links

Admin Only

Continue by selecting each section and answering the questions.

All changes save automatically

Proposal Sections

Getting Started

Key Personnel

General Information

Conflict Of Interest

Regulatory Compliance

Performance Sites

Intellectual Property

UDMPU FRA Budget & Info

Attachments

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: favorem@udmercy.edu | (313) 993-1428

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

+ Add Team Member

0% of total credit has been allocated

Name *

Role *

Internal Association*	Credit*	Cost Share Effort			Sponsored Effort			Total Effort
		C	A	S	C	A	S	
	%	0	%	0	%	0	%	0

+ Add Internal Association

All changes save automatically

My Tasks

ROUTING YOUR PROPOSAL FOR REVIEW

The screenshot displays the FRA 2026 proposal submission interface. At the top, there are two main sections: 'My Actions' and 'Proposal Summary'. The 'My Actions' section contains two buttons: 'Complete Review' (greyed out) and 'Route for Review' (blue). A red callout box points to the 'Route for Review' button with the text: 'Click "Route for Review". Your submission will be date and time stamped'. Below this, another red callout box points to the 'Proposal Sections' table with the text: 'When all questions have been answered (all green checkmarks)'. The 'Proposal Summary' section shows 'PI: Michele Fa...' and 'Admin Unit: Electrical E...'. Below the 'Route for Review' button, there are tabs for 'Summary', 'Access', 'Tasks', and 'Notes'. The 'Proposal Sections' table has a blue header and a list of sections, each with a green checkmark in a yellow box. The 'Attachments' section shows a file named 'FRA_Cavaze_Propo-X' with a size of 497KB.

Proposal Sections	Attachments
Getting Started	Proposal Attachm...
Key Personnel	FRA proposal supp...
General Information	24_LastName_docu...
Conflict Of Interest	If appropriate, atta...
Regulatory Compliance	this request. A refe...
Performance Sites	required.
Intellectual Property	Proposal Narrative & Buget
UDMPU FRA Budget & Info	Drag and drop new files or click to s...
Attachments	FRA_Cavaze_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.