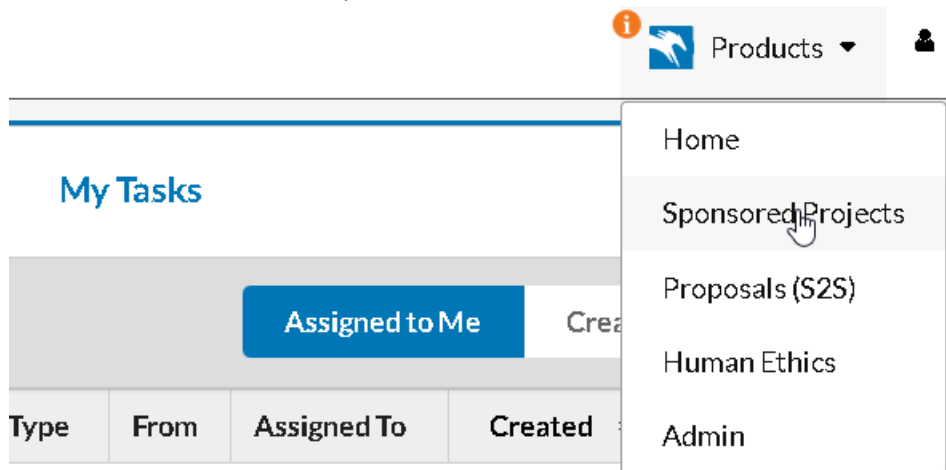


FRA Cayuse Proposal Submission

New Submission Process through Cayuse Sponsored Projects

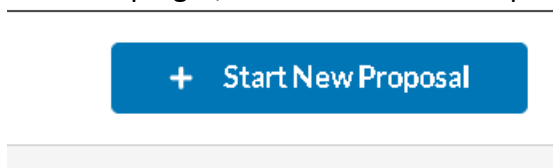
If you have any questions, contact Michele Favoretto | favoremi@udmercy.edu

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-27_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-27_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

Proposal Sections

Proposal Sections	Number of questions in each section
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

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

ROUTING YOUR PROPOSAL FOR REVIEW

My Actions

Complete Review

Route for Review

Proposal Summary

PI: Michele Fa
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

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_docu

If appropriate, atta
this request. A refe
required.

Proposal Narrative & Buget

Drag and drop new files or click to s

FRA Caveat 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.