CAYUSE SP is here!

Electronic Proposal Routing, Reporting, and More

In order to speed up and make more accurate proposal submissions, UNT has secured and customized electronic proposal administration software from the provider Evisions called "Cayuse". Cayuse Sponsored Projects (Cayuse SP) facilitates internal electronic routing of all sponsored project proposals. Cayuse SP electronic routing replaces the current paper and email routing process that uses the UNT Routing Form.

Cayuse SP is also designed to allow the Office of Grants & Contracts Administration (OGCA) to manage awards and provides a framework for Principal Investigators (PIs), departments, and colleges to track their sponsored programs activity and produce reports.

Cayuse SP Electronic Routing

Proposal creators complete an internal routing form in SP by answering questions about the proposed project, sponsors, subrecipients, compliance, and other institution-specific questions. Cayuse SP routing automatically includes the Lead Principal Investigator, Principal Investigators (PI), PI department(s), and PI college(s). Routing order can be customized for sequential or concurrent approvals.

Cayuse SP Dashboards

The proposal and award dashboards available in Cayuse SP allow users to view an inventory of their draft proposals, submitted proposals, and/or awards. Users can also view awards on which they are listed as a member of the project team.

Cayuse SP Reporting

Cayuse SP allows all users to view reports on proposal and award activities. Reports can be run by PIs, departments or sponsors and exported to Excel for further customization. SP security is configured to determine what each type of user is able to see. For example, deans can only view information for their college; department chairs can only view information for their department; Investigators can only view their own information.

Link to Cayuse

Authorized users may sign in with standard EUID login and password (the recommended browser is Firefox):
https://unt.cayuse424.com/

If you need assistance installing Firefox, please contact UNT Help Desk at: https://www.unt.edu/helpdesk/ or 940-565-2324

If you cannot login, complete this form to have OGCA create your account: https://forms.unt.edu/cayuse-request-form
CAYUSE 424!

In our continuing effort to support research at UNT, OGCA began using Cayuse 424, a web-based system for grant proposal preparation and submission directly to federal agencies via Grants.gov (i.e. system-to-system submission). PIs are encouraged to use Cayuse 424 because it provides expanded access for proposal development and submission in a user-friendly interface and, in particular, proposal package checking.

Proposals previously submitted via Grants.gov will be transmitted to the sponsor using Cayuse 424. Cayuse 424 became an available option in the Fall of 2015. Your proposal approval documents will be routed to OGCA through Cayuse SP. OGCA will submit your proposal to the sponsor through Cayuse 424, a web-based "system-to-system" proposal submission program. The Cayuse 424 proposal replaced the federal "Grants.gov package" in Adobe pdf format. When your proposal is prepared in Cayuse 424, it may be linked to your electronic routing record in Cayuse SP.

If your proposal is developed in NSF's FastLane or some other electronic sponsor system (NASA's NSPIRES, etc.) you are not required to use Cayuse 424.

Logging In:

https://unt.cayuse424.com/
Welcome to Cayuse 424
Cayuse424/v7.2.1

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