


## Required Directive for beginning Cayuse SP Proposal

1. Provide GRASP Personnel access to review and approve the proposal prior to other authorized approvers.
  - A. Log in to Cayuse via your institutional credentials. Select **Cayuse Sponsored Projects (SP)**.
  - B. Within the Sponsored Projects Module, select **begin Start New Proposal**, in the upper left.


**SPONSORED PROJECTS**

HOME | MY DASHBOARD | REPORTING | ADMIN | LOG OUT

**Proposal Dashboard**

[Start New Proposal](#)

**Z** [My Proposals](#)

[Proposals in My Unit](#)

[Pre-Award Spending Inbox](#)

**Award Dashboard**

[My Awards](#)

[Awards in My Unit](#)

**Certifications/Approvals**

[PI Certification Inbox](#)

[Unit Approval Inbox](#)

Office of Grants, Research, and Sponsored Programs  
 8001 Stockdale Hwy  
 Mail Stop 24DDH  
 Bakersfield, CA 93311-1022  
 Phone: 861.854.2231  
 Fax: 861.854.3342  
 Email: [SPUSP@csusb.edu](mailto:SPUSP@csusb.edu)

**>> Welcome to Sponsored Projects**

Use the Proposal Dashboard to:

- Start a new proposal.
- Edit and track proposal records you have created or on which you are named as a contributing member.
- View proposal records in administering units to which you have been granted Proposal Data Access.
- Authorize preliminary award requests in your role as a Pre-Award Spending Approver.

Use the Award Dashboard to:

- View awards on which you are listed as a member of the Research Team.
- View awards in administering units to which you have been granted Award Data Access.

Use the Certifications/Approvals Dashboard to:

- Certify proposal records on which you are cited as the Lead PI or PI.
- Authorize proposal records in your role as a unit IPF Approver.

**Administrative Support**

Contact GRASP for policies and procedures regarding the management and administration of research and sponsored activities. We serve as your primary contact for information about funding opportunities, research proposal development, budget development, award administration and more.

**Technical Support**

For technical issues in Cayuse SP, contact Cayuse Technical Support at one of the following:

- Email: [support@cayuse.com](mailto:support@cayuse.com)
- Phone: 503.297.2108

Also refer to the [Cayuse Research Suite Support website](#) for frequently asked questions, product documentation and other technical information.

C. You will be taken to the Start New Proposal Cover sheet. Complete all the required fields as denoted by a red asterisk.

D. Most Importantly, in the Admin Unit field, select the first option that appears: AA ADMIN UNIT.

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 Phone: 861.864.2231  
 Fax: 861.864.3342  
 Email: [grv@csusb.edu](mailto:grv@csusb.edu)

>> Start New Proposal ⓘ

Please complete the fields with the \* below. Contact the GRASP Office at (661) 654-2231 for assistance.

\* Indicates Required Fields

**Sponsor Information**

\* Sponsor: ⓘ

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

**General Proposal Information**

\* Admin Unit

\* Primary Administrative Contact:

Project No:

\* Short Project Name:

\* Project Start Date:

\* Project End Date:

\* Activity Code:

\* Proposal Type:

\* Instrument Type:

How will this proposal be submitted?

Select Submission Method:

**Select Admin Unit**

List of available units at Cal State Univ Bakersfield  
(click the name to select a unit)

Unit Code	Unit Name
AA	ADMIN UNIT
D10596	AES-Credential Service
D10595	AES-Univ_Cnstr_Tmg_Clinic
D10395	AMP Grant
D10361	AMP Matching
D24230	ASI-Child Care Referendum
D22010	AVP - ITS
D23200	AVP Campus Life
D23100	AVP Enrollment Management
D22000	AVP Information Technology Svc.

E. Afterwards, in the **Primary Administrative Contact** field, search and select the pre-award personnel that has assisted in the preparation of the proposal. You may search for: **Manuel Barrera, Daphne Evans, or Vincent Oragwam**

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 Phone: 801.694.2231  
 Fax: 801.694.3342  
 Email: [SPRINT@csub.edu](mailto:SPRINT@csub.edu)

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\* Indicates Required Fields

**Sponsor Information**

\* Sponsor: ⓘ

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

**General Proposal Information**

\* Admin Unit:

\* Primary Administrative Contact:

Project No:

\* Short Project Name:

\* Project Start Date:

\* Project End Date:

\* Activity Code:

\* Proposal Type:

\* Instrument Type:

How will this proposal be submitted?


Select Submission Method:

Locate Person - Google Chrome

Enter the last name of the person you are looking for:

csub.cayuse424.com/sp/personnel\_search.cfm?department=AA&person\_referrer=ipf\_general\_j...

F. Complete the other required fields and save.



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**>> Start New Proposal** ⓘ

Please complete the fields with the \* below. Contact the GRASP Office at (861) 654-2231 for assistance.

\* Indicates Required Fields

**Sponsor Information**

\* Sponsor: ⓘ

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

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**General Proposal Information**

\* Admin Unit:

\* Primary Administrative Contact:

Project No:

\* Short Project Name:  (internal reference name)

\* Project Start Date:  [Clear](#)

\* Project End Date:  [Clear](#)

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

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\* Proposal Type:

\* Instrument Type:

G. Contact GRASP prior to commencing submission of the proposal to ensure all required information and attachments are complete. GRASP personnel can provide an orientation on SP.