

Cayuse User Guide

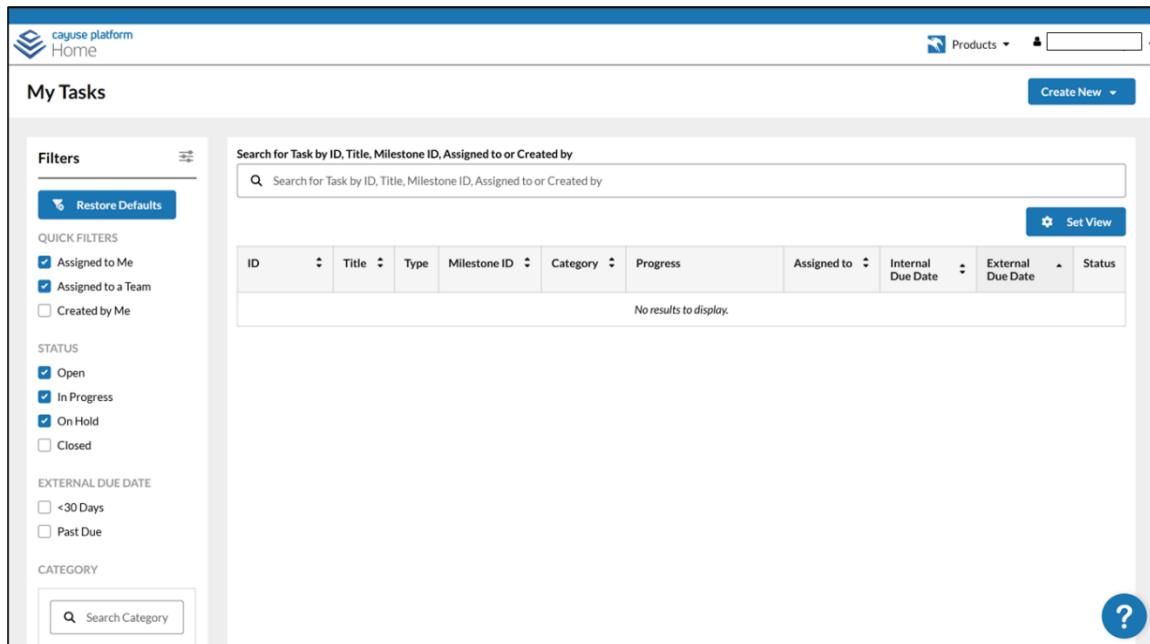
The Office of Research and Sponsored Programs (ORSP) at Abilene Christian University uses **Cayuse platform** to manage all sponsored projects. Cayuse captures and organizes sponsored project information. Proposals must be created in Cayuse for all sponsored projects.

Logging into Cayuse

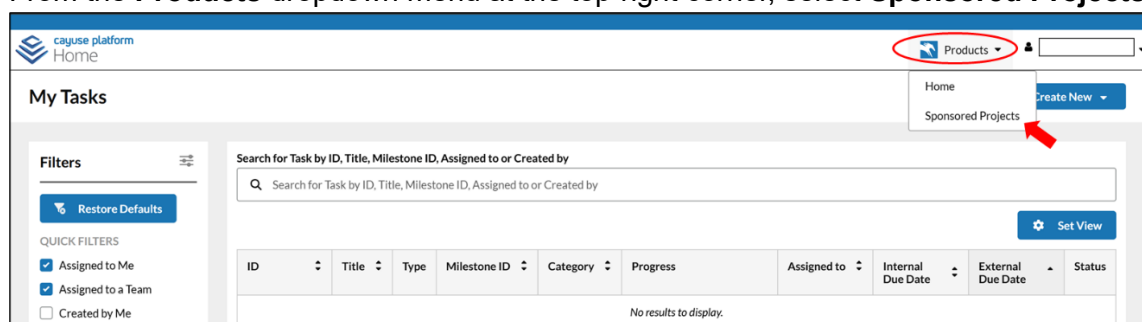
The Cayuse Research platform can be accessed at <https://acu.app.cayuse.com/> or through the ORSP website under [Cayuse Portal](#).

Use your ACU email (single-sign-on username and password) to log in.

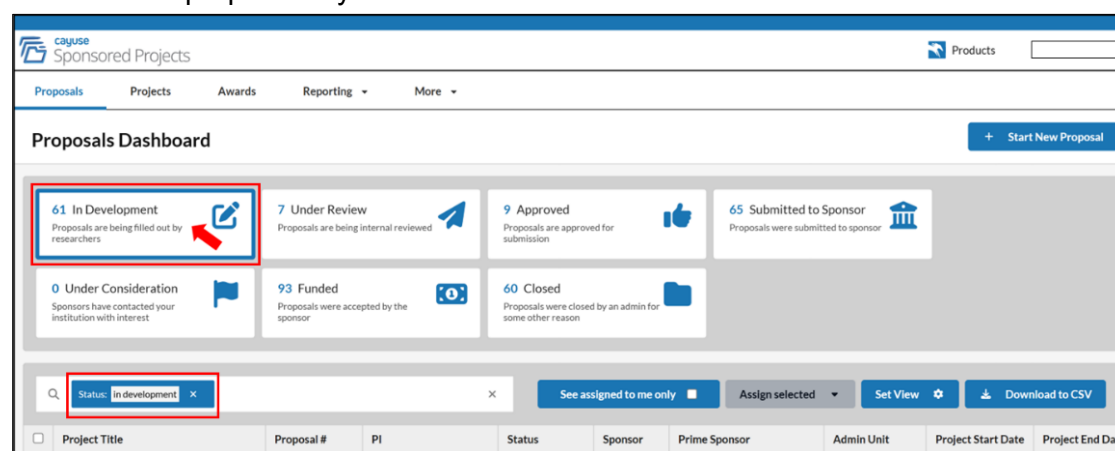
Once logged in, the system will direct you to a home screen, which displays any tasks you may have.



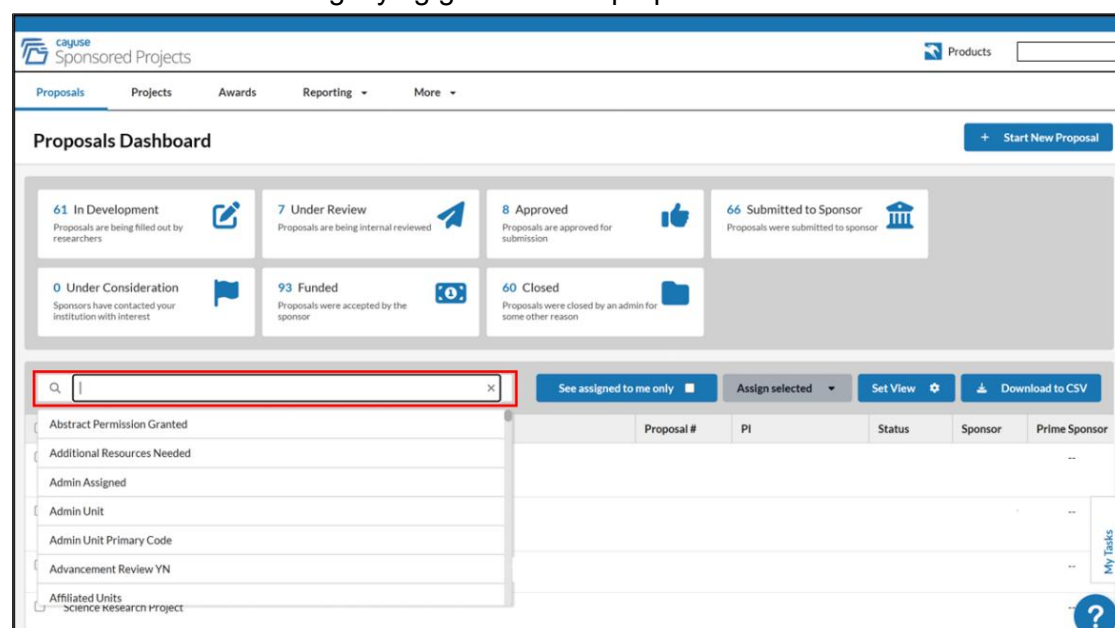
From the **Products** dropdown menu at the top-right corner, select **Sponsored Projects**.



You will then be directed to the **Proposals Dashboard**, which has filters that allow you to narrow down proposals by their status.

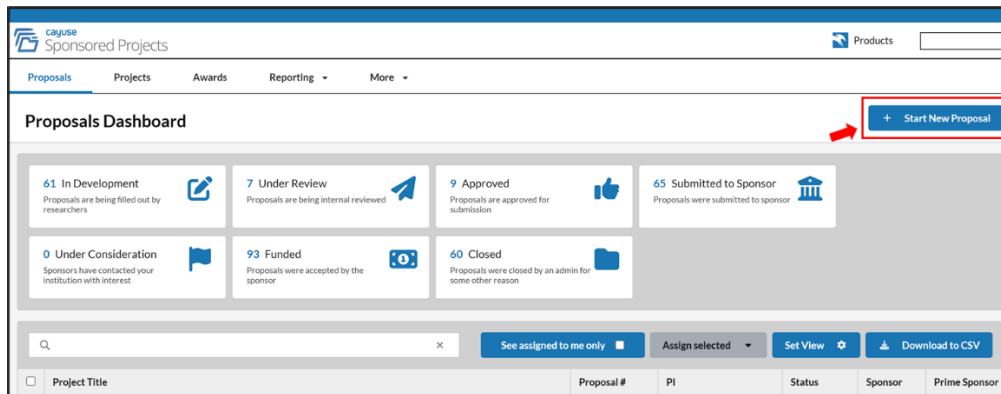


You can also use the magnifying glass to filter proposals.

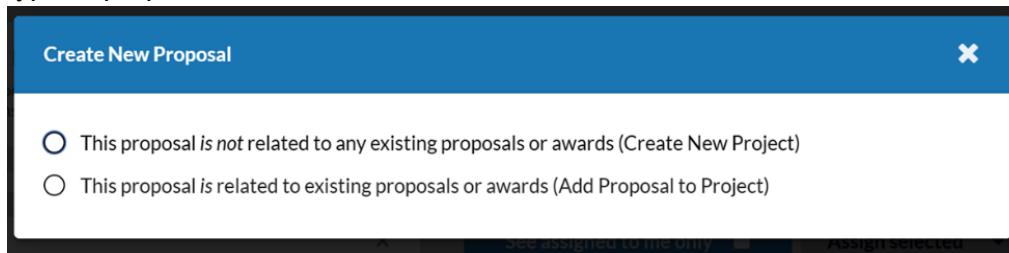


Starting a New Proposal

Go to the Proposal Dashboard and click **Start New Proposal**.

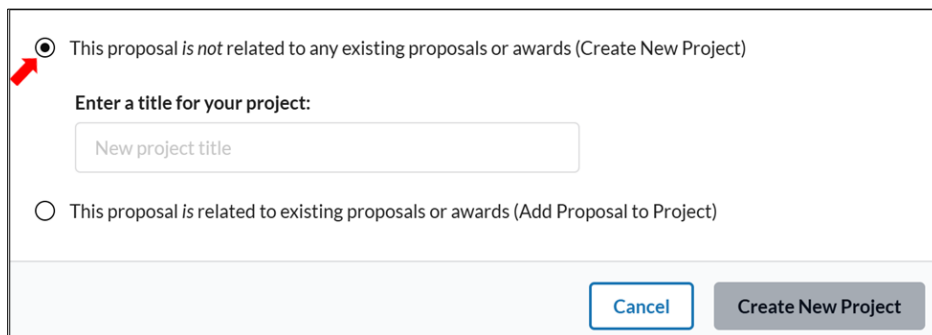


Once you click on Start New Proposal, a pop-up window will appear prompting you to select the type of proposal.



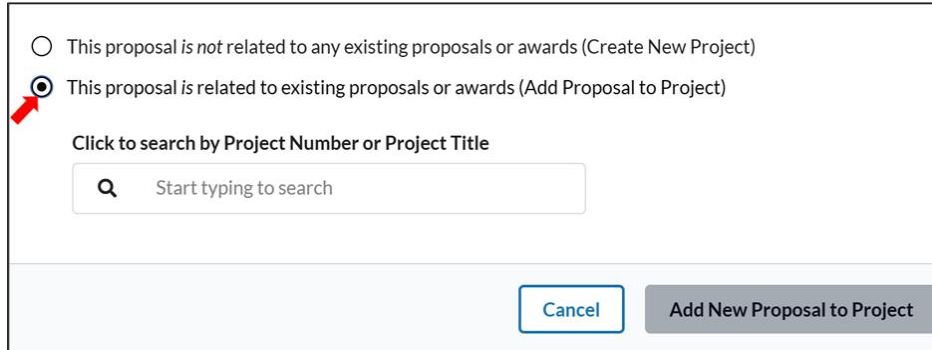
If the Proposal is **New**, select “This Proposal IS NOT related to any existing proposals or awards (Create New Project)”.

- Enter the title of your project.
- Click “Create New Project”.



If the Proposal is a **Renewal, Continuation, Supplement, Resubmission or Revision**, select “This Proposal IS related to existing proposals or awards (Add Proposal to Project)”.

- Search by your Project Number or Title
- Click “add New Proposal to Project.”



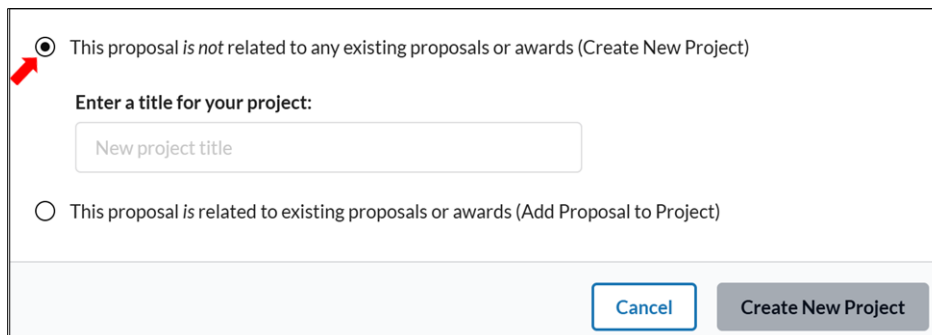
☐ This proposal is *not* related to any existing proposals or awards (Create New Project)

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

Click to search by Project Number or Project Title

[Cancel](#) [Add New Proposal to Project](#)

In case the **Previous Proposal is not in Cayuse**, and it is a Resubmission or Revision, select “This Proposal IS NOT related to any existing proposals or awards (Create New Project)”.



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

Enter a title for your project:

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


[Cancel](#) [Create New Project](#)

Start your New Proposal Project by selecting the **type of submission**:

- Internal Funding Proposal
- External Funding LOI/Concept Paper
- External Funding Full Proposal

All fields marked with a red asterisk (*) are required. When a section is complete, a green check mark appears next to it on the menu. The system saves automatically as you move through the fields.

Internal Funding Proposal


Sponsored Projects
Products

[Proposals](#)
[Projects](#)
[Awards](#)
[Reporting](#)
[More](#)

My Actions

Complete Review

Route for Review

Proposal Summary

Pt: --

Admin Unit: --

Sponsor: --

Prime Sponsor: --

Sponsor Deadline: --

Total Sponsor Costs: --

Project Start Date: --

Project End Date: --

Instrument Type: --

In Development

Project: 28-0020

Proposal Form

Routing

History

Access

Tasks

Notes

Attachments

Links

Admin Only

All changes save automatically

Proposal Sections

Start Your Proposal

Investigators

Internal Funding Proposal

Project Information

Assurances

Please select the type of submission:

☒ Internal Funding Proposal
 ☐ External Funding LOI/Concept Paper
 ☐ External Funding Full Proposal






Investigators

This section is to list the Principal Investigator's name and College.






[illegible]

Internal Funding Proposal

This section is about the type of internal grant and PI's position. All fields are required.

Proposal Sections	Internal Funding Proposal
Start Your Proposal 	<p>Please complete the questions below to apply for an Internal Grant. Descriptions and requirements for the award can be found at: https://acu.edu/research/internal-grants/</p> <hr/> <p>Internal Grant Cycle*</p> <div></div> <p>Are you applying for a SEED grant?*</p> <div></div> <p>What is your faculty rank?*</p> <div></div> <p>What is your tenure status?*</p> <div></div>
Investigators 	
Internal Funding Proposal 	
Project Information 	
Assurances 	

Project information

Proposal Sections	Project Information
Start Your Proposal 	<p>Project Title*</p> <div></div>
Investigators 	<p><u>Purpose, Goals, and Objectives</u></p>
Internal Funding Proposal 	<p>Briefly describe the purpose of the project (the WHY):*</p> <div></div>
Project Information 	<p>What are the Goals (set of aims; broad intentions)?*</p> <div></div>
Assurances 	<p>What are the Objectives (measurable accomplishments to achieve goals)?*</p> <div></div>
	<p>What is the Significance of this project to the discipline/Overall Impact to the ACU, local or broader community?*</p> <div></div>
	<p>Describe the Background to the project (e.g. historical context, brief literature review, etc.)*</p> <div></div>
	<p>In a clear but concise manner, please describe the research methods or creative plan.*</p> <div></div>
	<p>Description of final scholarly product from this project. How will you share your work within and outside of ACU?*</p> <div></div>
	<p>Please briefly describe your budget (including a priority of the cost objectives).*</p> <div></div>
	<p>Describe any teaching plans or other sources of support that you have for the applicable semester(s).*</p> <div></div>
	<p>Does the research team include undergraduate or graduate students?*</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
	<p><u>BUDGET INFORMATION</u></p>
	<p>Total Amount Requested*</p> <div></div>
	<p>Please attached the detailed budget template.*</p> <div></div>
	<p>You may attach any supporting documents, appendices, etc. here.</p> <div></div>

Assurances

Proposal Sections	Assurances
Start Your Proposal	
Investigators	
Internal Funding Proposal	
Project Information	
Assurances	

I have completed or will complete Responsible Conduct of Research training. Training for faculty applicants must be completed by the time of the review meeting in order for applicant to be considered.*

☐

When applicable, I will ensure that all students who participate in my research will complete Responsible Conduct of Research training prior to participating or receiving any funding support.*

☐

I have read and agree to the terms in the University's Intellectual Property Agreement and Policy on Research Misconduct (<http://www.acu.edu/academics/orp/documents.html>).

☐

I understand that the ORSP Office will ask my Department Chair/Program Director and Dean to confirm their support of this application.*

☐

External Funding LOI/Concept Paper

Proposal Sections	Start Your Proposal
Start Your Proposal	
General Information	
Investigators	
Attachments And Submission Notes	

Please select the type of submission:*

☐ Internal Funding Proposal

☒ External Funding LOI/Concept Paper

☐ External Funding Full Proposal

General Information

This section is editable during proposal development until the proposal is submitted for routing.

General Information
<p>Please enter your proposal information in the following pages. Please be as complete and accurate as possible in your entries in order to avoid delays in processing the proposal.</p> <p>Entries should be made for Affiliated Unit(s) if resources outside control of the Admin Unit are proposed to be used, either directly charged or as cost share and those resources are not listed in the budget.</p> <p>Enter the Sponsor Deadline Time as the time the proposal is due at the sponsor in Pacific time using military format. Example: 2:00 pm converts to 14:00; 5:00 pm converts to 17:00.</p> <p>Project Title* <input type="text"/></p> <p>Sponsor Information</p> <p>Sponsor <input type="text"/></p> <p>If the Sponsor does not appear in the list, please identify the sponsor in the text box below.</p> <p>Sponsor Name, if Not Listed <input type="text"/></p> <p>Please select the type of Sponsor* <input type="radio"/> Federal, State, or Other Government Entity <input type="radio"/> Non Federal, State, Other Government Entity</p> <p>Is this a subaward? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Are we issuing a subaward to another institution? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Funding Opportunity/Sponsor Application No: <input type="text"/></p> <p>Sponsor Program Name <input type="text"/></p> <p>Proposal Guidelines URL <input type="text"/></p> <p>Proposal Information</p> <p>Admin Unit (Your ACU Department):* <input type="text"/></p> <p>What is the Proposed Project Start Date* <input type="text"/> <small>Indicate the estimated start date.</small></p> <p>What is the Proposed Project End Date* <input type="text"/> <small>Indicate the estimated end date.</small></p> <p>Type of Activity* <input type="text"/></p> <p>What is the Proposal Type?* <input type="text"/></p> <p>What is the Award Type?* <input type="text"/></p> <p>How will this proposal be submitted?* <input type="text"/></p> <p>Affiliated Unit(s) (if applicable): <input type="text"/></p> <p>Sponsor Deadline* <input type="text"/></p>

Investigators

List the Principal Investigator's name and College.

Proposal Sections	Investigators																																						
<div>Start Your Proposal </div> <div>General Information </div> <div>Investigators </div> <div>Attachments And Submission Notes </div>	<p>All key personnel must be entered on this page. If you wish to enter additional (non-key) personnel, you may do so.</p> <p>Please note: any corrections or changes to the "List of Personnel" below during proposal review may require reauthorization of the Departments and/or Deans' Offices.</p> <p>Allocation of Credit</p> <ul style="list-style-type: none">• Credit is the relative contribution of each member of the research team and is used for reporting. Credit must total 100%. NOTE: Credit is not the same as Effort.• Credit will allow reporting options that have been requested by the deans on campus.<ul style="list-style-type: none">◦ For example, a proposal with 3 Investigators in 3 different colleges might have allocated credit of 20%, 30% and 50% among the Investigators.• When the proposal is reported, the respective colleges will receive 20%, 30% and 50% of the credit.• Standard reporting based on the Admin Unit identified on the General Information page will still be possible.• Credit may be used to proportionally distribute recovered F&A on an awarded project.• Agreements on distribution of F&A on multi-unit proposals should be documented as an attachment (see Proposal Attachments page) to the proposal.• NOTE: If the "Credit" column is not completed by the requesting department, ORSP will allocate equal credit to each listed personnel. <p>List the project team members, starting with the Principal Investigator.</p> <p><small>If this is an Internal Funding Proposal, please list ONLY the Principal Investigator of the proposal.</small></p> <p>View Effort 0% of total credit has been allocated</p> <p><input checked="" type="radio"/> Percentage <input type="radio"/> Months</p> <table border="1"><thead><tr><th>Name</th><th>Role</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> <table border="1"><thead><tr><th rowspan="2">Internal Association</th><th rowspan="2">Credit</th><th colspan="3">Sponsored Effort</th><th colspan="3">Cost Share Effort</th><th rowspan="2">Total Effort</th></tr><tr><th>C</th><th>A</th><th>S</th><th>C</th><th>A</th><th>S</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table> <p>+ Add Internal Association</p> <p>+ Add Team Member</p> <p>Please select the College(s) for the PI and all Co-PIs*</p> <p><small>If this is an Internal Funding Proposal, please list ONLY the Principal Investigator's College. Do not list any others.</small></p> <p>Financial Conflicts of Interest in Research - Disclosure Process</p> <p>When you route this proposal for routing, a research-based disclosure will be generated automatically for you to complete. Please go to MyProfile section on the upper right of your Cayuse Home page to view your Profile and complete the COI disclosure. When your disclosure is complete, it will populate below.</p> <p>Outside Interests Disclosures</p> <table border="1"><thead><tr><th>Name</th><th>Role</th><th>Disclosure</th><th>Status</th><th>Resolution</th></tr></thead><tbody><tr><td colspan="5">No research team members have been added yet.</td></tr></tbody></table>	Name	Role	<input type="text"/>	<input type="text"/>	Internal Association	Credit	Sponsored Effort			Cost Share Effort			Total Effort	C	A	S	C	A	S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Name	Role	Disclosure	Status	Resolution	No research team members have been added yet.				
Name	Role																																						
<input type="text"/>	<input type="text"/>																																						
Internal Association	Credit	Sponsored Effort			Cost Share Effort			Total Effort																															
		C	A	S	C	A	S																																
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																															
Name	Role	Disclosure	Status	Resolution																																			
No research team members have been added yet.																																							

Attachments and Submission Notes

Include any additional attachments in this section.

Proposal Sections	Attachments and Submission Notes
<div>Start Your Proposal </div> <div>General Information </div> <div>Investigators </div> <div>Attachments And Submission Notes </div>	<p>Additional Attachments</p> <p>Where applicable, please attach the following documents:</p> <ul style="list-style-type: none">• Proposal Announcement/Guidelines• Budget and/or Budget Template(In Excel)• Budget Justification <p>For industry-sponsored clinical trials, please attach the following documents:</p> <ul style="list-style-type: none">• Sponsor Protocol• Final Sponsor Budget• Final Internal Budget <p>Additional Attachments</p> <p><small>Drag and drop new files or click to select from file system.</small></p> <p>Submission Notes</p> <p>Enter any additional comments on this proposal</p> <p><small>Please include any special notes, comments or instructions regarding your proposal in the box below. This is internal information for the University only and will not be forwarded to the sponsor.</small></p>

External Funding Full Proposal

Proposal Sections	Start Your Proposal
Start Your Proposal	<input checked="" type="checkbox"/>
General Information	12
Investigators	1
Summary Budget	9
Regulatory Compliance	3
Export Control	13
Intellectual Property	3
Additional Considerations	2
Proposal Abstract	2
Attachments And Submission Notes	<input checked="" type="checkbox"/>

Please select the type of submission:¹

☐ Internal Funding Proposal

☐ External Funding LOI/Concept Paper

☒ External Funding Full Proposal

General Information

This section is editable during proposal development until the proposal is submitted for routing.

General Information

Please enter your proposal information in the following pages. Please be as complete and accurate as possible in your entries in order to avoid delays in processing the proposal.

Entries should be made for Affiliated Unit(s) if resources outside control of the Admin Unit are proposed to be used, either directly charged or as cost share and those resources are not listed in the budget.

Enter the Sponsor Deadline Time as the time the proposal is due at the sponsor in Pacific time using military format. Example: 2:00 pm converts to 14:00; 5:00 pm converts to 17:00.

Project Title*

Sponsor Information

Sponsor

If the Sponsor does not appear in the list, please identify the sponsor in the text box below.

Sponsor Name, If Not Listed

Please select the type of Sponsor*

☐ Federal, State, or Other Government Entity

☐ Non Federal, State, Other Government Entity

Is this a subaward?*

☐ Yes

☐ No

Are we issuing a subaward to another institution?*

☐ Yes

☐ No

Funding Opportunity/Sponsor Application No:

Sponsor Program Name

Proposal Guidelines URL

Proposal Information

Admin Unit (Your ACU Department):*

What is the Proposed Project Start Date*

Indicate the estimated start date.

What is the Proposed Project End Date*

Indicate the estimated end date.

Type of Activity*

What is the Proposal Type?*

What is the Award Type?*

How will this proposal be submitted?*

Affiliated Unit(s) (if applicable):

Sponsor Deadline*

My Tasks

?

This section is used to build a research team by adding the existing college personnel who will devote meaningful effort to the project.

Investigators

All key personnel must be entered on this page. If you wish to enter additional (non-key) personnel, you may do so.

Please note, any corrections or changes to the "List of Personnel" below during proposal review may require reauthorization of the Departments and/or Deans' Offices.

Allocation of Credit

- Credit is the relative contribution of each member of the research team and is used for reporting. Credit must total 100%. NOTE: Credit is not the same as Effort.
- Credit will allow reporting options that have been requested by the deans on campus.
 - For example, a proposal with 3 investigators in 3 different colleges might have allocated credit of 20%, 30% and 50% among the investigators.
- When the proposal is reported, the respective colleges will receive 20%, 30% and 50% of the credit.
- Standard reporting based on the Admin Unit identified on the General Information page will still be possible.
- Credit may be used to proportionally distribute recovered FLA on an awarded project.
- Agreements on distribution of FLA on multi-unit proposals should be documented as an attachment (see Proposal Attachments page) to the proposal.
- NOTE: If the "Credit" column is not completed by the requesting department, ORSP will allocate equal credit to each listed personnel.**

List the project team members, starting with the Principal Investigator.

If this is an Internal Funding Proposal, please list ONLY the Principal Investigator of the proposal.

View Effort

☒ Percentage
☐ Months

0% of total credit has been allocated

Name	Rule												
Q	Q												
Internal Association	Credit	Sponsored Effort			Cost Share Effort			Total Effort					
	C	A	S	C	A	S	%						
Q	%	%	%	%	%	%	%	0 %					
+ Add Internal Association													
+ Add Team Member													

Please select the College(s) for the PI and all Co-PI's

If this is an Internal Funding Proposal, please list ONLY the Principal Investigator's College. Do not list any others.

Financial Conflicts of Interest in Research - Disclosure Process

When you route this proposal for routing, a research-based disclosure will be generated automatically for you to complete. Please go to MyProfile section on the upper right of your Cayuse Home page to view your Profile and complete the COI disclosure. When your disclosure is complete, it will populate below.

Outside Interests Disclosures

Name	Rule	Disclosure	Status	Resolution

Summary Budget

The Budget section is used to develop the sponsored project proposal budget. The Lead-PI and project team work collaboratively to develop the budget, following the sponsor solicitation budget.

Proposal Sections	Summary Budget
Start Your Proposal	✓
General Information	12
Investigators	1
Summary Budget	9
Regulatory Compliance	3
Export Control	15
Intellectual Property	3
Additional Considerations	2
Proposed Abstract	2
Attachments And Submission Notes	✓

Summary Budget Details

Sponsor Direct Cost* Sponsor Indirect Costs* Total Sponsor Costs*

Please identify the basis of the indirect cost*

Cost Sharing

Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?

☐ Yes
☒ No

Additional Resources Needed

In addition to resources available in the administering unit, will you be using personnel, space, equipment, or other resources?

☐ Yes
☒ No

Do the personnel require reassigned time?

☐ Yes
☒ No

Is Extra Service Pay being requested?

☐ Yes
☒ No

Extra service pay must be approved by OHSU HR, and the Process Office as meeting the requirements for agency and ACU policy. It is at the discretion of ACU to determine if the standards are met. Other roles, salary information should be entered as salary share.

Attachments

Please Attach a Budget & Budget Justification*

Drag and drop new files or click to select from file system.

Regulatory Compliance

This section applies if biohazardous research materials will be used.

Proposal Sections	Regulatory Compliance
Start Your Proposal	
General Information	
Investigators	
Summary Budget	
Regulatory Compliance 	
Export Control	
Intellectual Property	
Additional Considerations	
Proposal Abstract	
Attachments And Submission Notes	

If this proposal includes the use of hazardous research materials, please check the appropriate category under Research Materials and contact the Risk Management Office for any required approvals.

Human Participants

Does this research involve HUMAN SUBJECTS?¹

☐ Yes
☐ No

Animal Subjects

Does this research involve ANIMAL SUBJECTS?¹

☐ Yes
☐ No

Hazardous Materials

Does this proposal involve research with any of the following? (Please choose all that apply)¹

If "Biohazardous Materials/Select Agents and Toxins" is selected, then a Biological Use Authorization (BUA) is likely required. Please provide the BUA number in the Proposal Attachment section.

Export Control

If you answer “Yes” to any of the listed questions, the Lead PI must work with the Institution Compliance and Risk Management Office to ensure that the research complies with the Export Control Act regulations and reporting requirements. This must be done far enough in advance to obtain an export license, if required.

Proposal Sections	Export Control
Start Your Proposal	
General Information	
Investigators	
Summary Budget	
Regulatory Compliance	
Export Control 	
Intellectual Property	
Additional Considerations	
Proposal Abstract	
Attachments And Submission Notes	

The conduct of research may implicate U.S. export control regulations in a variety of ways. The ACU Export Control office supports faculty, staff, students, and partnering entities in complying with these regulations. To avoid delays, it is important to identify potential export control, trade compliance, and research security concerns as early as possible.

Prior to submitting this proposal, each Principal Investigator (PI) must complete the following questions to the best of their knowledge. If you are unsure how to answer a question, please do not hesitate to reach out to the Export Control Office (etask@acu.edu).

Does the project involve any entity (sponsor, partner, researcher, etc.) that is from or located in a sanctioned country listed on the OFAC link provided below?¹

☐ Yes
☐ No

[OFAC Sanctions Programs and Country Information](#)

Does the project involve any entity that is (or closely related to) a foreign government, military, intelligence, and/or police?¹

☐ Yes
☐ No

Does the project involve any Classified materials, equipment, technology, or data?¹

☐ Yes
☐ No

Does the project involve conducting proprietary research (i.e., research that is not intended to be openly shared) or any restriction on publication or sharing of research methodologies, results, data, etc.?¹

☐ Yes
☐ No

Will this project require a Non-Disclosure Agreement (NDA) between ACU and the sponsor and/or another entity?¹

☐ Yes
☐ No

Do you anticipate that the project may involve the development, modification, and/or adaptation (even slightly) of any technology, item, material, and/or software for potential military application?¹

☐ Yes
☐ No

Do you anticipate that the project may involve the receipt and/or use of any equipment, technology, materials, software, or other defense articles listed on the United States Munitions List (USML) under the International Traffic in Arms Regulation (ITAR)?¹

☐ Yes
☐ No

Do you anticipate that the project may involve the development and/or use of any non-commercial encryption or information security software, application, cloud environment, etc.?¹

☐ Yes
☐ No

Do you anticipate that the project will involve the development and/or use of any item, equipment, material, software, and/or technology that is developed for and/or will be used in a nuclear reactor and/or with nuclear material?¹

☐ Yes
☐ No

Do you anticipate that the project may involve sending, transporting, transmitting, or carrying any material or equipment outside of the United States (examples include: computers, GPS, biologicals, diagnostic kits, reagents, or data)?¹

☐ Yes
☐ No

Do you anticipate that the project may involve importing materials, equipment, item, biologicals, and/or software into the United States?¹

☐ Yes
☐ No

Do you anticipate that the project may involve travel outside of the US (including travel to a conference/presentation, meeting with sponsors or collaborators, etc.)?¹

☐ Yes
☐ No

Do you anticipate that any visiting scholar (i.e., a non-ACU individual who is participating in ACU teaching, research, and/or scholarly activities) will participate in this project?¹

☐ Yes
☐ No

Intellectual Property

This section helps the Lead PI and project team identify potential intellectual property concerns. The Lead PI and the project team will determine whether the project could result in intellectual property or patents, or affect pending patents, trademarks, or other licenses.

Proposal Sections	Intellectual Property
Start Your Proposal	
General Information	
Investigators	
Summary Budget	
Regulatory Compliance	
Export Control	
Intellectual Property 	<p>For Confidentiality Agreements/Nondisclosure Agreements (CDAs/NDAs) only, please mark "no" to any questions if you do not know the answer or do not yet know what product/technology may be involved.</p> <p>Have you disclosed any of this research to the University as an invention/discovery/copyrightable material?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Will this research require any information, data, or materials from a third party under a confidentiality agreement, non-disclosure agreement, material transfer agreement, etc.?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Is this proposal an SBIR (Small Business Innovative Research Program) or a STTR (Small Business Technology Transfer Program)?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Additional Considerations	
Proposal Abstract	
Attachments And Submission Notes	

Additional Considerations

Proposal Sections	Additional Considerations
Start Your Proposal	
General Information	
Investigators	
Summary Budget	
Regulatory Compliance	
Export Control	
Intellectual Property	
Additional Considerations 	<p>Does any part of the proposal require SLT approval?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Examples requiring SLT approval include: foundation requests over \$100,000, approval for degree program creation, approval for construction</p> <p>Does the budget include any undergraduate or graduate students?*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Proposal Abstract	
Attachments And Submission Notes	

Proposal Abstract

Proposal Sections	Proposal Abstract
Start Your Proposal	
General Information	
Investigators	
Summary Budget	
Regulatory Compliance	
Export Control	
Intellectual Property	
Additional Considerations	
Proposal Abstract 	<p>With your permission, this abstract will be used to help match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests. It may also be used to search key words in order to provide reports to University administrative offices regarding research on specific subjects. The abstract should be plainly written and in sufficient detail to summarize the proposed activity. There is no need to write a special abstract for this purpose. The abstract or proposal summary for your proposal will be sufficient. The abstract should not contain ANY institutional or sponsor proprietary information, such as description of a potentially patentable invention (e.g., a new and useful process, machine, article of manufacture, composition of manufacture, or related improvements). If so indicated below, abstracts will be made available to the public—the public being defined as University personnel who have access to this proposal record.</p> <p>I give permission to make this abstract publicly accessible.*</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Proposal Abstract*</p> <p>Normal </p> <p>Provide a succinct and accurate description of the proposal in no more than 3000 words. The abstract must capture the academic significance of the research, the hypotheses or research questions to be addressed, the approach and feasibility of the study.</p>
Attachments And Submission Notes	

Attachments And Submission Notes

Proposal Sections	Attachments and Submission Notes
<div>Start Your Proposal ✓</div> <div>General Information 12</div> <div>Investigators 1</div> <div>Summary Budget 9</div> <div>Regulatory Compliance 4</div> <div>Export Control 13</div> <div>Intellectual Property 3</div> <div>Additional Considerations 2</div> <div>Proposal Abstract 2</div> <div>Attachments And Submission Notes ✓</div>	<div>Additional Attachments</div> <p>Where applicable, please attach the following documents:</p> <ul style="list-style-type: none">• Proposal Announcement/Guidelines• Budget and/or Budget Template(In Excel)• Budget Justification <p>For industry-sponsored clinical trials, please attach the following documents:</p> <ul style="list-style-type: none">• Sponsor Protocol• Final Sponsor Budget• Final Internal Budget <div>Additional Attachments</div> <p>Drag and drop new files or click to select from file system...</p> <div>Submission Notes</div> <p>Enter any additional comments on this proposal</p> <p>Please include any special notes, comments or instructions regarding your proposal in the box below. This is internal information for the University only and will not be forwarded to the sponsor.</p>

Logout

When finished, click your name in the top-right corner. A dropdown menu will appear. Select **Logout** to exit the system.

cayuse Sponsored Projects		Products	Name
<div>Proposals Projects Awards Reporting More</div> <div>My Active Projects / User Guide Purpose / 26-0020-P0001</div> <div>User Guide Purpose</div>		<div>Abilene Christian University Timezone: US/Central</div>	
<div>My Actions</div> <div>Complete Review</div> <div>Route for Review</div>	<div>Proposal Summary</div> <div>PI: -- Sponsor: -- Project Start Date: --</div> <div>Admin Unit: -- Prime Sponsor: -- Project End Date: --</div> <div>Sponsor Deadline: -- Instrument Type: --</div> <div>Total Sponsor Costs: --</div>	<div>In Development</div> <div>Project: 26-</div>	<div>My Profile</div> <div>Help Center</div> <div>Log Out</div>
<div>Proposal Form Routing History Access Tasks Notes Attachments Links Admin Only</div> <div>All changes save automatically</div>			
<div>Proposal Sections</div> <div>Start Your Proposal ✓</div>	<div>Attachments and Submission Notes</div> <div>Additional Attachments</div>		