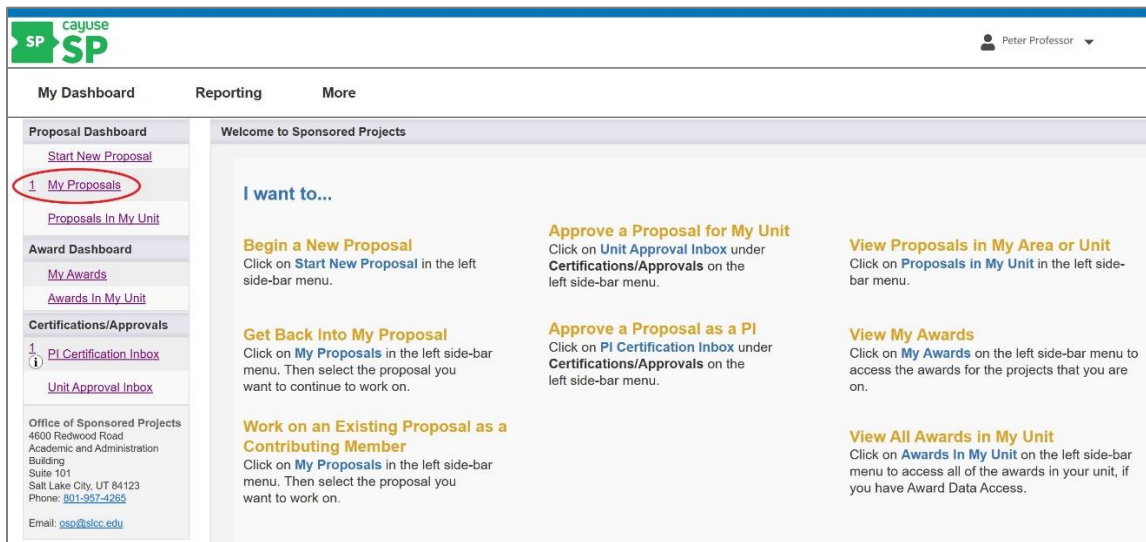


My Proposals

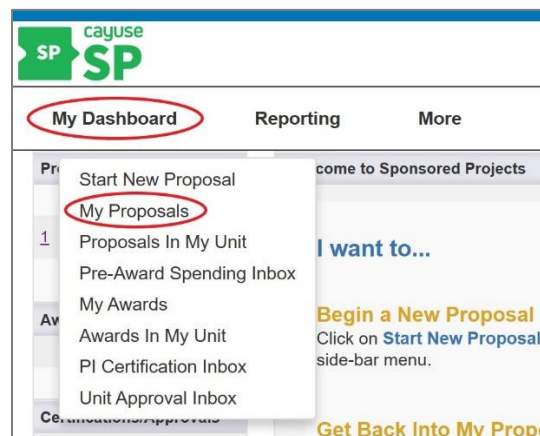
Once the **Start New Proposal** page has been completed and saved, the new sponsored projects proposal automatically moves to **My Proposals**, is assigned a **Proposal Number**, and the **Proposal Development Menu** is ready to use.

Getting Back into a Proposal

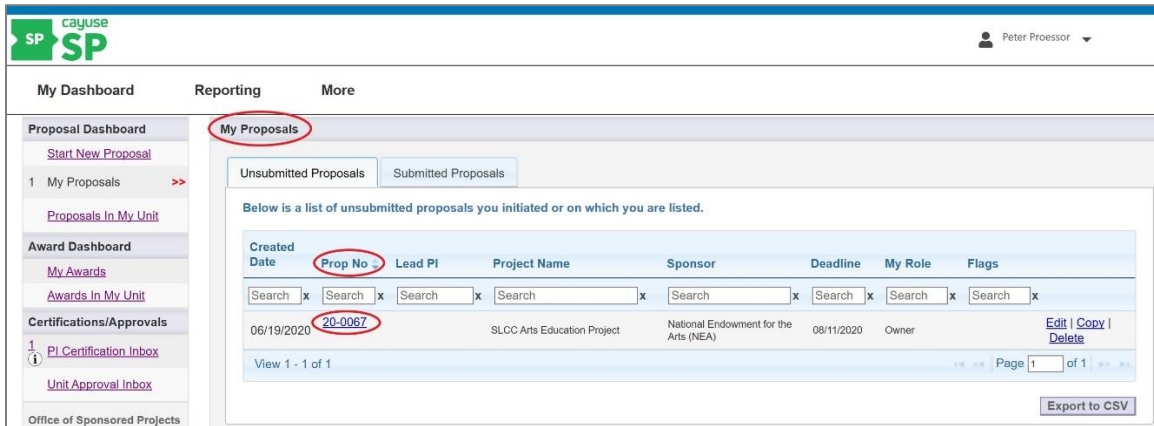
To continue working on an existing proposal, click on **My Proposals** under Proposal Dashboard on the left side menu of the homepage.



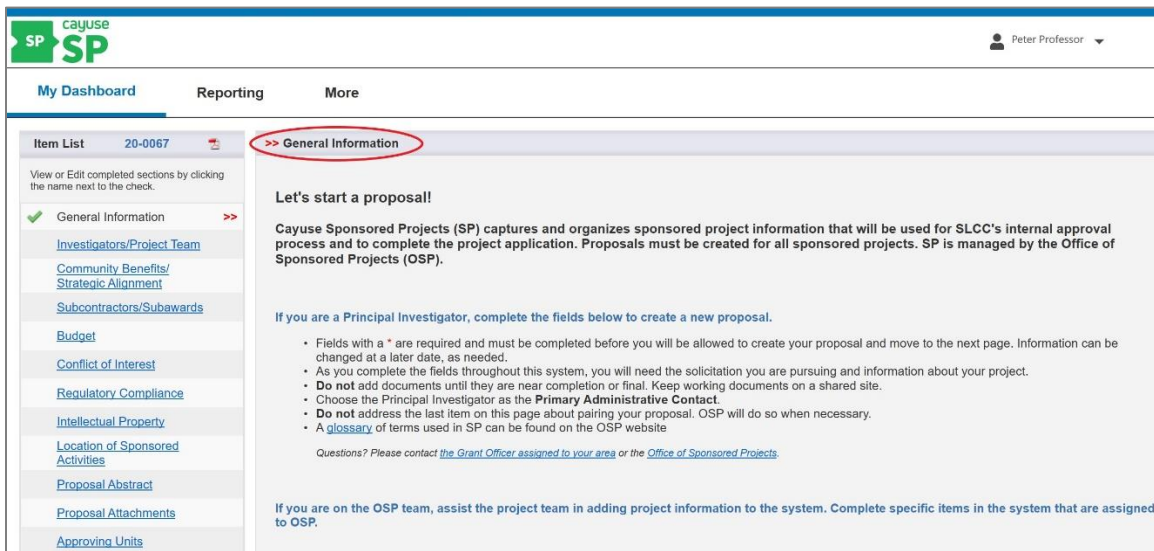
Alternatively, you may navigate to **My Proposals** by clicking on **My Dashboard** on the top bar menu and selecting My Proposals from the Drop-down menu.



This will generate a list of proposals you initiated or on which you are listed. Select the proposal you want to continue working on by clicking on the proposal number listed under the Prop No column.

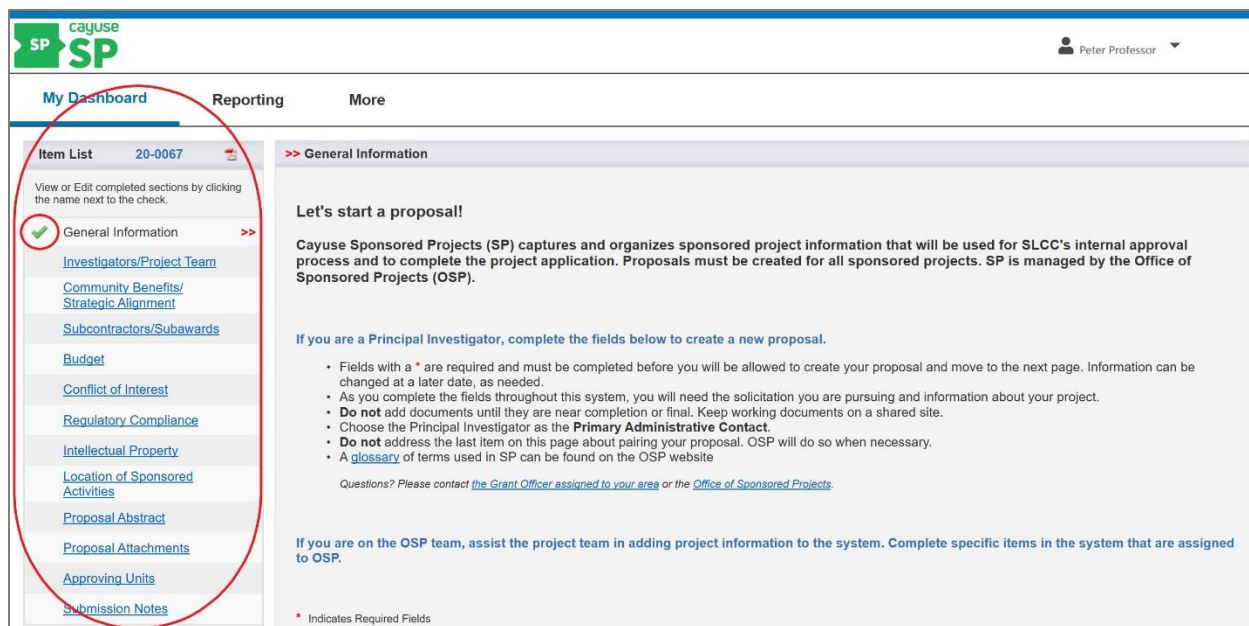


This will take you to the **General Information** page of your proposal.



From here you can navigate the **Proposal Development Menu** on the left side of the screen. Each section of your proposal is listed in the menu.

To begin working on a new section of your proposal or pick back up where you left off, click on that section on the left side menu. A green checkmark next to a section indicates you have completed the minimum required elements for the section.



The sections of the **Proposal Development Menu** are:

- **General Information:** The General Information section captures certain information about the sponsor, funding opportunity, proposal, deadline, submission method, Lead PI, etc., which will be used to complete the project application.
- **Investigators/Project Team:** The Investigator/Project Team section is used to add all existing college personnel that will devote meaningful effort to the project.
- **Community Benefits/Strategic Alignment:** The Community Benefits/Strategic Alignment section is designed to determine the impact of the Sponsored Project on the community and its relation to SLCC's Strategic goals.
- **Subcontractors/Subawards:** The Subcontractor/Subawards section allows PIs to add any subcontracts or subawards that will be associated with the project. Subcontracts/subawards provide funds to subrecipients to carry out part of an award made to SLCC. They do not include payments to vendors (businesses, contractors, or individuals) for goods and services.
- **Budget:** The Budget section is used to add all the expenditures associated with the project, the project begin and end dates, and any budget comments that may be helpful to the reviewers of the project.
- **Conflict of Interest:** The Conflict of Interest section will prompt Lead-PI's, Co-PI's and other key members of the project team to think through any potential conflict of interest (COI). This will include conflicts within the college, through the scope of work, with partners on the award or with the organization that is providing the funding.
- **Regulatory Compliance:** The Regulatory Compliance section captures information related to research on human subjects, the Institutional Review Board (IRB), and hazardous materials.
- **Intellectual Property:** The Intellectual Property section will aid the PI in identifying potential intellectual property concerns associated with their project as it relates to SLCC, the scope of work, partners on the award, or the sponsor.

- **Location of Sponsored Activities:** The Location of Sponsored Activities section is used to add the location(s) where the sponsored project will occur and the percentage of work that will occur at each location.
- **Proposal Abstract:** The Proposal Abstract section is used to provide a clear, concise description of the proposed project. It should summarize the project's goals, objectives, outcomes, alignment with the College's strategic goals, and project partners.
- **Proposal Attachments:** The Proposal Attachments section is used to add necessary attachments for the proposal. Attachments should only include the solicitation and finalized application package materials and documents that will be submitted to the sponsor, such as the narrative, budget, letters of commitment, etc.
- **Approving Units:** The Approving Units section identifies the approvers for each proposal. Cayuse SP has a workflow component that routes proposals for approval. The Grant Officer completes this page after in-depth discussion with the PI about the project.
- **Submission Notes:** The Submission Notes section is used to add additional information related to the project. Notes are optional. However, if there are any eccentricities in the proposal or any information that would be useful for internal reviewers and approvers to know, then this information should be indicated in the Submission Notes section.

Detailed instructions for completing each of these section are provided in separate user guides available on the OSP Cayuse SP – User Guide website page at: <http://i.slcc.edu/osp/cayuse.aspx>

Next Step

Navigating and editing the **General Information** section.

For more information, see [Cayuse SP - User Guide: General Information](#)