

Start New Proposal

General Overview: Beginning a New Sponsored Project Proposal

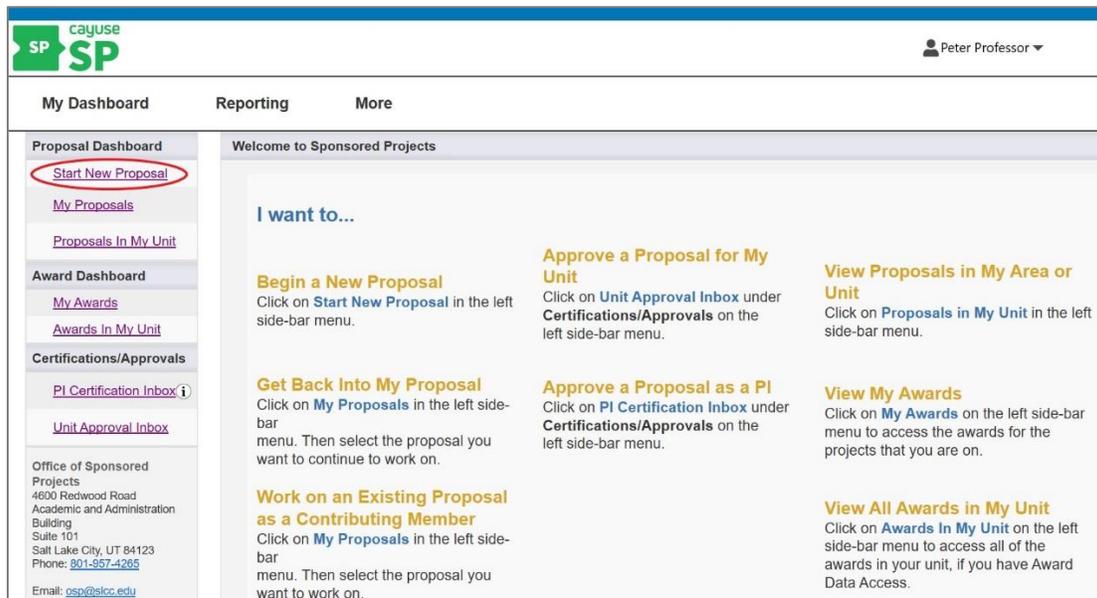
Once a Lead-PI (or research team) has identified a solicitation, thoroughly reviewed the opportunity with their OSP Grant Officer for eligibility and other requirements, and determined they intend to develop and submit a competitive proposal, the Lead-PI may begin developing a new proposal in Cayuse SP.

A Lead-PI must be familiar with the solicitation in order to develop a proposal that will be competitive. They will work closely with their Grant Officer throughout the proposal development, internal approval, and submission process.

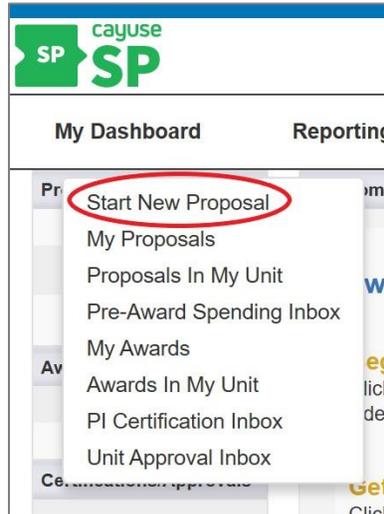
When the Lead-PI is ready to begin developing their new sponsored project proposal, they should contact their Grant Officer and then begin their new proposal in Cayuse SP.

Let's Start a Proposal!

To begin a new proposal in Cayuse SP, click on **Start New Proposal** under Proposal Dashboard on the left side menu of the homepage:

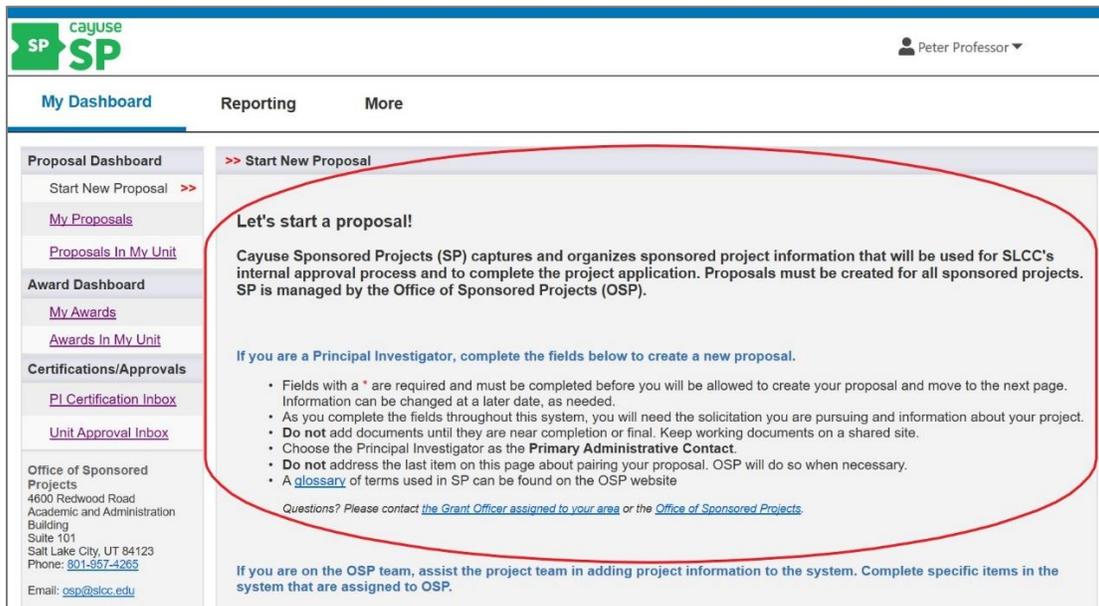


Alternatively, the user may navigate to **Start New Proposal** by clicking on My Dashboard on the top bar menu and selecting Start New Proposal from the drop-down menu.



Instructions

Begin by reading the important information and instruction at the top of the page:



The Start New Proposal section requires the Lead-PI to enter certain information about the new proposal. The Lead-PI works with their Grant Officer to complete all aspects of the Cayuse SP proposal, establish timelines, and determine deadlines for the SLCC internal review and approval process.

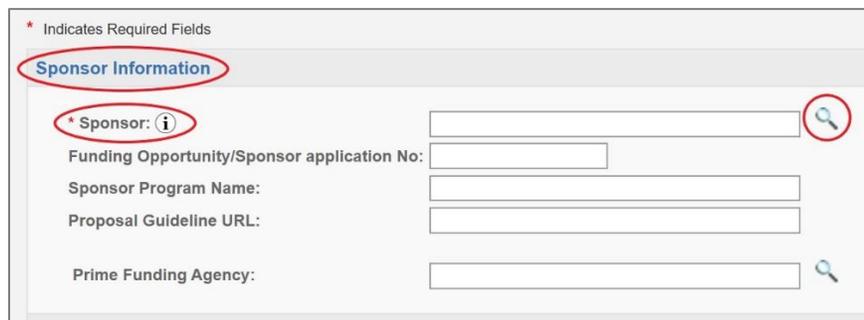
Upon completion of the Start New Proposal section, the system will generate a unique proposal number and the proposal will be listed under My Proposals.

A glossary of terms used in Cayuse SP can be found on the OSP Cayuse SP – User Guide page at: <http://i.slcc.edu/osp/cayuse.aspx>.

Sponsor Information

Next, fill out the **Sponsor Information** section of the proposal.

All fields marked with a red asterisk * are required. Click on the information icon ⓘ for more information about a field. The magnifying glass indicates a pop-up search window.

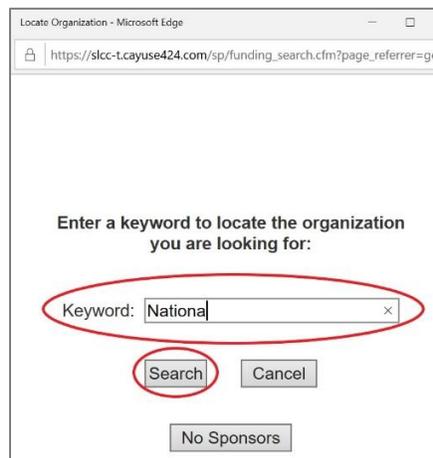


Detailed instructions for filling out each field are explained below.

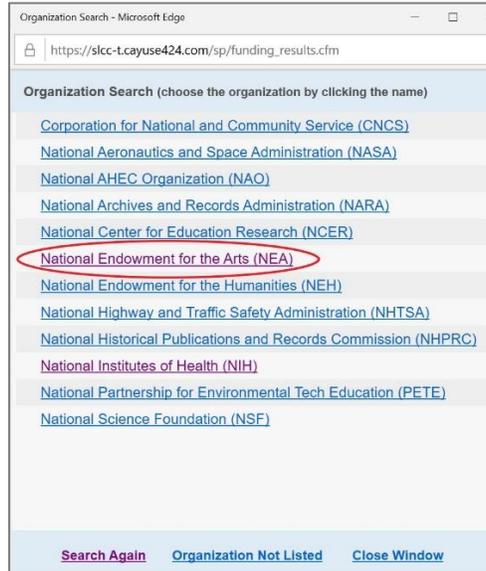
Sponsor (required field):

The sponsor is the agency or organization on the solicitation you are pursuing. This is the organization to which your application will be submitted.

Click into the **Sponsor** field or on the magnifying glass to open the sponsor search window. Begin typing the first few letters of the sponsor's name in the keyword search box then click search.



Next, select the sponsor from the pop-up list by clicking on the full name.



This will populate the **Sponsor** field.

If the sponsor is not listed, contact OSP and request that the sponsor be added. You will not be able to continue without a sponsor name.

Funding Opportunity/Sponsor Application No (optional field):

Enter the alphanumeric funding opportunity or sponsor application number. The number is generally provided by the sponsor on the solicitation. Not all solicitations have an opportunity number. If the solicitation does not have a number enter n/a for not applicable.

Sponsor Program Name (optional field):

Enter the program name provided by the sponsor for this proposal. Most solicitations include a program name. In the rare instance the solicitation does not have a program name enter n/a for not applicable.

* Indicates Required Fields

Sponsor Information

* Sponsor: ⓘ National Endowment for the Arts (NEA) 🔍

Funding Opportunity/Sponsor application No: 2020NEA01ORAGRA

Sponsor Program Name: Grants for Arts Projects: Arts Education

Proposal Guideline URL:

Prime Funding Agency: 🔍

Proposal Guideline URL (optional field):

Enter the website address for the guidelines or instructions associated with the sponsor's application. If an online version of the solicitation, guidelines or instructions are not available, enter the agency website or n/a for not applicable.

* Indicates Required Fields

Sponsor Information

* Sponsor: ⓘ National Endowment for the Arts (NEA) 🔍

Funding Opportunity/Sponsor application No: 2020NEA01ORAGRA

Sponsor Program Name: Grants for Arts Projects: Arts Education

Proposal Guideline URL: <https://www.arts.gov/grants-organizations/gap/>

Prime Funding Agency: 🔍

A PDF copy of the solicitation, guidelines and instructions will be uploaded to Cayuse SP later in the proposal development process.

Prime Funding Agency (optional field):

This field only applies if SLCC will be a subrecipient, receiving a subaward or subcontract from an intermediate source. Work closely with your grant officer to determine this designation. Only complete this field if this proposal will be a subaward/subcontract to SLCC.

The name of the **Prime Funding Agency** is the organization providing the original funding award. For example, if the National Institutes of Health (NIH) awards a grant to the University of Utah (U of U), and the U of U awards a subaward/subcontract to SLCC, then NIH is the Prime Funding Agency and the U of U is the Sponsor.

* Indicates Required Fields

Sponsor Information

* Sponsor: ⓘ University of Utah (UofU) 🔍

Funding Opportunity/Sponsor application No: 45.163

Sponsor Program Name: Utah Health Project

Proposal Guideline URL: www.utah.edu/healthprojectutah

Prime Funding Agency: National Institutes of Health (NIH) 🔍

General Proposal Information

Next, fill out the **General Proposal Information** section of your proposal.

All fields marked with a red asterisk * are required. The magnifying glass indicates a pop-up search window. Detailed instructions for filling out each field are explained below.

General Proposal Information

* Admin Unit
This unit will appear first in the routing chain.

* Primary Administrative Contact 🔍

Proposal Owner:

Project No:

* Short Project Name: (internal reference name)

* Project Start Date: mm/dd/yyyy

* Project End Date: mm/dd/yyyy

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

* Proposal Type: Select One ▼

* Instrument Type: Select One ▼

Admin Unit (required field):

The **Admin Unit** is the lead department at SLCC responsible for the sponsored project. This is typically the Lead-PI's department.

Click in the Admin Unit field to launch a pop-up window with a list of available admin units to select from.

General Proposal Information

* **Admin Unit**
This unit will appear first in the routing chain.

* **Primary Administrative Contact** 

Proposal Owner:

Project No:

Type the first few letters or a key word in the admin unit name to search for the Lead-PI's department.

Select Admin Unit

List of available units at Board of Trustees
(click the name to select a unit)

Unit Code	Unit Name
Search <input type="text"/> x	<input type="text"/> x
SACM	Arts Communication and Media
CAH	Culinary Arts and Hospitality

Click on the name to populate the **Admin Unit** field.

General Proposal Information

* **Admin Unit**
This unit will appear first in the routing chain.

* **Primary Administrative Contact** 

Proposal Owner:

Project No:

Primary Administrative Contact (required field):

Select the name of the Lead-PI who will serve as the primary administrative contact person for this project. Click into the **Primary Administrative Contact** field or on the magnifying glass to open the search window.

General Proposal Information

* Admin Unit
This unit will appear first in the routing chain. Arts Communication and Media

* Primary Administrative Contact

Proposal Owner:

Project No:

Type the Lead-PI's last name in the keyword search box then click Search.

Locate Person - Microsoft Edge

https://slcc-t.cayuse424.com/sp/personnel_search.cfm

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

Last Name Only: Arthur

Search Cancel

Click on the name from the list results to populate the Primary Administrative Contact field.

People Search - Microsoft Edge

https://slcc-t.cayuse424.com/sp/personnel_results.cfm

People Search (choose the person by clicking the name)

[Professor Arthur](#) Arts Communication and Media

General Proposal Information

* Admin Unit
This unit will appear first in the routing chain. Arts Communication and Media

* Primary Administrative Contact Professor Arthur

Proposal Owner:

Project No:

Proposal Owner and Project No (fields not available):

The Proposal Owner and Project Number are not entered on this page. The system will auto-populate these fields later.

General Proposal Information

* Admin Unit
This unit will appear first in the routing chain. Arts Communication and Media

* Primary Administrative Contact Professor Arthur

Proposal Owner:

Project No:

Short Project Name (required field):

Enter a short title for your project which will be used for easy reference in Cayuse SP. This short project name does not need to be the full proposal name used for submission to the sponsor. For example, you may type in the short project name “SLCC Arts Education Project” for the National Endowment for the Arts: Grants for Arts Projects in Arts Education - Collective Impact Grants.

* Short Project Name: SLCC Arts Education Project (internal reference name)

* Project Start Date: mm/dd/yyyy Clear

* Project End Date: mm/dd/yyyy Clear

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

Project Start and End Dates (required field):

Click on the calendar icon to select a project start date and project end date. These dates must match the dates stated in the solicitation.

* Short Project Name: SLCC Arts Education Project (internal reference name)

* Project Start Date: 01/01/2022 Clear

* Project End Date: 12/31/2023 Clear

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

Activity Code (optional field):

Click on the blue hyperlink titled, “Click Here to Choose Activity Code” to choose the appropriate activity type from the pop-up window.

* Short Project Name: SLCC Arts Education Project (internal reference name)

* Project Start Date: 01/01/2022 Clear

* Project End Date: 12/31/2023 Clear

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

The Activity Codes to select from are:

- **Capacity Building:** Sponsored Project whose primary purpose is to obtain, improve, and retain the skills, knowledge, tools, equipment, and other resources needed to do jobs competently or to a greater capacity (larger scale, impact, or audience). This also includes the development of new infrastructure.
- **Fellowship/Training:** A merit-based award given to an applicant for advanced study or training.
- **Instruction:** Sponsored Project whose primary purpose is the development or improvement of learning materials, curriculum or process or the improvement of teaching.
- **Designations, Waivers, etc.:** Sponsored Project whose primary purpose is to provide regulatory relief or allowances; they may or may not be associated with funding.
- **Other Sponsored Project:** Any project not represented in the other options.
- **Research:** Sponsored Project whose primary purpose is to answer scholarly questions. Research is the systematic investigation into and study of materials and sources to establish facts and reach new conclusions.
- **Student Services:** Sponsored project whose primary purpose is to aid students in accessing educational resources, including financial aid, tutoring, support programs, etc.
- **Workforce:** Sponsored Project whose primary purpose is to support or improve workforce programs.

Select the appropriate Activity Code by clicking on the code from the list.

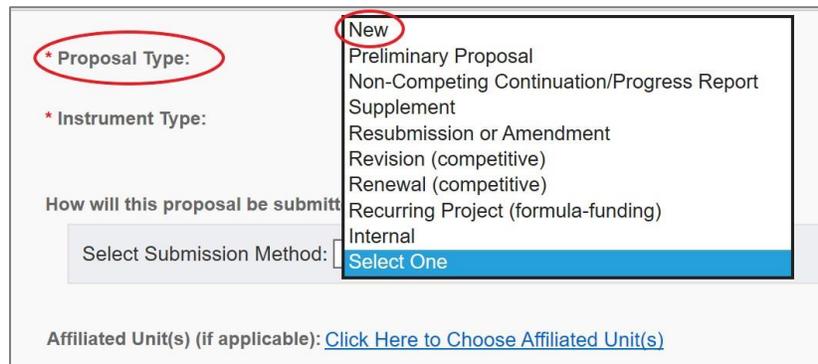


This will populate the **Activity Code** field.

* Short Project Name:	<input type="text" value="SLCC Arts Education Project"/> (internal reference name)
* Project Start Date:	<input type="text" value="01/01/2022"/> Clear
* Project End Date:	<input type="text" value="12/31/2023"/> Clear
Activity Code:	Click Here to Choose Activity Code
	Other Sponsored Project

Proposal Type (required field):

Click on the drop-down menu to select the **Proposal Type**. Click on the Proposal Type to populate the field.



The screenshot shows a web form with several fields. The 'Proposal Type' field is circled in red and has a dropdown menu open. The dropdown menu is also circled in red and contains the following options: 'New', 'Preliminary Proposal', 'Non-Competing Continuation/Progress Report', 'Supplement', 'Resubmission or Amendment', 'Revision (competitive)', 'Renewal (competitive)', 'Recurring Project (formula-funding)', 'Internal', and 'Select One'. The 'Select One' option is highlighted in blue. Below the dropdown menu, there is a field for 'Instrument Type' and a field for 'How will this proposal be submitted' with a dropdown menu. At the bottom, there is a link for 'Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)'.

The Proposal Types to select from are:

- **New:** Select if this is a distinct project not associated with an existing sponsored project.
- **Preliminary Proposal:** Select if this is a brief document generated for the main purpose of indicating interest in a future project. For example, a letter of intent is a type of preliminary proposal. This may or may not require internal approval.
- **Non-Competing Continuation/Progress Report:** Select if requesting release of dollars previously committed by the sponsor for an existing sponsored project or grant.
- **Supplement:** Select if requesting additional new dollars on an existing award. This may include a change to the scope of work or project period.
- **Resubmission or Amendment:** Select if this is a revision and a new submission of a previously submitted proposal.
- **Revision (competitive):** Select if requesting a budget increase for expansion of the project's scope or research protocol. Applicants must apply and undergo peer review.
- **Renewal (competitive):** Select if requesting new dollars for continuation of an existing award to establish a new budget period.
- **Recurring Project (formula-funding):** Select if requesting funding to continue a long-standing program that the sponsor expects to fund. The scope of work and funding amount is usually similar from year to year.
- **Internal:** Select if requesting grants offered by Salt Lake Community College to Salt Lake Community College faculty, staff, and administrators.

Instrument Type (required field):

Click on the drop-down menu to select the appropriate type of sponsored project agreement for this proposal. The **Instrument Type** is typically identified in the solicitation.

Click on the Instrument Type to populate the field.

The screenshot shows a form section titled '* Proposal Type:'. Below it is a dropdown menu for '* Instrument Type:' which is currently open. The menu options are: 'Select One', 'Sponsored Project Contract', 'Grant' (highlighted in blue), 'Fellowship', 'NIH Grant Agreement', 'Incoming Subaward', and 'Cooperative Agreement'. Below the dropdown is a field for 'How will this proposal be submitted?' with a 'Select Submission Method:' dropdown menu. At the bottom, there is a link: 'Affiliated Unit(s) (if applicable): [Click Here to Choose Affiliated Unit\(s\)](#)'.

The Instrument Types to select from are:

- **Sponsored Project Contract:** A contract between a sponsor and an applicant for the purposes of funding and conducting a sponsored project.
- **Grant:** An agreement between a sponsor and an applicant for the purpose of funding and conducting a sponsored project.
- **Fellowship:** A merit-based award given to an applicant for advanced study or training.
- **NIH Grant Agreement:** A legal instrument of financial assistance between NIH and an applicant.
- **Incoming Subaward:** An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a prime award.
- **Cooperative Agreement:** A legal instrument of financial assistance between a Federal sponsor or pass-through entity and an applicant. It is distinguished from a grant in that it provides for substantial involvement between the Federal sponsor or pass-through entity and the applicant in carrying out the activity.

How will this proposal be submitted? (optional field):

Click on the drop-down menu to select the submission method for the proposal. The submission methods accepted by the sponsor are typically identified in the solicitation.

Click on the submission method to populate the field.

The screenshot shows a form section titled 'How will this proposal be submitted?'. Below it is a dropdown menu for 'Select Submission Method:' which is currently open. The menu options are: 'Cayuse 424' (highlighted in blue), 'Grants.gov forms', 'FastLane', 'Sponsor website', 'Email', 'Paper', 'Other', and 'Research.gov'. Below the dropdown is a field for 'Affiliated Unit(s) (if applicable):' with a link: '[Click Here to Choose Affiliated Unit\(s\)](#)'. To the right, there is a 'Sponsor Deadline:' field with a 'Time:' dropdown menu set to 'Eastern' and a radio button for 'Submit:'.

The Submission Methods to select from are:

- **Cayuse 424:** A web application created specifically to simplify the creation, review, approval and electronic submission of federal grant proposals.

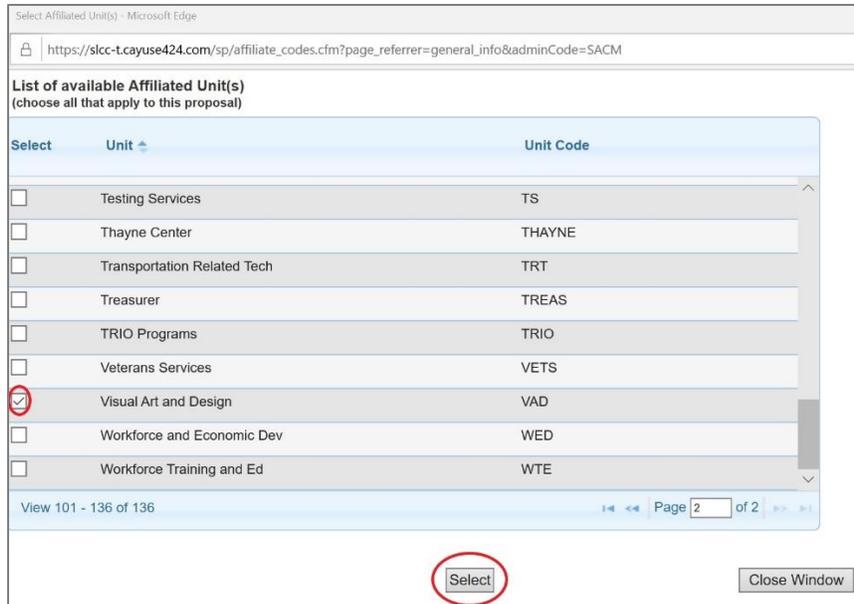
- **Grants.gov forms:** Federal grant submission system. It contains the forms currently used by sponsors to create grant application packages, including both government-wide and agency-specific forms.
- **FastLane:** FastLane is the National Science Foundation's (NSF) online grant submission and management system. Check the solicitation to determine if the proposal will be submitted through Fastlane or Research.gov.
- **Sponsor website:** The online sponsor-supported portal through which the applicant can submit their proposal to the sponsor.
- **Email:** A message created and distributed by electronic means from the applicant to the sponsor.
- **Paper:** A physical copy of the proposal to be submitted. Selecting paper submissions will require you to enter the number of copies required, sponsor's mailing address, and contact phone number.
- **Other:** If the submission method is different from the options listed, select other.
- **Research.gov:** The National Science Foundation's (NSF) newer online grants submission and management system. Check the solicitation to determine if the proposal will be submitted through Fastlane or Research.gov.

Consult with your Grant Officer to determine the appropriate submission method.

Affiliated Unit(s) (optional field, if applicable):

Click the blue hyperlink titled “Click Here to Choose Affiliated Unit(s)” to launch a pop-up window and select the unit(s) at SLCC that will contribute personnel to this project. Do not add your own unit as an affiliated unit. Affiliated units are departments contributing personnel to the project and will be added to the internal approval routing list.

Select an affiliated unit by clicking inside the selection box next to the unit name. Then, click Select at the bottom of the pop-up window.



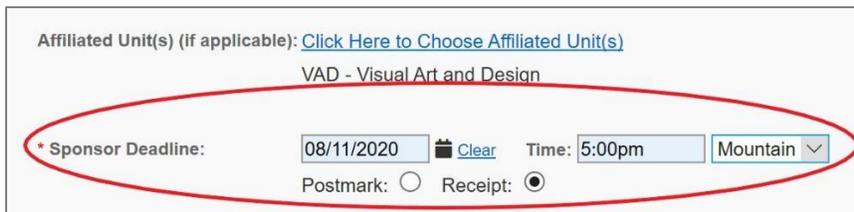
To remove a unit from this list, repeat the steps above, this time unchecking the selection box and clicking Select at the bottom of the pop-up window.

Sponsor Deadline (required field):

Enter the date and time the proposal must be postmarked or received by the sponsor. This information is found in the solicitation.

Ensure the time zone matches the information in the solicitation. Change the time zone to Mountain time if the solicitation states that the due date is the local time of the applicant organization.

Select “Postmark” if the application will be submitted via mail (USPS, FedEx or UPS). Select “Receipt” if the proposal will be submitted online or through other electronic means.



For solicitations that have open submissions or a submission window, but do not have a set deadline, the PI will need to *select* a submission due date for the proposal that falls within the submission window indicated in the solicitation. When determining a submission due date, consider (1) the targeted project start date, (2) the submission review process timeframe, and (3) the award to funding time frame.

For Example:

- A PI desires to begin their project on 9/1/2020

- The funding agency’s time frame for submission to award decision is approximately six (6) months
- The process to finalize the award and receive funding is approximately two (2) months
- It will take approximately eight months after submission to begin the project
- The targeted submission due date is 1/1/2020, eight months prior to the desired start date of 9/1/2020. The application should be submitted no later than 1/1/2020.
- Setting a sponsor due date varies depending on the agency and their specific processing times. Consult with your Grant Officer for additional guidance.

Title of Project (required field):

Enter the full title of the proposal that is being submitted to the funding agency. This title should match the title on the cover letter, face page, and abstract to the sponsor.

Create a Paired Proposal



Do not select create a paired proposal or pair with a 424 proposal option. OSP will determine when it is necessary to create a paired proposal.

Move on to the steps for saving your proposal.

Save Proposal

Remember, all required fields for this page must be completed before the page will save. Validation error(s) will generate if required fields are left empty.

If you encounter error(s), correct the error(s) and click save at the bottom of the page.

Click **Save** at the bottom of the page to retain the information entered.

The screenshot shows a form with the following fields and options:

- * Sponsor Deadline:** 08/11/2020, Clear, Time: 5:00pm, Mountain
- Postmark:** Receipt:
- * Title of Project:** Learning in the Arts at All Stages of Life: A community college arts education project with collective impact
- Buttons:** Create Proposal Pair with a 424 Proposal Un-Pair with 424 Proposal Save

A large red 'X' is placed over the 'Create Proposal' button, and the 'Save' button is circled in red.

You must click **Save**, as this system does not autosave.

Successfully saving the **Start New Proposal** page will automatically (1) generate a **Proposal Number**, (2) rename the Start New Proposal page to **General Information** page, (3) bring you to a new screen for proposal development, and (4) generate a green checkmark indicating this page is complete.

The screenshot shows the Cayuse SP dashboard with the following elements:

- Header:** SP cayuse, Peter Professor
- Navigation:** My Dashboard, Reporting, More
- Item List:** 20-0065, General Information (selected with a green checkmark and red circle), Investigators/Project Team, Community Benefits/Strategic Alignment
- General Information Page:** Let's start a proposal! Cayuse Sponsored Projects (SP) captures and organizes sponsored project information that will be used for SLCC's internal approval process and to complete the project application. Proposals must be created for all sponsored projects. SP is managed by the Office of Sponsored Projects (OSP).

Next Step

Navigating **My Proposals** and developing each section of a sponsored projects proposal. For more information, see [Cayuse SP – User Guide: My Proposals](#).