

# How to access a Cayuse SP Record started by an OSRP Research Administrator (or someone else)

- Login to myIIT
- Select the Research Tab
- Select the Cayuse Grant Software link
- Select the Cayuse SP link
- Select My Proposals
- Select Proposal XX-XXXX
- Complete the Item List on the left side bar

Log into myIIT

Select the Research Tab

The screenshot displays the myIIT portal interface. At the top, the Illinois Institute of Technology logo is visible. Below the logo, a navigation bar contains several tabs: Welcome, Academics, Student Life, Finances, Work, Banner Finance, Library, **Research** (circled in red), My Stuff, and Training and Support. The date May 9, 2016, is shown on the right side of the navigation bar. The main content area is divided into several sections: IIT Events, IIT Today (with a list of news items), Public Safety (with emergency phone numbers), IIT Personal ID Numbers (with Banner and Legacy CWID information), Personal Announcements, Google Apps Account Maintenance, and Community Support. The bottom of the screen shows a Windows taskbar with various application icons and the system clock indicating 10:08 AM on 5/9/2016.

# Select the link Cayuse Grant Software


The screenshot shows a web browser window displaying the MyIIT portal for the Illinois Institute of Technology. The browser's address bar shows the URL: `my.iit.edu/tag.b226223f7b4d5478.render.userLayoutRootNode.uP?uP_root=root&uP_sparam=activeTab&activeTab=u...`. The page header includes the IIT logo and navigation tabs such as 'Welcome', 'Academics', 'Student Life', 'Finances', 'Work', 'Banner Finance', 'Library', 'Research', 'My Stuff', and 'Training and Support'. A navigation bar contains various service icons like VCL, Google Apps for Students, Google Apps for Faculty and Staff, Blackboard HawkLink, peopleadmin recruiting, peopleadmin performance, ots support, library e-resources, cogno3 10 Center for Disability Resources, Logout, and Help. The main content area is divided into several panels. The 'Cayuse Grant Software' panel is highlighted with a red circle. Other panels include 'About This Tab - Research', 'Sponsored Research', 'Funding Opportunities', 'Research News', 'Research - Technology Commercialization', and 'Research Compliance | Development'. The system tray at the bottom shows the date and time as 10:12 AM on 5/9/2016.

Select the link Cayuse SP

Welcome - Evisions Rese

https://iit-uat.cayuse424.com

Apps Bookmarks Illinois Institute of Tec Routing Sheet My IIT NIH eRA Commons NSF FastLane Grants.gov CFR ASSIST NIH Cayuse Basecamp IIT Sandbox

 Evisions  
Research Suite

Logged in as: rbrackett  
Log out

**Evisions Research Suite**  
3.5.1

**Research Administration Modules**

- [Cayuse SP \(Sponsored Projects\)](#)

**System Administration Applications**

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

**Application Help**

- [Research Suite Support Center](#)
- [Browser Support & Configuration](#)

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# Select "My Proposals"

Welcome - Evisions Rese... Cayuse SP

https://iit-uat.cayuse424.com/sp/index.cfm

Apps Bookmarks Illinois Institute of Te... Routing Sheet My IIT NIH eRA Commons NSF FastLane Grants.gov CFR ASSIST NIH Cayuse Basecamp IIT Sandbox

ILLINOIS INSTITUTE OF TECHNOLOGY **SPONSORED PROJECTS** Logged in as: Robert Brackett

HOME MY DASHBOARD REPORTING LOG OUT For immediate assistance, contact support at 312-567-3035.

**Proposal Dashboard**

- [Start New Proposal](#)
- My Proposals**
- [Proposals In My Unit](#)
- [Advanced Expenditure Inbox](#)

**Award Dashboard**

- [My Awards](#)
- [Awards In My Unit](#)

**Certifications/Approvals**

- [PI Certification Inbox](#)

**1 Unit Approval Inbox**

Sponsored Research and Programs  
10 W 35th Street  
Chicago, IL 60618-3717  
Phone: 312-567-3035  
Email: [srp@iit.edu](mailto:srp@iit.edu)

**>> Welcome to Cayuse SP**

**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 departments 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 departments 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 departmental/college/center IPF Approver.

**Administrative Support**

Email: [osrp@iit.edu](mailto:osrp@iit.edu)

Contact the Office of Sponsored Research and Programs, [osrp@iit.edu](mailto:osrp@iit.edu), 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 Evisions Technical Support at one of the following:

- Email: [ResearchSuiteSupport@Evisions.com](mailto:ResearchSuiteSupport@Evisions.com)
- Phone: 503.297.2108

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

**CAYUSE**

This application is supported by IIT OSRP  
Please [contact support](#) if you have any questions.

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Select the link to the proposal you want to work on. In this example 18-0036

The screenshot shows a web browser window with the URL <https://iit.cayuse424.com/sp/index.cfm?event=dashboard.proposal.affiliated>. The page title is "SPONSORED PROJECTS" and the user is logged in as "Domenica Pappas". The navigation menu includes "HOME", "MY DASHBOARD", "REPORTING", "ADMIN", and "LOG OUT".

The main content area is titled ">> My Proposals" and has two tabs: "Unsubmitted Proposals" (active) and "Submitted Proposals". Below the tabs, it says "Below is a list of unsubmitted proposals you initiated or on which you are listed." A table follows with the following data:

Created	Prop No.	Project Name	Sponsor	Deadline	Role	
07/07/2017	<a href="#">18-0040</a>	VRP	Department of Defense - Congressionally Directed Medical Research Programs	07/12/2017	Owner	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>
06/30/2017	<a href="#">18-0036</a>	Pending	NSF - National Science Foundation	09/12/2017	Owner	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>
06/30/2017	<a href="#">18-0035</a>	NIH Proposal (Pending)	NIH - National Institutes of Health	10/01/2017	Owner	<a href="#">Edit</a>   <a href="#">Copy</a>   <a href="#">Delete</a>

At the bottom of the table, it says "View 1 - 3 of 3" and "Page 1 of 1".

On the left sidebar, under "Proposal Dashboard", there is a link "3 My Proposals >>" which is highlighted. Other links include "Start New Proposal", "Proposals in My Unit", "Advanced Expenditure Inbox", "Award Dashboard", "My Awards", "Awards in My Unit", "Certifications/Approvals", "PI Certification Inbox", and "Unit Approval Inbox".

At the bottom left, the address is "Sponsored Research and Programs, 10 W. 35th Street, Chicago, IL 60616-3717".

Complete the item list on the left side bar

Cayuse SP

https://iit.cayuse424.com/sp/de\_ge

Most Visited Getting Started IIT Rese

ILLINOIS INSTITUTE OF TECHNOLOGY **SPONSORED**

HOME MY DASHBOARD REPORTING ADMIN

**Item List** 18-0036 >> G

View or Edit completed sections by clicking the name next to the check.

- ✓ General Information >>
- ✓ [Investigators/Research Team](#)
- [Budget](#)
- [Conflict of Interest](#)
- [Regulatory Compliance](#)
- [Subcontractors](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Community Benefits](#)