

# How to start a Cayuse SP record for a new proposal

- Login to myIIT
- Select the Research Tab
- Select the Cayuse Grant Software link
- Select the Cayuse SP link
- Select “Start New Proposal” link
- Complete the page. At the bottom DO NOT pair or link with a 424 proposal.
- After you complete the first page, at the left sidebar additional links that need to be completed will appear:

Log into myIIT

Select the Research Tab

The screenshot shows the myIIT website interface. At the top, there is a navigation bar with the Illinois Institute of Technology logo and a user welcome message: "Welcome Robert J. Lapointe You are currently logged in." Below this is a horizontal menu with 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 displayed on the right. The main content area is divided into several sections: "IIT Events" with a link to "View the University Calendar Here"; "IIT Today" featuring news items such as "Armour College of Engineering Undergraduate Students Awarded Summer 2016 Armour R&D Fellowships" and "Department of Chemistry Holds 2015-16 Student Awards Event"; "Public Safety" with emergency phone numbers for Main Campus, Downtown Campus, Noflett Campus, and Rice Campus; "IIT Personal ID Numbers" showing Banner CWID (A20002450) and Legacy CWID (10384912); "Personal Announcements" (empty); "Google Apps Account Maintenance" with a link to "Manage Your Nickname"; and "Community Support" with a red banner that reads "CONCERNED ABOUT AN IIT STUDENT, FACULTY OR STAFF MEMBER?". The bottom of the page shows a Windows taskbar with various application icons and a system tray displaying the time as 10:08 AM on 5/9/2016.

# Select the link Cayuse Grant Software

The screenshot shows the IIT MyIIT website interface. At the top, there is a navigation bar with the IIT logo and the text "ILLINOIS INSTITUTE OF TECHNOLOGY". Below this, a user is logged in as "Robert J. Lapointe". A horizontal menu contains various service links: VCL, Google Apps for Students, Google Apps for Faculty and Staff, Blackboard HawkLink, peopleadmin recruiting, peopleadmin performance, ots support, library e-resources, cognos 10 Center for Disability Resources, Logout, and Help. A secondary menu includes: Welcome, Academics, Student Life, Finances, Work, Banner Finance, Library, Research, My Stuff, and Training and Support. The date "May 9, 2016" is displayed on the right.

The main content area is divided into several widgets:

- About This Tab - Research:** A text box explaining the research content channels and providing a link to suggest new channels.
- Funding Opportunities:** Lists internal and external funding, fellowships, and undergraduate research. It also describes services available to IIT faculty for locating funding opportunities and mentions the GrantForward database.
- Research Centers:** States that faculty and students engage in research across various disciplines through institutes, centers, and programs, with a link to learn more online.
- Research Institutes:** Provides the URL <https://iit.cayuse424.com>.
- Cayuse Grant Software:** A widget with a single link, "Cayuse Grant Software", which is circled in red.
- Research News:** Announces that news about research can be found on OSRP's website and lists more news and resources from the IIT Research Website and IIT Research Centers.
- Research - Technology Commercialization:** Provides contact information for the IIT Technology Commercialization Office, including the address (10 W. 35th St., Suite 7D7-1, Chicago, IL 60616), the director's name (Herbert Munsterman), email (hmunster@kentlaw.iit.edu), and phone number (312.906.5259).
- Research Compliance | Development:** Describes the Research Compliance and Proposal Development services, including contact information for the office (IIT Tower, Suite 7D7-1, 312.567.7141) and website (orcpd@iit.edu).
- Sponsored Research and Programs:** Provides contact information for the Office of Sponsored Research and Programs (OSRP), including the address (IIT Tower, Suite 7D7-1, 312.567.3035), phone number (312.567.6960), and email (osrp@iit.edu).

The Windows taskbar at the bottom shows the system tray with the date and time: "10:12 AM 5/9/2016".

Select the link Cayuse SP

The screenshot shows a web browser window with the URL <https://iit-uat.cayuse424.com>. The browser's address bar and tabs are visible at the top. The main content area features a header banner with the Evisions Research Suite logo and the text "Evisions Research Suite" and "evisions". Below the banner, the user is logged in as "rbrackett" with a "Log out" link. The main navigation menu is organized into three sections:

- Evisions Research Suite**  
3.5.1
- Research Administration Modules**
  - [Cayuse SP \(Sponsored Projects\)](#) (This link is circled in red)
  - [Cayuse SP](#)
- System Administration Applications**
  - [Backbone](#)
  - [Research Contacts](#)
  - [Workflow](#)
- Application Help** (with a question mark icon)
  - [Research Suite Support Center](#)
  - [Browser Support & Configuration](#)

The Windows taskbar at the bottom shows the system tray with the date and time: "T:\ ALL 4:02 PM 5/6/2016".

## 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.

**Proposals 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: [osrp@iit.edu](mailto:osrp@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.

T:\ ALL 4:02 PM 5/6/2016

After you complete the first page, at the left sidebar additional links that need to be completed will appear:

