

# Linking a Cayuse SP Proposal or Award to an iStar IACUC Application

Last Updated 2/27/2023

## Background

On March 1, 2023, the Department of Contracts and Grants is implementing a new proposal and award data system, Cayuse SP (*replacing Kualii Coeus*).

To enhance user experience, for protocols initiated on/after March 1<sup>st</sup>, you will be expected to link a protocol and the Cayuse SP proposal or award that will fund the study. This new linking will provide a quick and easy access to the proposal, award, and associated protocol.

Below are instructions and screenshots on how to link an iStar application to a proposal and/or award record in Cayuse SP.


## Adding a Cayuse Proposal

1. If you indicated the protocol will be funded by a sponsored project, a new prompt, item 1.5.6., will appear. You will be required to Add a Proposal and/or Award from Cayuse.
  - Click the “Add Proposals from Cayuse” button.
  - Enter the Principal Investigator’s first and last name.
  - Select the specific proposal from the search results.

1.5.6. If there is are related awards or proposals, please use the button below to link it to this protocol:

Proposals and Awards linked to KC [historical]:

Institutional Proposal Number	USC Award Number	Project Title	Prime Sponsor Name	Sponsor Name	Project Start Date	Co Investigators
There are no items to display						

[Add Proposals from Cayuse](#) 

Related Proposals from Cayuse (uncheck to remove):

Proposal Number	Project Title	Principal Investigator	Sponsor	Proposal Start Date	Proposal End Date	Status Name
There are no items to display						

[Add Awards from Cayuse](#)

Related Awards from Cayuse (uncheck checkbox to remove):

Award Number	Project Title	Principal Investigator	Sponsor	Award Start Date	Award End Date	Status Name
There are no items to display						

## Finding a Proposal from Cayuse

When Add Proposals from Cayuse is selected, a new pop up appears, providing you the ability to search for a proposal either by USC ID or PI First Name and Last Name. Once a USC ID or Name is entered, click on “Search Cayuse for Proposals” to perform the search.

Import Proposal from Cayuse

### Find Proposal from Cayuse

Principal Investigator Name:

Select	ID	PI First Name	PI Last Name	Institutional Proposal Number	Sponsor	Project Title	Proposal Start Date	Proposal End Date	Status Name
<input type="radio"/>	ID0000221	Carl	Kesselman	23-5577-P0001	National Science Foundation	015549-00001	12/31/2022	12/30/2024	Funded
<input type="radio"/>	ID0000222	Carl	Kesselman	23-4447-P0001	National Science Foundation	014069-00001	8/31/2021	8/30/2024	Funded
<input type="radio"/>	ID0000223	Carl	Kesselman	23-4045-P0002	University of Illinois	013121-00001	6/30/2021	2/27/2022	Funded
<input type="radio"/>	ID0000224	Carl	Kesselman	23-4045-P0001	University of Illinois	013121-00001	7/31/2020	2/27/2021	Funded
<input type="radio"/>	ID0000225	Carl	Kesselman	23-3958-P0001	National Science Foundation	012918-00001	9/30/2020	9/29/2022	Funded
<input type="radio"/>	ID0000226	Carl	Kesselman	23-3421-P0005	National Institutes of Health	011343-00001	11/30/2021	7/30/2023	Funded
<input type="radio"/>	ID0000227	Carl	Kesselman	23-3421-P0004	National Institutes of Health	011343-00001	6/30/2021	6/29/2022	Funded
<input type="radio"/>	ID0000228	Carl	Kesselman	23-3421-P0003	National Institutes of Health	011343-00001	6/30/2021	6/29/2022	Funded
<input type="radio"/>	ID0000229	Carl	Kesselman	23-3421-P0002	National Institutes of Health	011343-00001	8/31/2020	8/30/2021	Funded
<input type="radio"/>	ID0000230	Carl	Kesselman	23-3421-P0001	National Institutes of Health	011343-00001	4/30/2020	4/29/2021	Funded
<input type="radio"/>	ID0000231	Carl	Kesselman	23-3313-P0001	University of Maryland	010960-00001	4/30/2022	4/29/2023	Funded
<input type="radio"/>	ID0000232	Carl	Kesselman	23-2713-P0002	National Institutes of Health	006831-00001	8/31/2019	7/30/2020	Funded
<input type="radio"/>	ID0000233	Carl	Kesselman	23-2713-P0001	National Institutes of Health	006831-00001	9/30/2017	5/30/2018	Funded

From the results:

- Click the Select radio button to identify the proposal that you want to link.
- Click "OK".
- Repeat this process to add multiple proposals if necessary.

The funding page is refreshed, and the selected proposal(s) will appear in the newly created "Related Proposals from Cayuse" section (and subsequently linked to the Links section of the proposal record in Cayuse SP).

1.5.6. If there are related awards or proposals, please use the button below to link it to this protocol:

Proposals and Awards linked to KC [historical]:

Institutional Proposal Number	USC Award Number	Project Title	Prime Sponsor Name	Sponsor Name	Project Start Date	Co Investigators
There are no items to display						

Related Proposals from Cayuse (uncheck to remove):

Proposal Number	Project Title	Principal Investigator	Sponsor	Proposal Start Date	Proposal End Date	Status Name
<input checked="" type="checkbox"/>	23-4447-P0001	014069-00001 Carl Kesselman	National Science Foundation	8/31/2021	8/30/2024	Funded

Related Awards from Cayuse (uncheck checkbox to remove):

Award Number	Project Title	Principal Investigator	Sponsor	Award Start Date	Award End Date	Status Name
There are no items to display						

1.5.7. Does the funding agency require an annual renewal?  
 Yes  No [Clear](#)

**Information about Annual Renewals**

Most protocols no longer require an annual renewal.

Annual renewal of IACUC protocols is now required only by a small number of funding agencies (primarily Veterans Affairs and Department of Defense). NIH **does not** require annual renewal for funded proposals.

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### **Adding a Cayuse Award**

Adding an Award is the same process as Proposal except you would use the “Add Awards from Cayuse” button.

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### **Viewing a Cayuse Proposal or Award**

Once added under item 1.5.6., you can easily view the Cayuse proposal or Award by:

- Clicking the “Project Title”
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### **Removing a Cayuse Proposal or Award**

To remove a linked proposal or award:

- Simply uncheck the checkbox for that proposal.
  - Click on the “Save” button.
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### **Technical Issues**

If you encounter any technical issues, please contact the Research Technology Services Support Desk at [istar@usc.edu](mailto:istar@usc.edu)