Linking a Cayuse SP Proposal or Award to an IRB iStar Application

Background

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

To enhance user experience, for protocols initiated on/after March 1st, you will now be expected to link an iStar application 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 iStar application.

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 study will be funded by a sponsored project, a new prompt, item 4.5., 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 (PI) first and last name or USC ID.
    ➢ Select the specific proposal from the search results.

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.

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 under Section 4.5 to the newly created "Related Proposals from Cayuse" section (and subsequently linked to the Links section of the proposal record in Cayuse SP).

4.5. If there are related awards or proposals, please use the respective button below to link it to this study.

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
☑ 23-4045-P0002	013121-00001	Carl Kesselman	University of Illinois	6/30/2021	2/27/2022	Funded

Add Awards from Cayuse

Related Awards from Cayuse (uncheck to remove):

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

⊗ Exit　🖫 Save　Continue ➡

Adding a Cayuse Award

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

Viewing a Cayuse Proposal or Award

Once added under Section 4.5, you can easily view the Cayuse Proposal or Award by:
➢ Clicking the "Project Title"

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.

Technical Issues

If you encounter any technical issues, please contact the Research Technology Services Support Desk at istar@usc.edu