

Cayuse SP Proposal Linking Guide



Introduction

Proposal records that are created in Cayuse SP can either be *New* (i.e. an original funding request made to a sponsor for a proposed project in which no prior proposal has been submitted) or they can be linked to a previously submitted proposal or active award.

Below is a short guide on how to link a proposal record to a previously submitted proposal or active award in the Cayuse SP system.

Proposal Types Linked to Previously Submitted Proposals

- **Revision:** A Revision is a proposal that is not yet funded but requires a significant revision (e.g., revised budget, scope of work, change of PI etc.).
- **Resubmission:** A Resubmission is a proposal that was previously submitted, not funded, and is now being resubmitted for new consideration.

***Please Note:** If the proposal is not linked to an existing proposal at this time, you will not be able to do so at a later point in time, including at the award stage. This linking is critical for accurate reporting.*

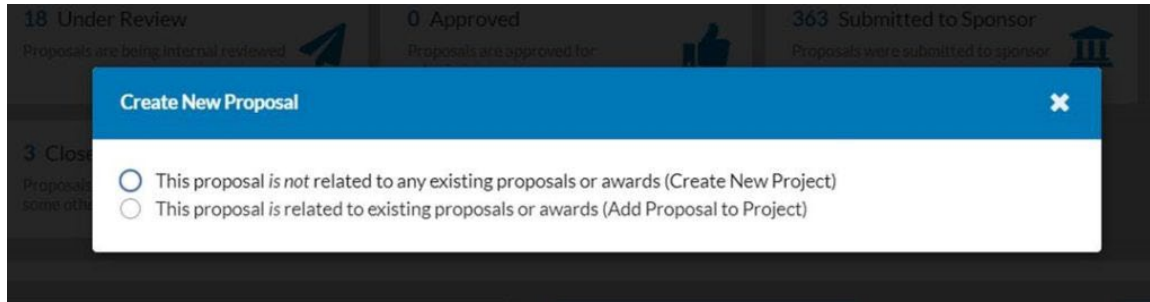
Proposal Types Linked to Currently Active Awards

- **Renewal:** A Renewal is a proposal that represents a request for additional funding that is intended to extend, or results in the extension of, a project beyond the originally approved project period.
- **Continuation:** A Continuation is a proposal that represents a non-competing application for an additional budget period within a previously approved project period. This proposal type is typically used when the sponsor commits to funding the entire project period but requires the submission of a continuation or progress report to monitor progress.
- **Supplement:** A Supplement is a proposal that represents a request for additional funds to support an existing project during the same project period.

How to Link a Previously Submitted Proposal or Award to the Proposal You are Creating

To link a previously submitted proposal or award record to the proposal you are creating in Cayuse SP:

1. Login to Cayuse SP.
2. Click "+Start New Proposal"
3. Select "This proposal *is related* to existing proposals or awards (Add Proposal to Project)"
4. Identify the existing Cayuse SP proposal or award that the record should be linked to.

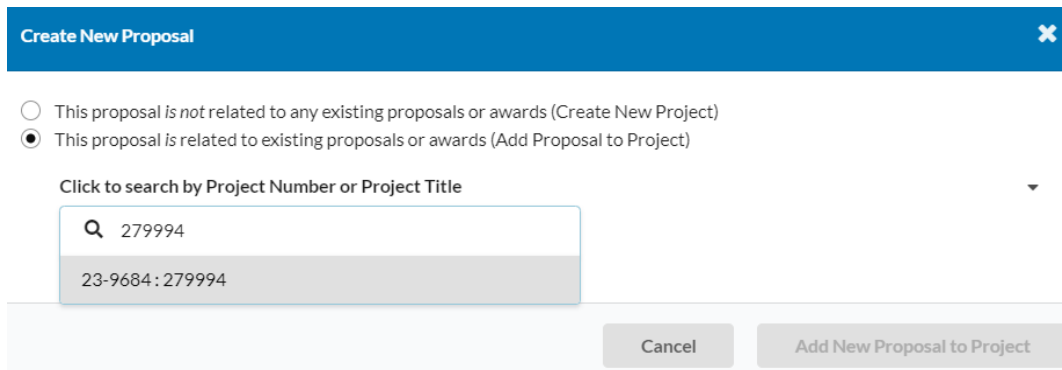


How Do I Identify the Previously Submitted Proposal or Award?

One of the best ways to search for the previously existing proposal or award is to simply enter the previous *Project Title*.

For **Submitted Proposals** (*not* linked to an existing KC Award) converted from Quali Coeus:

- The Project Title is the *KC Institutional Proposal Number* without the leading zeros
 - (Ex. 00279944 should be 279944).



For **Awards** converted from Quali Coeus:

- The Project Title is the *KC Parent Award ID* (Ex. 012916-00001).

Create New Proposal ✕

This proposal is not related to any existing proposals or awards (Create New Project)

This proposal is related to existing proposals or awards (Add Proposal to Project)

Click to search by Project Number or Project Title ▼

🔍 012916-

23-1282 : 012916-00001

Cancel Add New Proposal to Project

For Previous Proposals or Awards First Created in Cayuse SP:

- The Project Title is what the proposal preparer has defined (Ex. "Biomarkers of the Intrahepatic").

Create New Proposal ✕

This proposal is not related to any existing proposals or awards (Create New Project)

This proposal is related to existing proposals or awards (Add Proposal to Project)

Click to search by Project Number or Project Title ▼

🔍 Biomarkers of the intrahepatic

23-10442 : Biomarkers of the intrahepatic

Cancel Add New Proposal to Project

- The Project Number in Cayuse SP can also be used. This is the Cayuse SP auto-assigned number in the form of "xx-xxxx" (Ex. 23-10442).

Create New Proposal ✕

This proposal is not related to any existing proposals or awards (Create New Project)

This proposal is related to existing proposals or awards (Add Proposal to Project)

Click to search by Project Number or Project Title ▼

🔍 Biomarkers of the intrahepatic

23-10442 : Biomarkers of the intrahepatic alloimmune microenvironment in pediatric liver transplantation

Cancel Add New Proposal to Project

Note: Any additional digits added to the end of the Project Number represent whether it is a proposal or award.

Examples:

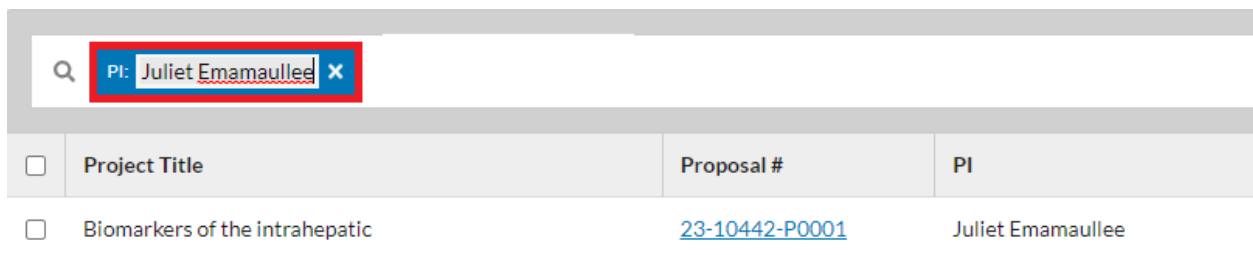
- 23-10442-P0001 = Proposal
- 23-10442-A0001 = Award

The letter "P" indicates the proposal portion of the project while the letter "A" indicates the award portion of the project. Both are identifiers that can potentially be used to locate a previous record in the system when you are linking your proposal.

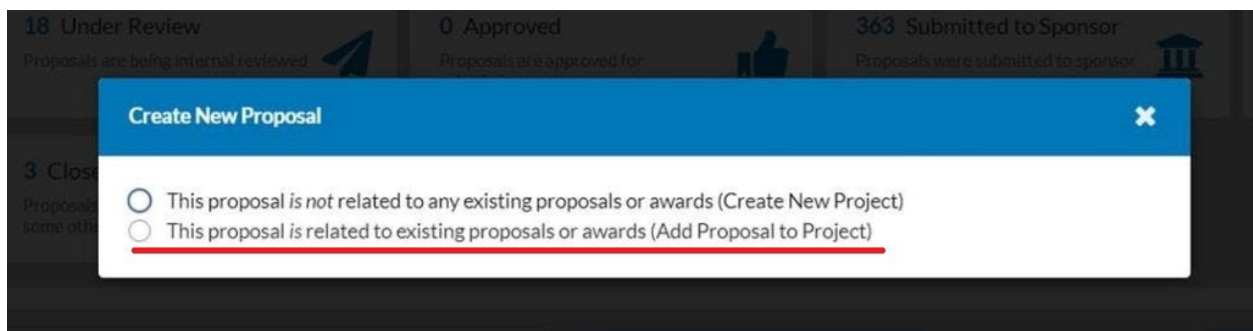
Additional Search Tips

It is helpful to first identify the Project Title *prior* to creating a new proposal record that will be linked to it. An easy way to identify the previous Project Title using the SP Dashboard is to:

1. Click the Appropriate section of the SP Dashboard. If you are looking up a previous proposal, click the "Proposals" section. If you are looking up a previous award, click the "Awards" section.
2. In the search box, select a specific search parameter (Ex. PI).



3. Copy the Project Title or Project Number and paste it into the dropdown field that appears after you click "This proposal *is related* to existing proposals or awards (Add Proposal to Project)"



This will pull up the associated record in the Cayuse SP system, from which you can link it to your proposal.