

# Step 1: Preparing to submit a Cayuse SP Record

## 1.1 Complete CITI certification training on conflicts of interest.

- Access the CITI training by clicking this link: <https://about.citiprogram.org/>
- If this is your first time using CITI, follow these instructions to register:
- Click “Register” in the upper right corner.
- Click “Select your organization affiliation” and type/select “University of Memphis (SSO)” in the “Participating Institutions” drop down box.
- Next, create your own username and password and select the Learner group.
- Select the conflict of interest course.
- Note: If you see “No course,” scroll down slightly and click “Add courses” and choose the conflict of interest course.
- This training certificate is good for four years.

## 1.2 Next, complete the FCOI disclosure form. It is an eTrieve form, available here:

[https://www.memphis.edu/research/researchers/compliance/conflict\\_of\\_interest.php](https://www.memphis.edu/research/researchers/compliance/conflict_of_interest.php)

- After you have filled out the form, click “submit” in the bottom left corner of the window.
- The form will be routed to the Office of Research Compliance.
- This form is good for four years.

## 1.3 Download the FCOI responsible personnel list from

[https://www.memphis.edu/research/researchers/compliance/fcoi\\_responsible\\_personnel\\_form.pdf](https://www.memphis.edu/research/researchers/compliance/fcoi_responsible_personnel_form.pdf)

- Click the check box at the top if the project was completely or almost entirely your vision and work. Then just fill out the top line and sign and date at the bottom. This also applies to projects in which others were hired or helped to execute your ideas.
- If the project was collaboratively designed and developed, then enter the names of your collaborators after your own.
- Save the completed form to your files. You will upload it with your report later.

## 1.4 For each project you intend to report, you will need the following:

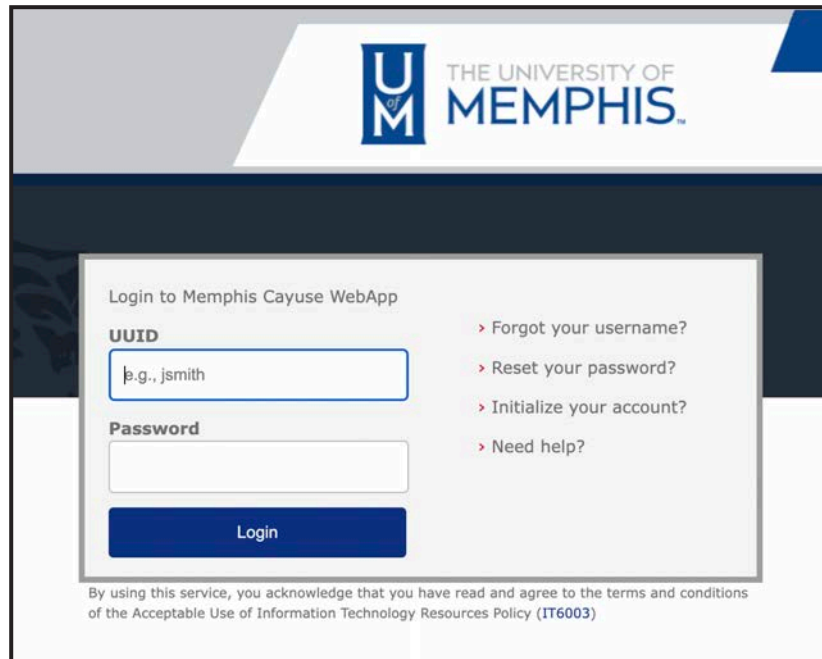
- The form you completed in 1.3 (This PDF will be uploaded)
  - The personnel listed on this form are specific to each single project.
  - If you have projects with different personnel, then you will need to edit the form for each project you intend to report before uploading.
- A project title
- A short project description/narrative (Save as PDF for subsequent upload)

# Step 2: Submitting a Cayuse SP Record

## Before you begin:

Please complete Step 1, which includes CITI conflicts of interest training and completion of an FCOI form and a responsible personnel form.

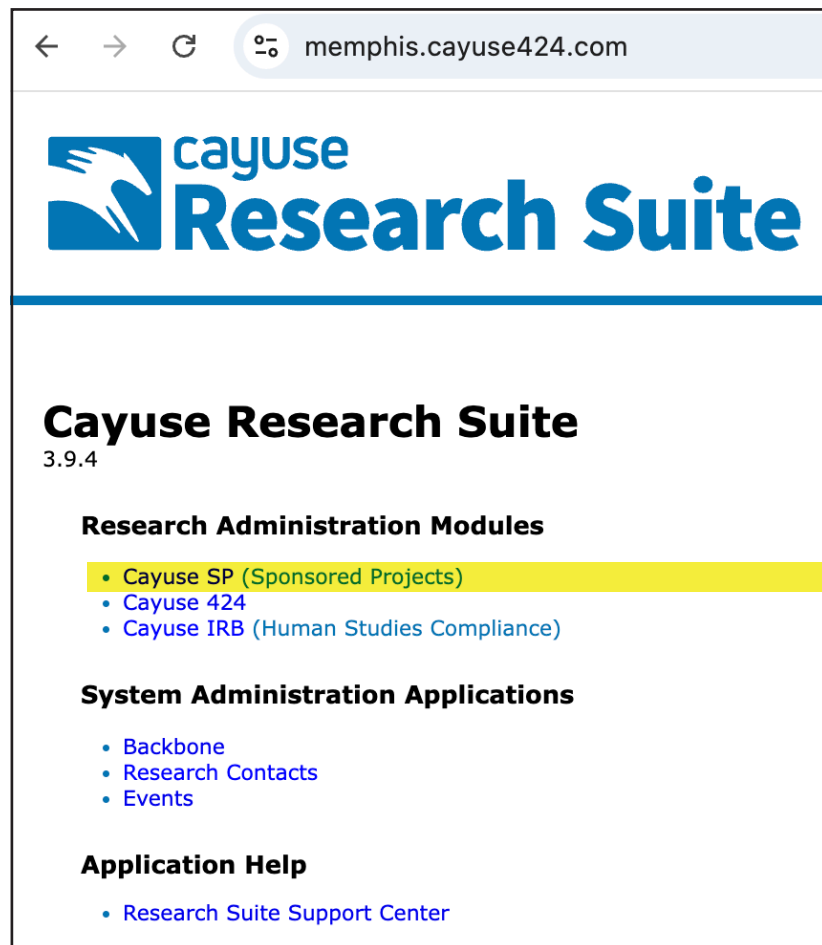
### 2.01 Log into Cayuse SP



The screenshot shows the login page for the University of Memphis Cayuse WebApp. At the top, the University of Memphis logo is displayed. Below it, the text "Login to Memphis Cayuse WebApp" is shown. There are two input fields: "UUID" with a placeholder "e.g., jsmith" and "Password". To the right of these fields are four links: "> Forgot your username?", "> Reset your password?", "> Initialize your account?", and "> Need help?". A blue "Login" button is at the bottom. At the very bottom, a small disclaimer states: "By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (IT6003)".

Go to <https://memphis.cayuse424.com/>

You'll be directed through the two-step authentication process.



The screenshot shows the Cayuse Research Suite home screen. At the top, the browser address bar shows "memphis.cayuse424.com". Below it is the "cayuse Research Suite" logo. The main heading is "Cayuse Research Suite" with the version "3.9.4" below it. There are three main sections: "Research Administration Modules" with a list of links: "Cayuse SP (Sponsored Projects)", "Cayuse 424", and "Cayuse IRB (Human Studies Compliance)"; "System Administration Applications" with a list of links: "Backbone", "Research Contacts", and "Events"; and "Application Help" with a link: "Research Suite Support Center".

Once logged in, you should see the Cayuse Research Suite home screen.

**Select** Cayuse SP.

## 2.02 Start a new proposal

The screenshot shows the Cayuse SP web application interface. At the top, the address bar displays 'memphis.cayuse424.com/sp/index.cfm'. Below the address bar is a blue header with the 'cayuse SP' logo. The main navigation bar includes 'My Dashboard', 'Reporting', and 'More'. The 'My Dashboard' section is active, showing a 'Proposal Dashboard' on the left and a 'Welcome to Cayuse SP' message on the right. The 'Proposal Dashboard' lists several links: 'Start New Proposal' (highlighted in yellow), 'My Proposals', 'Proposals In My Unit', 'Advance Account Inbox', 'Award Dashboard', 'My Awards', 'Awards In My Unit', 'Certifications/Approvals', 'PI Certification Inbox' (with an info icon), and 'Unit Approval Inbox'. At the bottom of the dashboard, contact information for the Office of Sponsored Programs is provided. The 'Welcome to Cayuse SP' message includes instructions on how to use the Proposal Dashboard, Award Dashboard, and Certifications/Approvals sections, along with a link to the Office of Sponsored Programs and a note about subscribing to the listserve.

**Select** “Start New Proposal.”

If you start a proposal but don’t have time to finish it, you can return to it later by selecting “My Proposals.” Just be sure to save your progress as you complete each section.

**Pop-up Warning:** You will likely see a warning telling you to enable pop-up windows. Shown below is a screenshot from Chrome. Go to Settings, select “Privacy and security” and then click the radio button to allow pop-ups. Cayuse SP will not work without pop-ups.

The screenshot shows the Chrome Settings application. The address bar displays 'chrome://settings/content/popups?search=pop-up'. The 'Settings' title is visible at the top. On the left side, the 'Privacy and security' section is highlighted in yellow. On the right side, the 'Pop-ups and redirects' settings are shown. The 'Default behavior' section indicates that sites automatically follow this setting when visited. The 'Sites can send pop-ups and use redirects' option is selected with a radio button and highlighted in yellow. The 'Don't allow sites to send pop-ups or use redirects' option is also visible but not selected.

## 2.03 Complete the General Information section

**>> General Information**

Welcome to Cayuse SP! Need help? Access our [Tutorial Videos](#).

Saving this page will create a record viewable by Office of Sponsored Programs. **Deadline.** If UofM is not the Prime recipient, the deadline should be adjusted if mandatory or recommended changes needed.

**"Sponsor"** is the entity directly funding UofM or the entity with whom an agreement is made. It is the **Agency** and the **Sponsor** (flow-through Sponsor). For [missing sponsors](#), see the [FAQ](#).

**"Admin Unit"** corresponds to the academic department of the Lead Principal Investigator.

**"Primary Administrative Contact"** is the person who provides support for the project.

**"Short Project Name"** is a descriptive internal reference name not to exceed 50 characters.

The General Information section is the first section you will see after selecting "Start a New Proposal." This page looks overwhelming, but the following sections are much easier and faster to complete.

**Ignore** all of this stuff at the top. Scroll down to Sponsor Information.

**Sponsor Information**

\* Sponsor: **1. Click here**

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency:

**Enter** "Other Activities" into this box by using the pop-up window. Click in the text field (1). Type "other activities" into the keyword bar (2). Click "Search" (3). Click "Other Activities" (4).

**Locate Organization**

memphis.cayuse424.com/1145/ramses/funding\_search.cfm?page\_referrer=general\_info1

Enter a keyword to locate the organization you are looking for:

Keyword: **other activities** **2. Type here**

**3. Click** Search Cancel

No Sponsors

**Organization Search**

memphis.cayuse424.com/1145/ramses/funding\_results.cfm

Organization Search (choose the organization by clicking the name)

**Other Activities** **4. Click**

Next, move to the "Prime Funding Agency" line.

**Click** inside the "Prime Funding Agency" text field. A pop-up will appear. Do not enter anything into the keyword field.

**Click** the "No Sponsor" button.

**Locate Organization**

memphis.cayuse424.com/1145/ramses/funding\_search.cfm?page\_referrer=general\_info2

Enter a keyword to locate the organization you are looking for:

Keyword:

Search Cancel

No Sponsors

**Sponsor Information**

\* Sponsor: Other Activities

Funding Opportunity/Sponsor application No:

Sponsor Program Name:

Proposal Guideline URL:

Prime Funding Agency: None

This is what you should see when you're done entering sponsor information.

## 2.03 Complete the General Information section, cont.

**General Proposal Information**

\* Admin Unit: College of Communication and I

\* Primary Administrative Contact: Michael Schmidt

Proposal Owner: Michael Schmidt

Project No:

\* Short Project Name: Other Activities-Research project title (internal reference name)

\* Project Start Date: 10/08/2024 Clear

\* Project End Date: 02/28/2025 Clear

\* Activity Code: Click Here to Choose Activity Code  
Other Activities

\* Proposal Type: New

\* Instrument Type: Other Activities

How will this proposal be submitted?  
Select Submission Method: ...

Affiliated Unit(s) (if applicable): Click Here to Choose Affiliated Unit(s)

\* Sponsor Deadline: 10/08/2024 Clear Time: Eastern

Postmark: ☒ Receipt: ☐

\* Title of Project:  
Other Activities: Title of project goes here

Create a Paired Proposal ☐ Pair with a 424 Proposal ☐ Un-Pair with 424 Proposal

**Click** in the text field and use the pop-up to find your department/school. (Do not use CCFA, as shown here.)

**Click** in the text field and use the pop-up to find your name.

**Type** “Other Activities-” exactly as I did here and then follow the hyphen with a short version of your project title.

**Click** in the date fields and use the pop-up calendar to enter start and end dates. For proposed research, enter the expected start and end dates.

**Click** the “click here” link. Use the pop-up to select “Other Activities” from the list.

**Click** the drop-down menu and select “New” from the list of options.

**Click** the drop-down menu and select “Other Activities.”

**Click** in the date field and use the pop-up calendar to select the same date as your project start date.

**Type** “Other Activities:” exactly as I did here and follow the colon with the full title of your project.

After you click “save,” you should see a green check mark next to “General Information” in the item list on the left.

**Remember to  
click save  
at the bottom  
of the window**

**Item List 25-0494**

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

☒ General Information >>

## 2.04 Complete the Investigators/Research Team section

**Add Personnel Information**

\* Last Name: Schmidt

\* First Name: Michael

Phone: 901-568-8273

Email: mschmidt@memphis.edu

\* Person Months: 0

\* Unit: Art

\* Role: Principal Investigator

\* Sponsored Effort %: 0

Cost Shared Effort %:

Allocation of Credit %: 100

**Save Personnel**

**Click** inside the last name field. Type your last name in the pop-up and click search. Select your name. Your first name, phone, email, and unit will auto-populate. Role should also auto-populate. If it doesn't, click the drop-down menu and select “Principal Investigator.”

Type “0” for person months and sponsored effort %. Type “100” for allocation of credit %. Click the “Save Personnel” button. This save button doubles as the save button for this section/page.



2.04 Complete the Investigators/Research Team section, cont.

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months
Michael Schmidt	Art (251000)	Lead Principal Investigator	0%	0%	0%	100%	0 <a href="#">Edit</a> <a href="#">Delete</a>

This is what you should see when you’re done entering investigators/research team information.

You should also see a green check mark next to “Investigators/Research Team” in the item list on the left.

2.05 Complete the Budget section

\* # of Budget Periods: 1

Project Dates: Current Period Entire Project

\* Start 10/08/2024 Clear 10/08/24

\* End 02/28/2025 Clear 02/28/25

Comments: (512 chars max)

The dates should auto-populate. If not, enter them.

Cost Sharing ⓘ

\* Does this proposal include funds or contributions in the form of cost sharing or matching (in-kind, cash, or unfunded effort)?

☐ Yes ☒ No **Select** “No”

F&A Rates

	Current Period	Entire Project
F&A Rate (1):	0.000 %	0.000 %
F&A Rate (2):	0.000 %	0.000 %
F&A Rate (3):	0.000 %	0.000 %
Use calculated values: <input checked="" type="checkbox"/>	* Effective Rate: 0.000 %	0.000 %

\* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values

Leave all of these numbers set at zero.

Budget Categories

	Current Period	Entire Project
<b>SPONSOR DIRECT COSTS:</b>	\$ 123	\$ 123
BASE for F&A Rate (1):	\$ 0	\$ 0
BASE for F&A Rate (2):	\$ 0	\$ 0
BASE for F&A Rate (3):	\$ 0	\$ 0
Use calculated values: <input checked="" type="checkbox"/>	<b>INDIRECT COSTS (F&amp;A):</b>	\$ 0
	FEE:	\$ 0
Use calculated values: <input checked="" type="checkbox"/>	<b>TOTAL SPONSOR PROPOSED COSTS:</b>	\$ 123
	Internal Cost Sharing:	\$ 0
	Third-Party Cost Sharing:	\$ 0
	<b>TOTAL PROJECT COSTS:</b>	\$ 123

**Enter** the proposal amount (or actual amount if already received) of the external funding in this box. The other boxes will then auto-populate.

Additional Resources

\* Will this project require use of central University infrastructure (e.g. central data storage, use of High Performance Computing, etc.), purchase of equipment, or cost-share budget?

☐ Yes ☒ No

Save

Reset

**Click** “No.”  
**Click** “Save.”

2.06 Complete the Conflict of Interest section

>> Conflict of Interest

Financial conflict of interest training is required every 4 years and disclosure is required to be current and submitted at least every 365 days of research. Please see the Financial Conflict of Interest page for additional information including policies, procedures and training. You can find the Financial Conflict of Interest page here.

\*An Investigator is defined as the project director or principal investigator and any other person, regardless of title or position, who is responsible for the project.

\* Indicates Required Fields

\* 1a. Have you completed the University of Memphis’ required Conflict of Interest training within the past four years?

☒ Yes ☐ No

\* 1b. Have you submitted the Financial Conflict of Interest Disclosure Form and the Responsible Personnel List to the University of Memphis?

☒ Yes ☐ No

Save

Reset

If you completed Step 1, then all you need to do here is click “yes” to questions 1a. and 1b. Then click “save.”

You should see a green check mark next to “Budget” in the item list on the left.

## 2.07 Complete the Regulated Activities section

**>> Regulated Activities**

If this proposal includes the use of hazardous research materials, please check the appropriate category under Research Director, Environmental Health and Safety.

\* Indicates Required Fields

**Human Subjects**

\* Does this research involve **HUMAN SUBJECTS**?

☐ Yes ☒ No

**Animal Subjects**

\* Does this research involve **ANIMAL SUBJECTS**?

☐ Yes ☒ No

**Research Materials**

Does the proposal involve research with any of the following? (please check all that apply)

☐ Radioactive Materials

☐ Potential Biological Hazards (viruses, recombinant DNA, bacteria, etc...)

☐ Controlled substances and/or Chemical Hazards (poisons, explosives, reagents, flammables, carcinogens, etc...)

☐ Does this study involve the use of materials provided by the sponsor or any other party?

☐ Neurotoxin Hazards (botulinum neurotoxins, botulinum neurotoxin-producing species of Clostridium, or preparations)

☐ Nanomaterials

Most types of activities CCFA faculty will report through this process will not involve human or animal subjects. Those activities generally involve a grant that is fully routed through the university. If your research does not involve human or animal subjects, select “No” for both. If your project does involve human subjects, then click “yes” and follow the questions from there.

Likewise, it is unlikely that any of these check boxes will apply. Check only if one or more of these items apply.

## 2.08 Complete the Subrecipients section

**>> Subrecipients**

If this proposed budget includes pass-through funding for Subrecipients, add the entity name below click the [Add Subcontractor](#) button. If the proposed subrecipient is not listed, complete this [form](#) so that it can be added in Cayuse.

The following items must be in the **Proposal Attachments** section prior to routing (document type = S):

1. Statement of Work
2. Budget
3. Budget Justification
4. [Subrecipient Commitment Form](#) completed and signed by the institutional AOR

**Add Subcontractor**

Subcontractor:

**List of Subcontractors:** (to edit the list, remove the entry and re-select)

There are no subcontractors added to the proposal

**Ignore** all of this stuff at the top.

**Ignore** “Add Subcontractor.”

**Click** “No Subcontractors.” Though this page lacks a save button, clicking this button will save your work. You should see a green check mark next to “Subrecipients” in the item list on the left.

## 2.09 Complete the Export Control section

**>> Export Control**

All activities undertaken by our University community, including research activities, must comply with [export control regulations](#) and answer the following questions.

\* Indicates Required Fields

\* 1. Have you signed or been asked to sign a DoD Form 2345 Militarily Critical Technical Data Agreement related to this project?

☐ Yes ☒ No

2. Do you anticipate that the project work may involve:

\* a. Sending, transporting, transmitting, or carrying any material or equipment related to this project outside the US (example: [exporting](#))

☐ Yes ☒ No

\* b. Travel outside the US?

☐ Yes ☒ No

\* c. Transmitting funds (through payments, for example) or goods or technology to any of the following countries on the [OFA](#) list?

☐ Yes ☒ No

The Division of Research and Innovation confirmed we can answer “no” to each question, as shown in the partial screenshot on the left. They also stated that answering “yes” to any question will not impact you or your project.

Click the save button at the bottom of the page. You should see a green check mark next to “Export Control” in the item list on the left.

## 2.10 Complete the Intellectual Property section

**>> Intellectual Property**

Please answer the following questions regarding potential intellectual property. The Office of Technology Transfer can be reached at the [link](#) may be accessed [here](#).

\* Indicates Required Fields

\* 1. Have you disclosed any of this research to the University's Office of Technology Transfer?

☐ Yes ☒ No

If you have not disclosed any of this research, do you think this research has the potential for a patent?

☐ Yes ☒ No

\* 2. Will this research use any materials obtained from a third party?

☐ Yes ☒ No

\* 3. Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a commercial entity?

☐ Yes ☒ No

**Save** **Reset**

The Division of Research and Innovation confirmed we can answer “no” to each question here, too. They also stated that answering “yes” to any question will not impact you or your project.

Click the save button at the bottom of the page. You should see a green check mark next to “Intellectual Property” in the item list on the left.

## 2.11 Complete the Strategic Partnerships section

**>> Strategic Partnerships**

Thank you for answering these questions about any strategic partnerships that may be a part of your project.

\* Indicates Required Fields

\* 1. Does this project involve a partnership with a community-based organization?

☐ Yes ☒ No

\* If Yes, check all that apply:

☐ In Shelby County  
☐ In TN, but outside Shelby County  
☐ Out of State

\* 2. Does this project involve an industry partner?

☐ Yes ☒ No

\* If Yes, check all that apply:

☐ In Shelby County  
☐ In TN, but outside Shelby County  
☐ Out of State

\* 3. Does this project involve K-12 schools, including in your Broader Impacts or outreach section?

☐ Yes ☒ No

\* If Yes, check all that apply:

☐ In Shelby County  
☐ In TN but outside Shelby County  
☐ Out of State

**Save** **Reset**

The Division of Research and Innovation confirmed we can answer “no” to each question here, too. They also stated that answering “yes” to any question will not impact you or your project. This section does, however, tell us something about community engagement, and I would be happy to have this data if you were to answer “yes” where applicable.

Click the save button at the bottom of the page. You should see a green check mark next to “Strategic Partnerships” in the item list on the left.

**Below:** Use the drop-down menu to select “Shelby.” Type “100” for percent of work. Click “Add.”

## 2.12 Complete the Location of Sponsored Activities section

**>> Location of Sponsored Activities**

Please select one location: **on-campus**, **in-state**, **out-of-state**, or **out-of-country** based on where the project will occur and assign 100 percent to it.

The sum of percentages in all locations must equal 100%. It currently adds up to 0.00%. Please add or remove locations accordingly.

**On-Campus Locations:**

If any sponsored activities occur on campus, please enter below each on-campus location and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: % **Add**

There are no on-campus locations added to the proposal.

**In-State County Locations:**

If any sponsored activities occur in-state, please enter below each in-state county location and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: % **Add**

There are no in-state county locations added to the proposal.

**Out-of-State Locations:**

If any sponsored activities occur in other U.S. States, please enter below each state and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: % **Add**

There are no out-of-state locations added to the proposal.

**Out-of-Country Locations:**

If any sponsored activities occur out of the United States, please enter below each country and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: % **Add**

There are no out-of-country locations added to the proposal.

**Reset**



## 2.12 Complete the Location of Sponsored Activities section, cont.

**In-State County Locations:**

If any sponsored activities occur in-state, please enter below each in-state county location and the percentage of work that will be done there, and click Add.

Location:

Percent of Work: %

County Location	Percent Work	
Shelby	100.00%	<input type="button" value="Remove"/>

Notes: This process is intended for work done off campus, i.e., without campus resources. Please refer to department and university guidelines for out-of-state and international travel. If you expect to travel, or did travel, as part of the project you are recording, then use the drop-down menu(s) to select the state and/or country. All percentages must add up to 100%.

This is what the box in the upper right quadrant will look like after you click the add button. You should see a green check mark next to “Location of Sponsored Activities” in the item list on the left.

Note: Travel requests are submitted and approved through Chrome River:

<https://www.memphis.edu/travel/chromeriver.php>

## 2.13 Complete the Proposal Abstract section

**>> Proposal Abstract**

\* Indicates Required Fields

'Abstracts' will be made available to the public and/or used to help match faculty with similar research interests and funding request information, such as a description of a potentially patentable invention (i.e., a new and useful process, machine, article of manufacture, etc.). If you have any questions, please contact the Office of Technology Transfer.

\* 1. I give permission to make this abstract publicly accessible:

☐ Yes ☒ No

\* 2. Abstract:

The abstract should be plainly written and include sufficient information for a reader to identify:

1. the goal/aim or purpose(s) of the project or the problem being addressed
2. the research hypothesis(es) or objective(s) of the project
3. the basic method(s) or approach(es) being pursued

Copy and paste text from a project summary, specific aims page or scope of work into the text box (preferred) OR copy the text, a summary or specific aims document **must be uploaded** prior to proposal routing, and this will be considered your publicly accessible document.

This is my test abstract.

\* 3. Please select the topic area that accurately reflects the focus of this proposal. The topics listed correspond to categories used to accurately classify your work. For interdisciplinary or multidisciplinary proposals, please select the PRIMARY TOPIC of focus with the most emphasis.

J-7: Non S&E Fields – Visual and Performing Arts

**Click:** The choice is up to you.

**Paste** your abstract here or type “see attached” and upload the abstract later.

**Select** the closest category you can find to your project’s field. Most of our stuff is under the Js. Click “save.” You should see a green check mark next to “Proposal Abstract” in the item list on the left.

**Below:** Click “Choose File” and upload your FCOI Responsible Personnel Form. Select “Compliance Documents” from the Document Type menu. Click the add button to finish this upload.

## 2.14 Complete the Proposal Attachments section

**>> Proposal Attachments**

The following list are the minimum documents to attach prior to routing. These are required for most proposal submissions depending on the sponsor. If you have any questions, please contact [osp@memphis.edu](mailto:osp@memphis.edu).

- RFA/PA/Guidelines (the link may also be provided in the General Summary tab) \*
- [Internal Budget](#) (in Excel) and Budget Justification
- Scope of work, project plan, narrative, etc.
- Subrecipient documents, if applicable ([Subrecipient Commitment Form](#), budget, budget justification, statement of work)
- Representations & Certifications, if required\*
- Any other sponsor required forms/documents\*
- F&A Waiver justification/documentation
- [FCOI Responsible Personnel List](#)
- Other (example – email containing submission information)

\*NOTE: if submitting via Cayuse 424, FastLane or other electronic submission system, and OSP can access these documents there, you do not need to be uploaded to the record prior to routing.

If routing a non-monetary agreement for review, please include a copy of the document and any other relevant materials, including name, email and phone number of the point of contact with whom the agreement is made.

**Add Attachment**

Click Browse to select a file:  fcoi\_responsible\_personnel\_form.pdf

Document Type:

## 2.14 Complete the Proposal Attachments section, cont.

**Add Attachment**

Click Browse to select a file: Choose File Abstract upload test

Document Type: Abstract/Project Summary Add Reset

Attachment	File Type	Upload Type	Attachment Type	Access
<a href="#">fool_responsible_personnel_form.pdf</a> Uploaded by: Michael Schmidt On: 03/04/2025 At: 3:22 PM CST	Compliance Documents	JPf	Proposal	<a href="#">All Parties</a>

**Above:** Click “Choose File” and upload your abstract. Select “Abstract/Project Summary” from the Document Type menu. Click the add button to finish this upload. You only need to upload the two items discussed here.

You should see a green check mark next to “Proposal Attachments” in the item list on the left.

## 2.15 Complete the Approving Units section

**Approving Units**

The departments listed below will be notified to authorize this proposal record. Please make sure every affiliated department is listed on this screen before submitting the proposal record for routing.

**Special Cases when a Dean is a PI or Investigator:** When a College or School Dean is participating on a sponsored project as a PI or Investigator, you **MUST** add the Provost (20000) to the proposal being received by OSP. OSP will add the Provost and return the proposal for routing, which will delay processing.

The **Office of Sponsored Programs** will authorize this proposal on behalf of the University. Please **DO NOT** add them as an approving department; they will be automatically added at the end of the routing chain. You may need to refresh your browser screen if you have recently added key personnel or an approving and/or affiliated department/school to your routing chain.

**Add Approving Unit**

Unit:  Add Unit

List of Approving Units: (to edit the information, remove first, then add back)

Routing Order	Unit Code	Unit	Role(s)
1	250000	College of Communication and Fine Arts (CCFA)	Rollup From - 251000, Admin Unit
2	251000	Art	Lead Principal Investigator

Authorize Unit Listing

Unless you are the dean, you should not need to do anything on this page other than click “Authorize Unit Listing.” You should see a green check mark next to “Approving Units” in the item list on the left. The approving units for most people will be (1) home department and (2) College of Comm. and Fine Arts.

## 2.16 Complete the Submission Notes section

**Submission Notes**

Please include CFDA No here.  
Please add any relevant notes here such as sponsor contact information, details about F&A, special circumstances, etc.

Submission Note:

Add Note

No notes have been added.

You can just type “N/A” here and click “Add Note.” You should see a green check mark next to “Submission Notes” in the item list on the left.

## Almost there!

If you completed all sections correctly, you should see this long list of check marks on the left side of your screen. Now, you can click “Submit for Routing.”

**Item List** 25-0494

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

- [General Information](#)
- [Investigators/Research Team](#)
- [Budget](#)
- [Conflict of Interest](#)
- [Regulated Activities](#)
- [Subrecipients](#)
- [Export Control](#)
- [Intellectual Property](#)
- [Strategic Partnerships](#)
- [Location of Sponsored Activities](#)
- [Proposal Abstract](#)
- [Proposal Attachments](#)
- [Approving Units](#)
- [Submission Notes](#) >>

Submit for Routing

Authorize Proposal

Reject Proposal

## 2.17 Confirm your submission

**>>Submission Confirmation**

Are you sure you wish to submit this Proposal Record?

Clicking YES will do four things:

1. the Proposal Record will be locked and can no longer be edited (except by OSP);
2. the Proposal Record will be routed to all affiliated units for review and concurrence; should any of these units reject the Prop
3. the PI(s) will be notified by email that they must certify the Proposal Record in cayuse SP; and
4. ultimately, the Proposal Record will arrive in OSP for final review and approval.

Throughout these steps you, your PI, and any other contributing members listed on the Proposal Record will be able to track its rev


Once all affiliated departments have approved the Proposal record, you will receive an email indicating that it was successfully rout

on your part. However, if the Sponsor requires any part of the proposal be submitted in paper copy, then any such copies, with origi

After you click “Submit for Routing,” you will see this screen. Click “Yes.”

## 2.18 Certify your proposal

**Proposal Routing Status**



Proposal: [25-0494](#)  Sponsor: Other Activities Submission Deadline: 10/08/2024

Project: Prime Sponsor: None Proposed Begin-End Dates: 10/08/2024 - 2/28/2025

Lead PI: [Michael Schmidt](#) Instrument Type: Other Activities Proposed Total Amount: \$ 123.00

Admin Unit: College of Communication and Fine Arts (CCFA) Specialists: [Veronica Hart](#)

Project Title: Title of project goes here

Approvals Compliance Status History Advance Account Awards  

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the Office of Sponsored Programs.

**Investigator(s) who must certify this Proposal**

Investigator	Role	Decision
<a href="#">Michael Schmidt</a>	Lead Principal Investigator	Not Yet Reviewed

**Unit(s) that must authorize this proposal**

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	College of Communication and Fine Arts (CCFA)	<a href="#">Michael Schmidt</a> , <a href="#">Debra Burns</a>	Not Yet Reviewed
2	Art	<a href="#">Delliah Bryant</a> , <a href="#">Matthew Gaynor</a>	Not Yet Reviewed
3	Office of Sponsored Programs	Admin Office	

**Status History**

Status	Person	Date
Changed to: Dept Approval In Process	Changed by <a href="#">Michael Schmidt</a>	3/04/2025, 4:12 PM CST
Changed to: Submitted for Routing	Changed by <a href="#">Michael Schmidt</a>	3/04/2025, 4:12 PM CST
Changed to: Draft	Changed by <a href="#">Michael Schmidt</a>	2/28/2025, 11:04 AM CST

Once you click “Certify Proposal,” you are done!

The proposal will be routed to your home department for your chair’s approval. Then, it will be routed to me at the College level, where I serve as the Dean’s proxy. Finally, it will arrive at the Office of Sponsored Projects.

# Don’t give up:

**If this becomes confusing or frustrating, make an appointment with Mike Schmidt. He will take you through the process, step-by-step.**

**Most records can be completed in 10 minutes or less, once you get the hang of it.**

## Keep a record of your record

This is optional. You can actually go back into the system at any time to access your past records. Just click “My Proposals” in the upper left menu. If you want a PDF of your record, for your records, right away, you can grab one when you go to certify your proposal. Click the PDF icon on the far right, and you will receive a download similar to the one shown in the partial screenshot below.

Note: Your proposal/record number appears in the top left corner of the PDF (see below). If you ever need to contact the Office of Sponsored Projects about your proposal, you will need this number.

25-0494	Title of project goes here	PI: Schmidt, Michael Page: 1 of 4																				
<h3 style="margin: 0;">University of Memphis</h3> <p style="margin: 0;">Internal Processing Form - Application for Grant, Contract, or Cooperative Agreement</p> <p style="text-align: right; margin: 0;">*7589*</p>																						
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