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

- 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_resonsible_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.

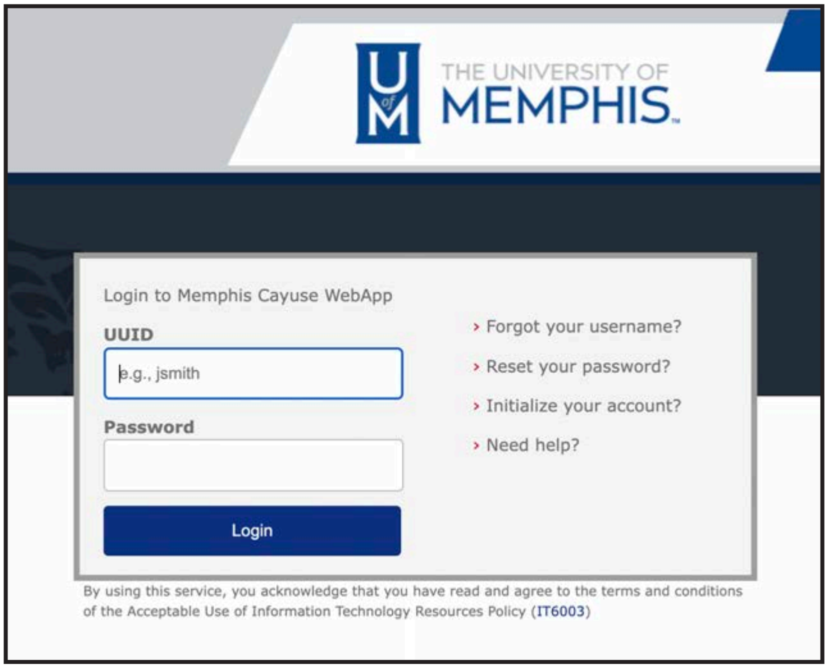
1.4 For each project you intend to report, you will need the following:

- 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

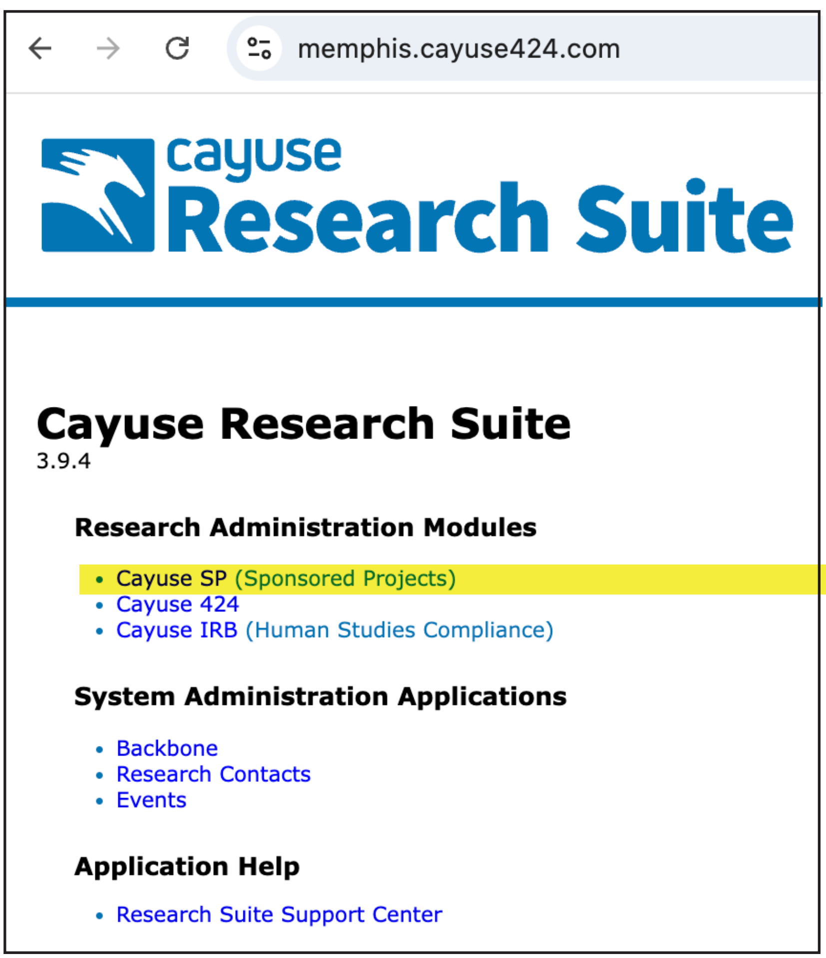
Before you begin:
Please complete Step 1, which includes CITI conflicts of interest training and completion of an FCOI form and a responsible personnel form.

2.01 Log into Cayuse SP



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

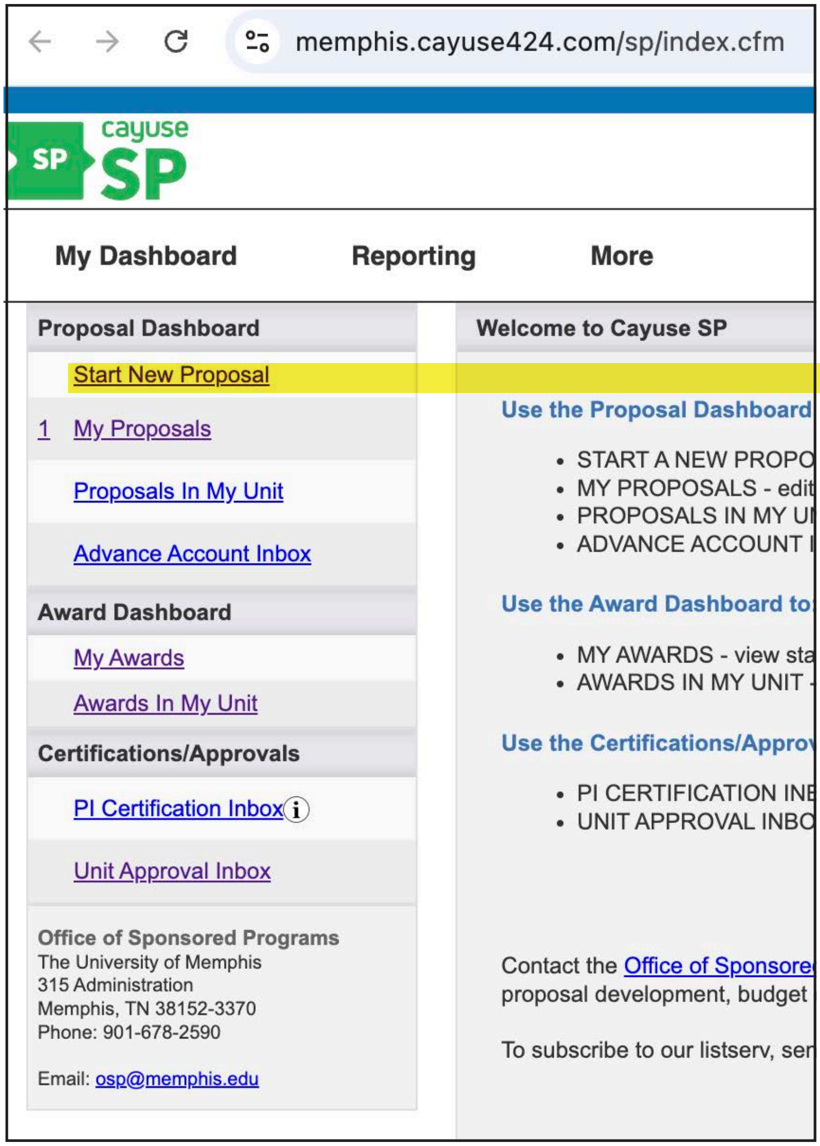
You'll be directed through the two-step authentication process.



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

Select Cayuse SP.

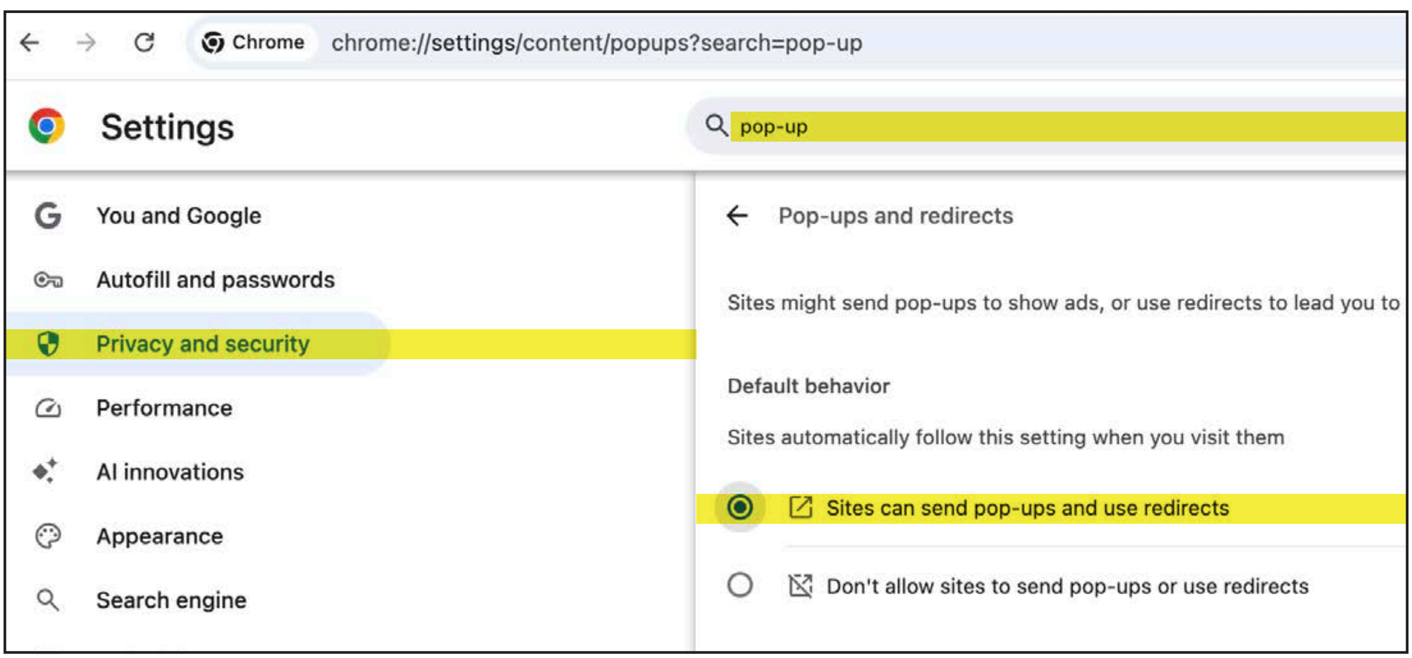
2.02 Start a new proposal



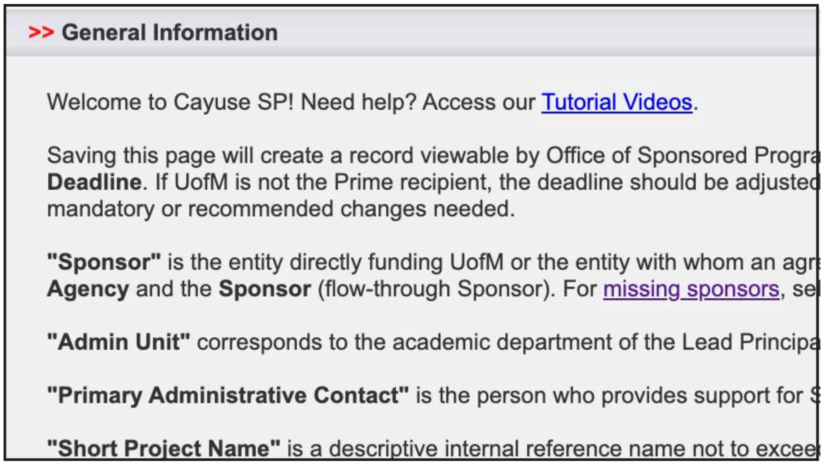
Select "Start New Proposal."

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.

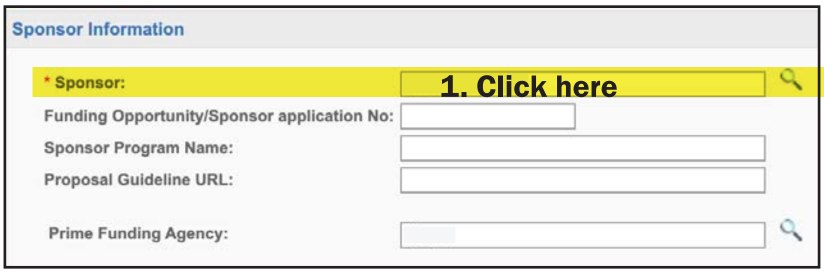


2.03 Complete the General Information section

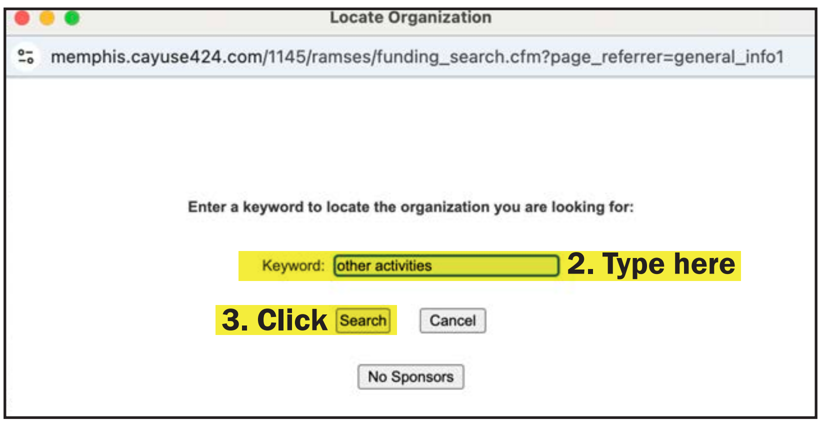


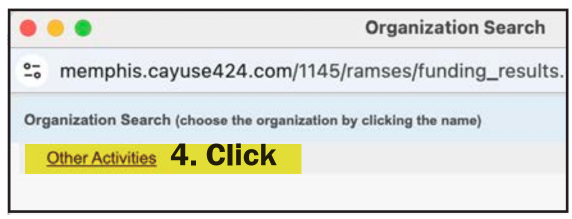
The General Information section is the first section you will see after selecting "Start a New Proposal." This page looks overwhelming, but the following sections are much easier and faster to complete.

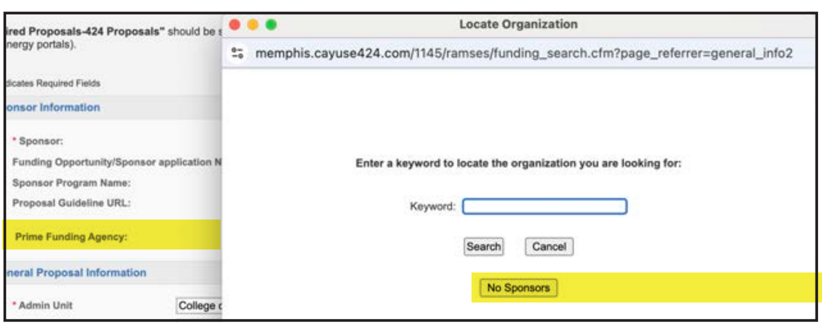
Ignore all of this stuff at the top. Scroll down to Sponsor Information.



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).

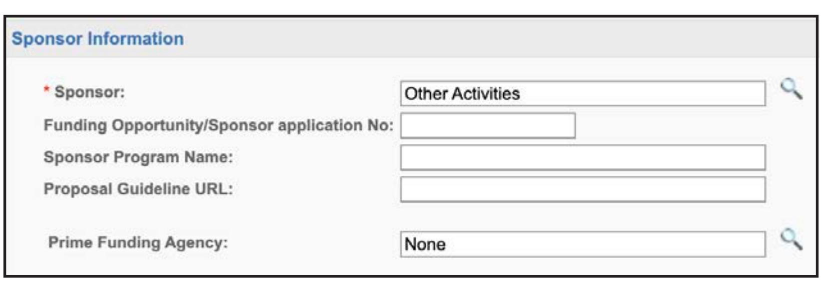






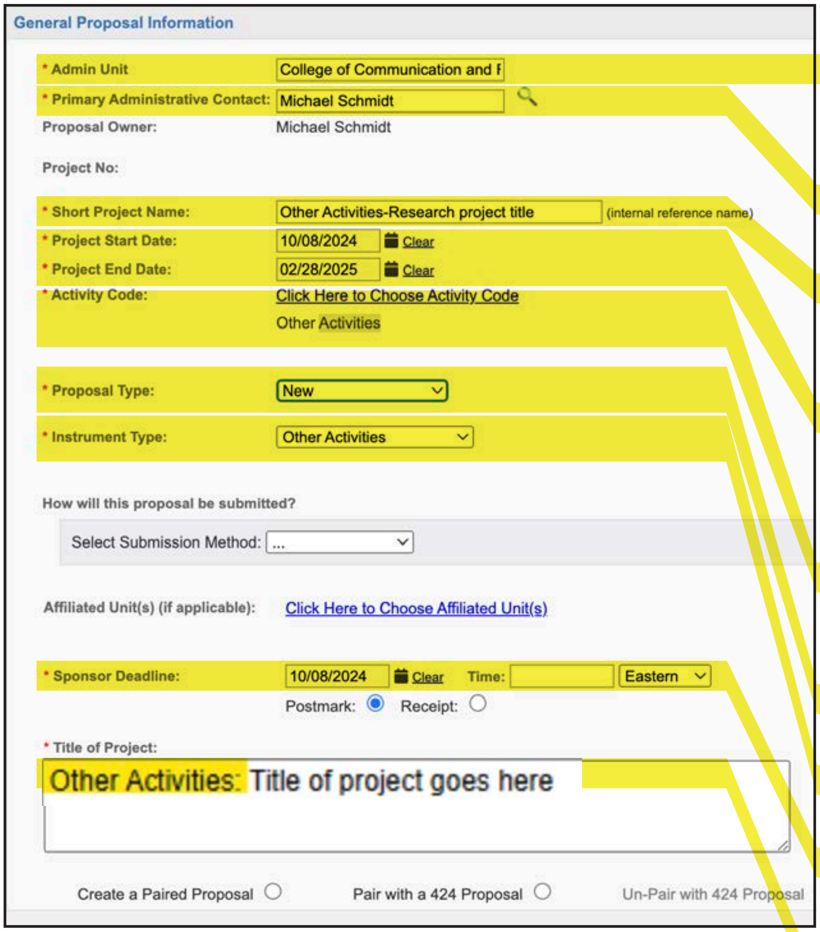
Next, move to the "Prime Funding Agency" line.

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.



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

2.03 Complete the General Information section, cont.



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.

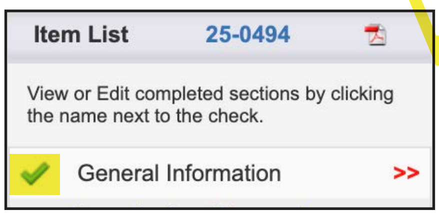
Click the drop-down menu and select "New" from the list of options.

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.

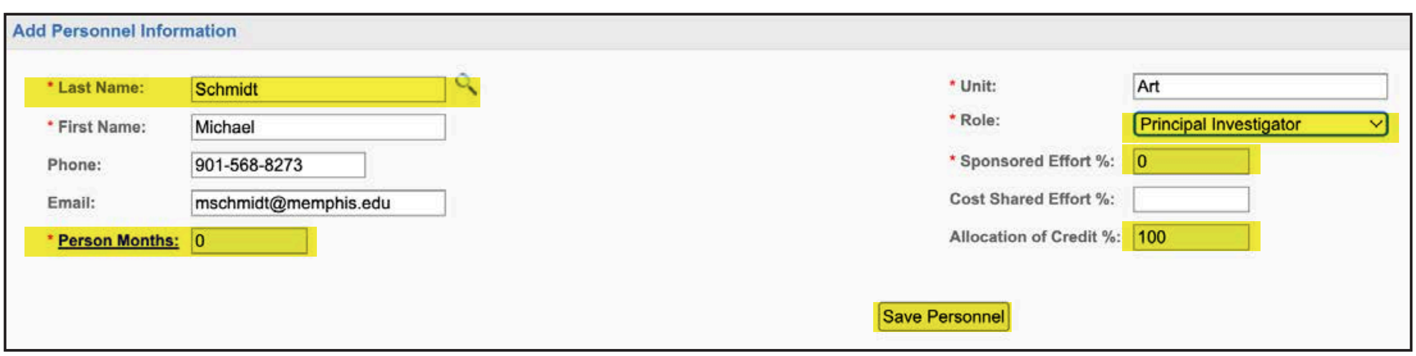
Type "Other Activities:" exactly as I did here and follow the colon with the full title of your project.

Remember to click save at the bottom of the window



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

2.04 Complete the Investigators/Research Team section



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.

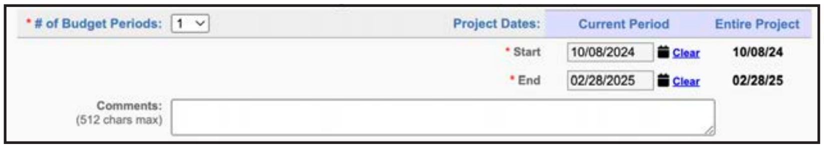
List of Personnel:

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	Edit	Delete

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

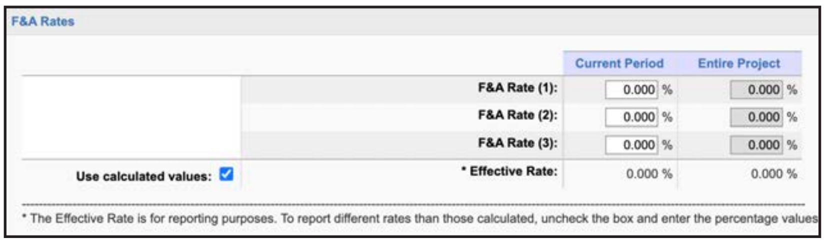
You should also see a green check mark next to "Investigators/Research Team" in the item list on the left.

2.05 Complete the Budget section



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

Select "No"

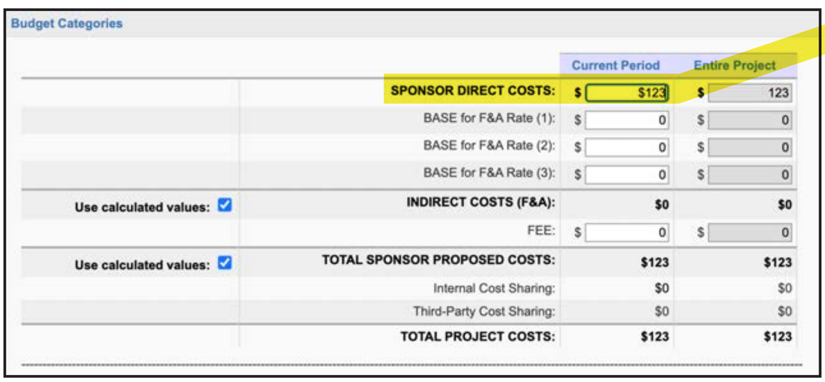


F&A Rates

	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: ☑ * 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

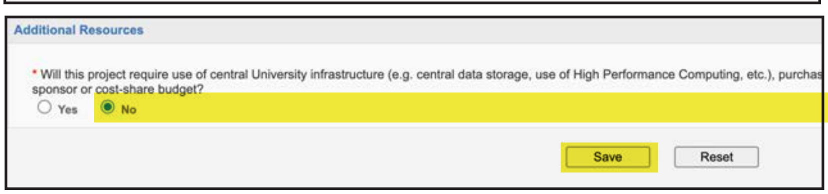
Leave all of these numbers set at zero.



Budget Categories

		Current Period	Entire Project
	SPONSOR DIRECT COSTS:	$ $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: ☑	INDIRECT COSTS (F&A):	$0	$0
	FEE:	$ 0	$ 0
Use calculated values: ☑	TOTAL SPONSOR PROPOSED COSTS:	$123	$123
	Internal Cost Sharing:	$0	$0
	Third-Party Cost Sharing:	$0	$0
	TOTAL PROJECT COSTS:	$123	$123

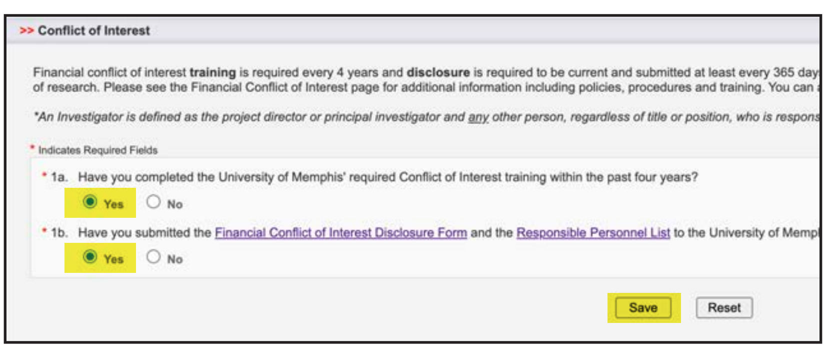
Enter the proposal amount (or actual amount if already received) of the external funding in this box. The other boxes will then auto-populate.



Click "No."

Click "Save."

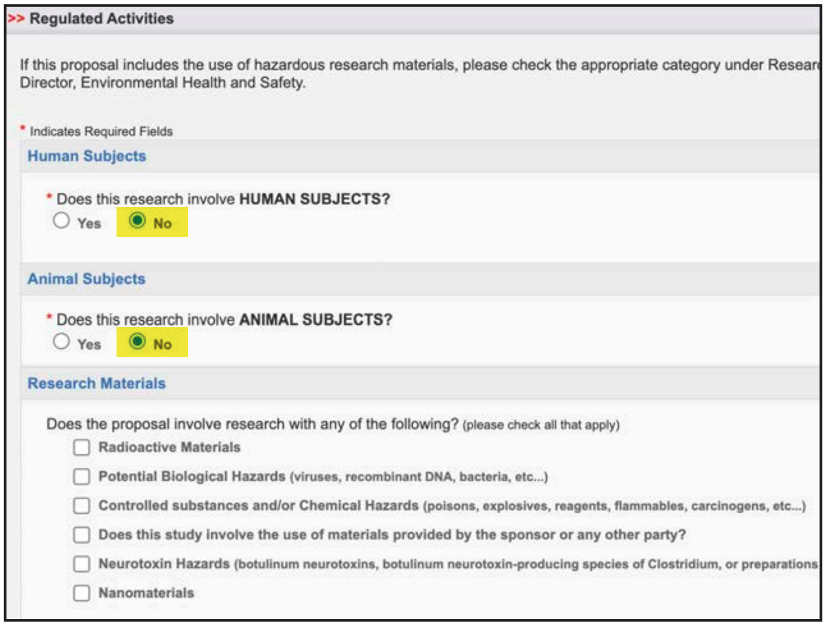
2.06 Complete the Conflict of Interest section



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.

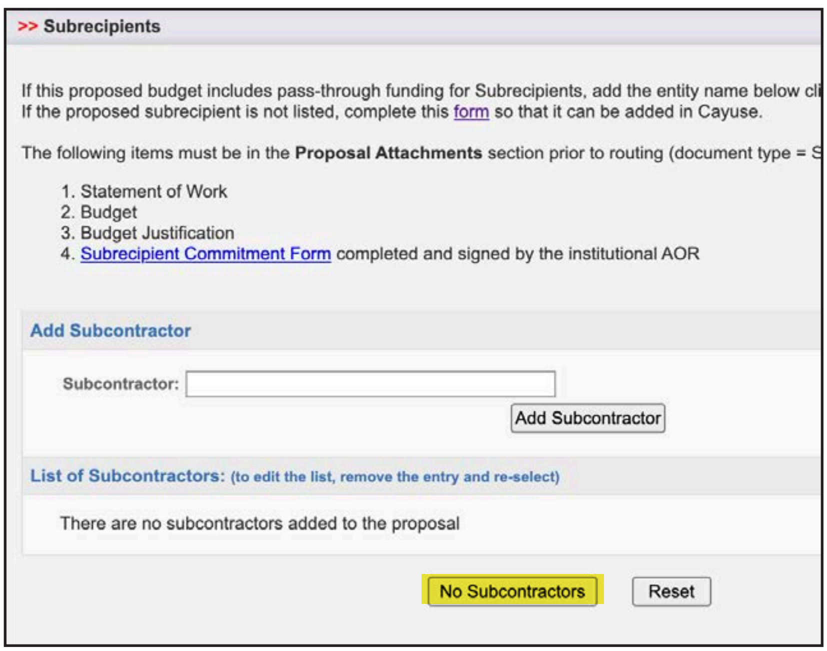
2.07 Complete the Regulated Activities section



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

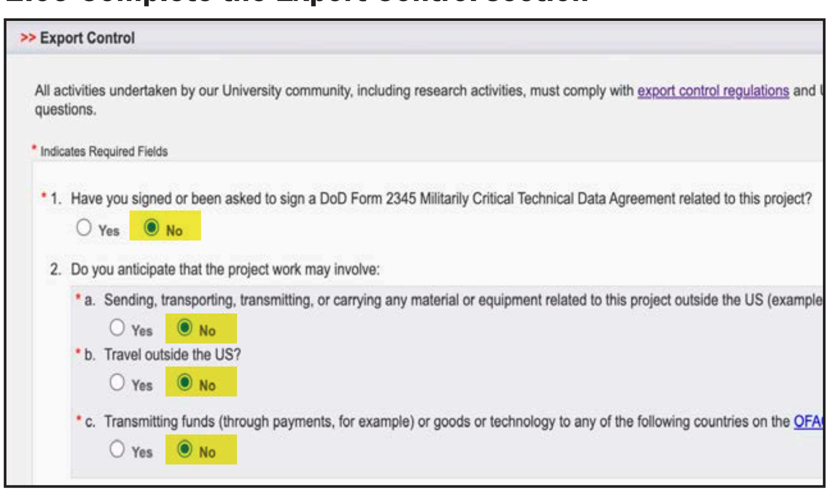


Ignore all of this stuff at the top.

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.

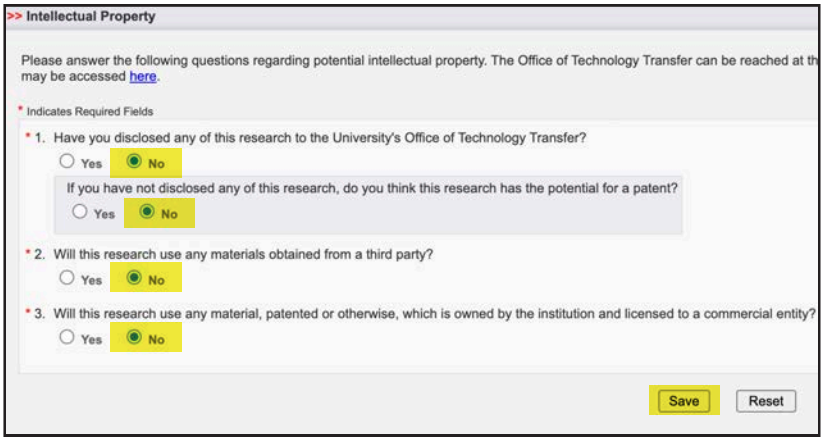
2.09 Complete the Export Control section



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 th 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

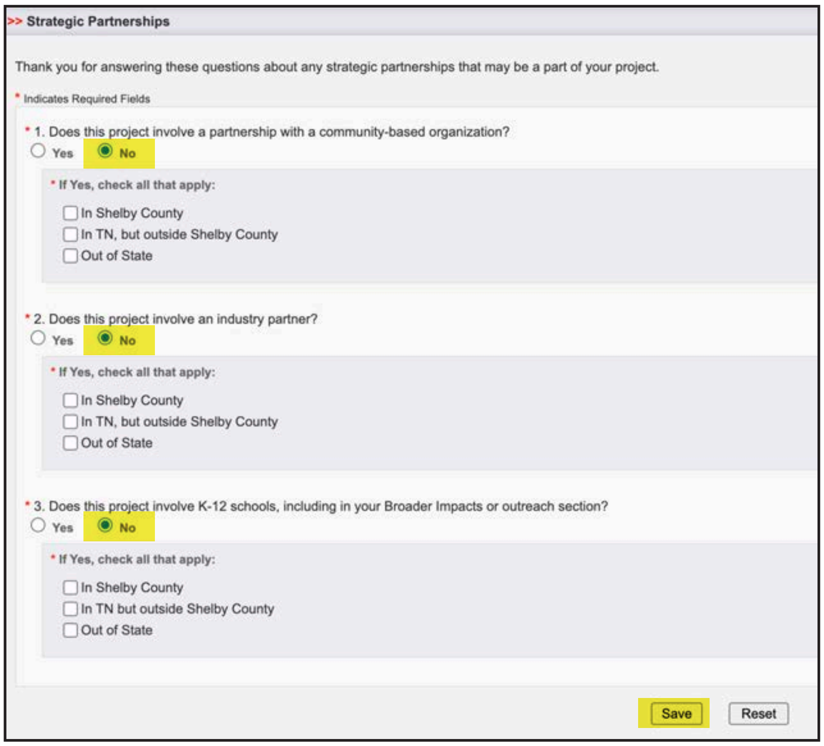
* 3. Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a commercial entity?
Yes No

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

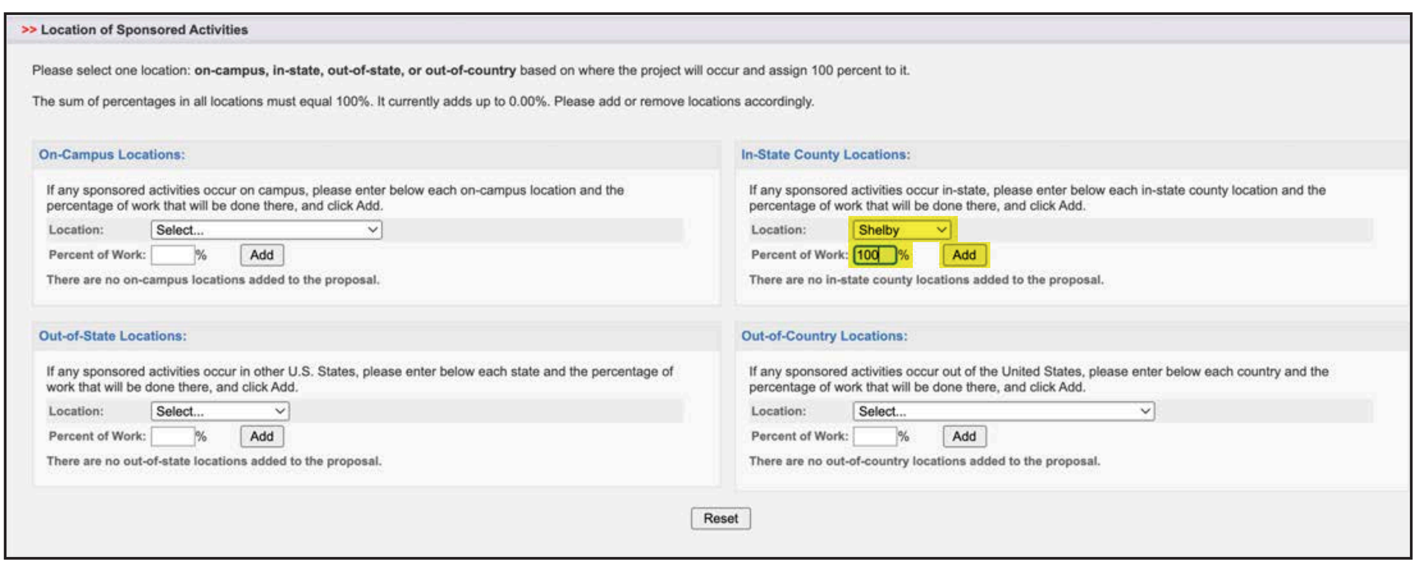
Save Reset

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: Select...
Percent of Work: % Add
There are no on-campus locations added to the proposal.

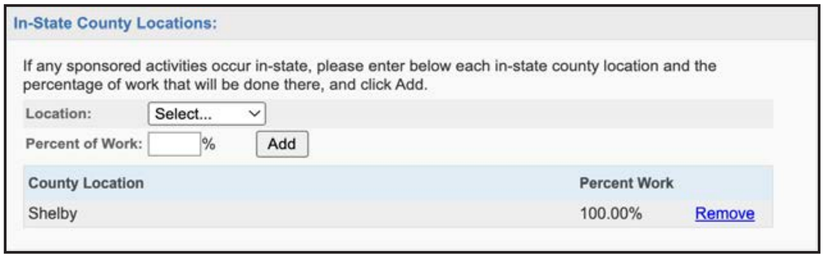
In-State County Locations:
If any sponsored activities occur in-state, please enter below each in-state county location and the percentage of work that will be done there, and click Add.
Location: Shelby
Percent of Work: 100 % Add
There are no in-state county locations added to the proposal.

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: Select...
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: Select...
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: Select...

Percent of Work: % Add

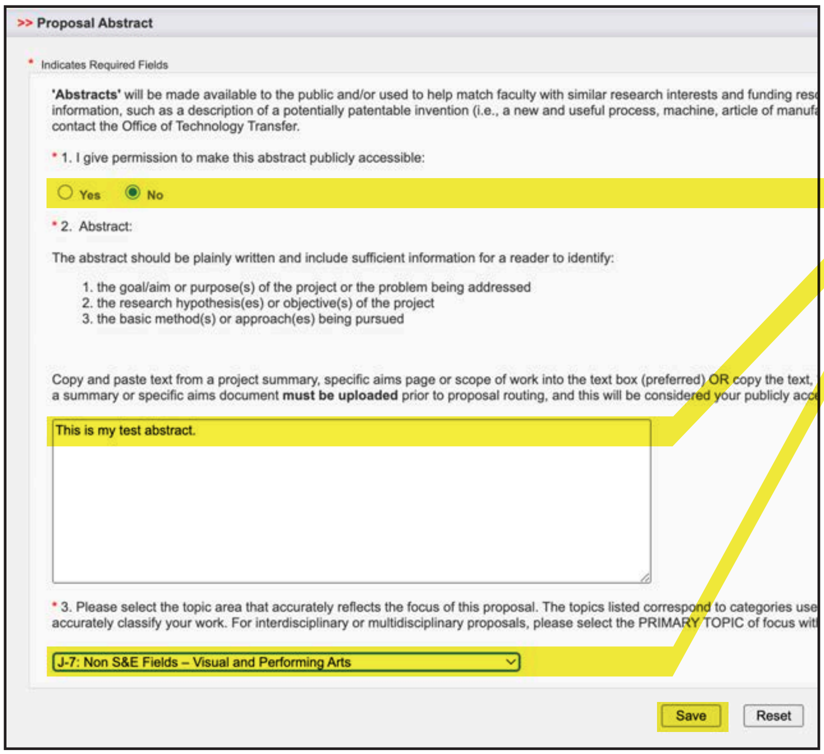
County Location	Percent Work	
Shelby	100.00%	Remove

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.

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%.

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 res information, such as a description of a potentially patentable invention (i.e., a new and useful process, machine, article of manufa 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 acc

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 use accurately classify your work. For interdisciplinary or multidisciplinary proposals, please select the PRIMARY TOPIC of focus wit

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

Save Reset

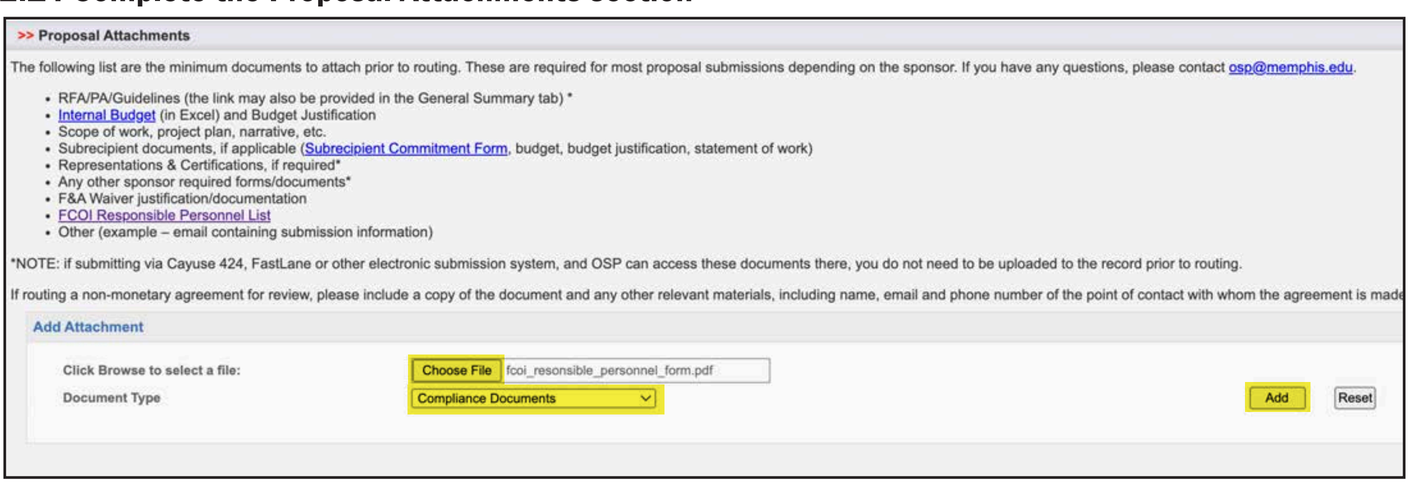
Click: The choice is up to you.

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.

- 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

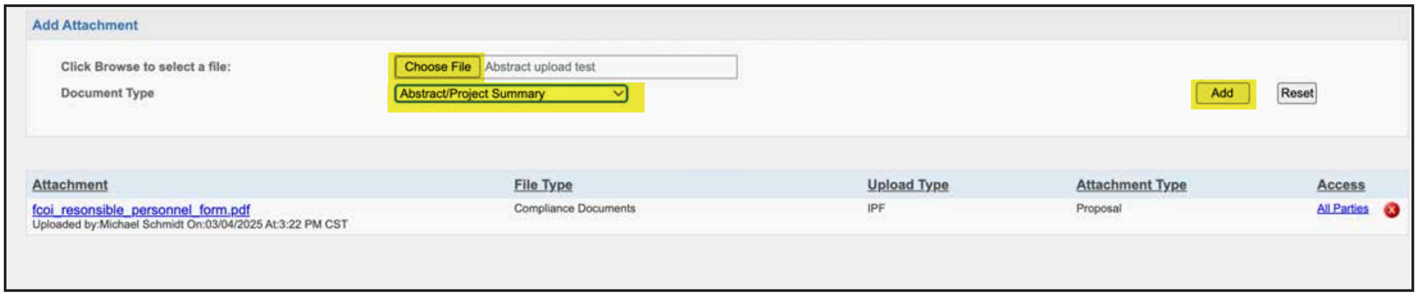
Add Attachment

Click Browse to select a file: Choose File fcoi_resonsible_personnel_form.pdf

Document Type Compliance Documents

Add Reset

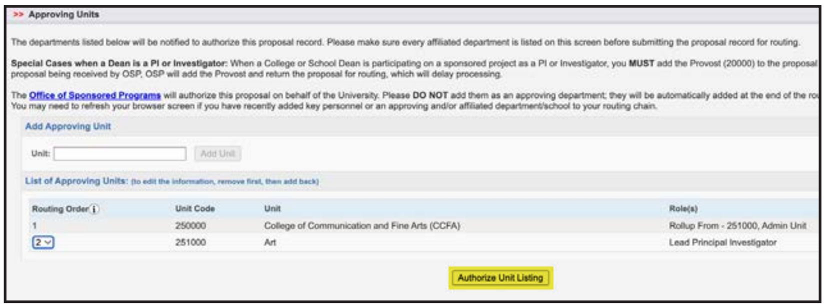
2.14 Complete the Proposal Attachments section, cont.



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.

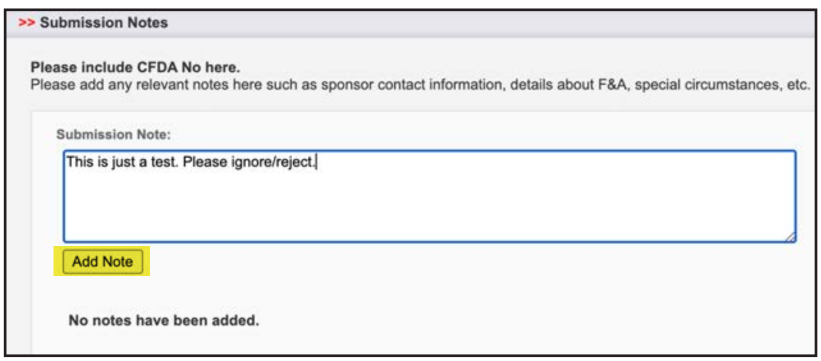
You should see a green check mark next to "Proposal Attachments" in the item list on the left.

2.15 Complete the Approving Units section



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

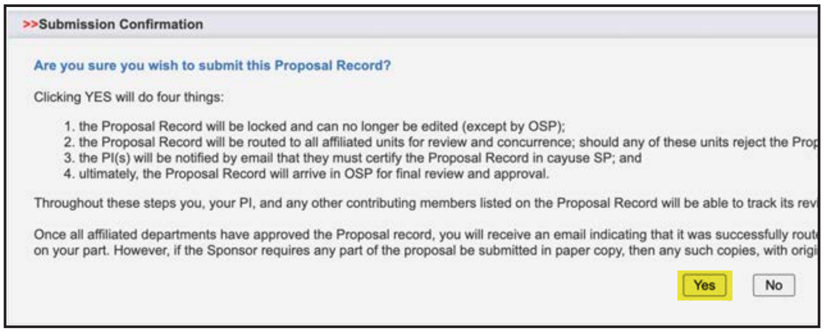


You can just type "N/A" here and click "Add Note." You should see a green check mark next to "Submission Notes" in the item list on the left.

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."

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.

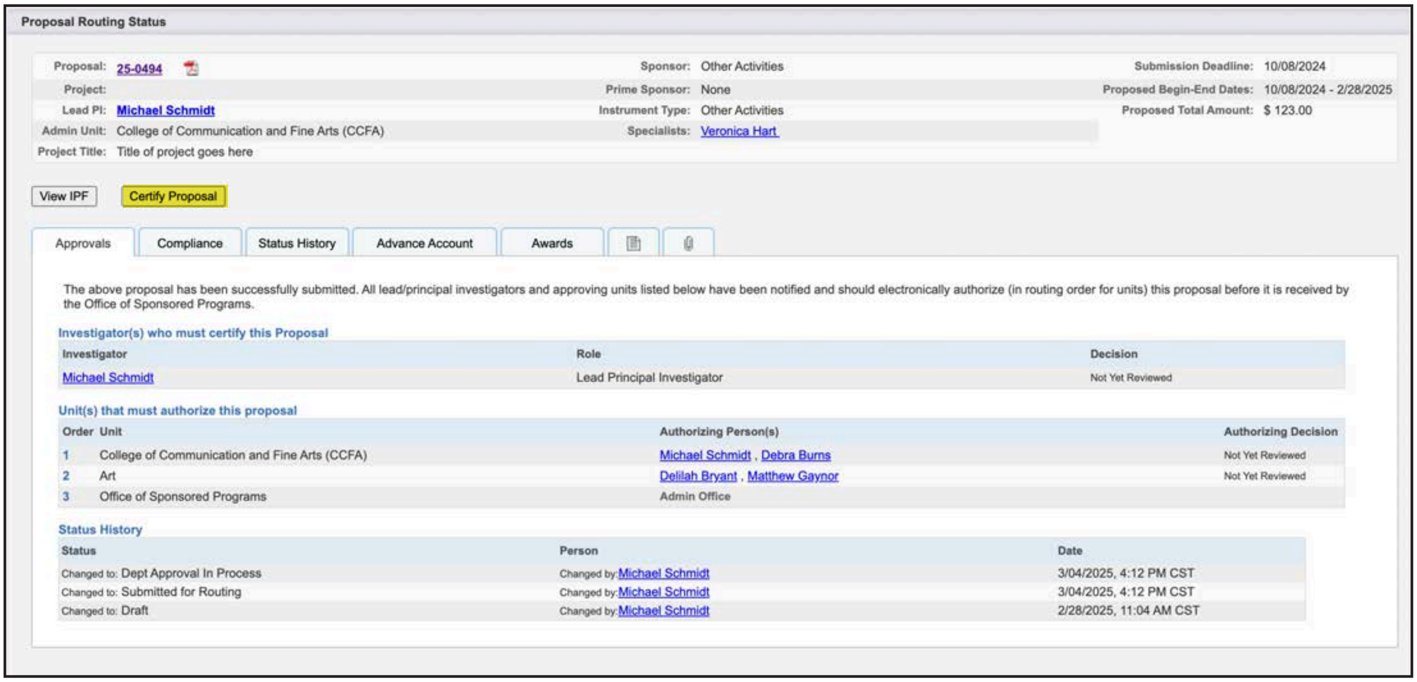
Throughout these steps you, your PI, and any other contributing members listed on the Proposal Record will be able to track its rev

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

Yes No

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

2.18 Certify your proposal



Proposal Routing Status

Proposal: 25-0494
Project:
Lead PI: Michael Schmidt
Admin Unit: College of Communication and Fine Arts (CCFA)
Project Title: Title of project goes here

Sponsor: Other Activities
Prime Sponsor: None
Instrument Type: Other Activities
Specialists: Veronica Hart

Submission Deadline: 10/08/2024
Proposed Begin-End Dates: 10/08/2024 - 2/28/2025
Proposed Total Amount: $ 123.00

View IPF | Certify Proposal

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
Michael Schmidt	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)	Michael Schmidt, Debra Burns	Not Yet Reviewed
2	Art	Delilah Bryant, Matthew Gaynor	Not Yet Reviewed
3	Office of Sponsored Programs	Admin Office	

Status History

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

Once you click "Certify Proposal," you are done!

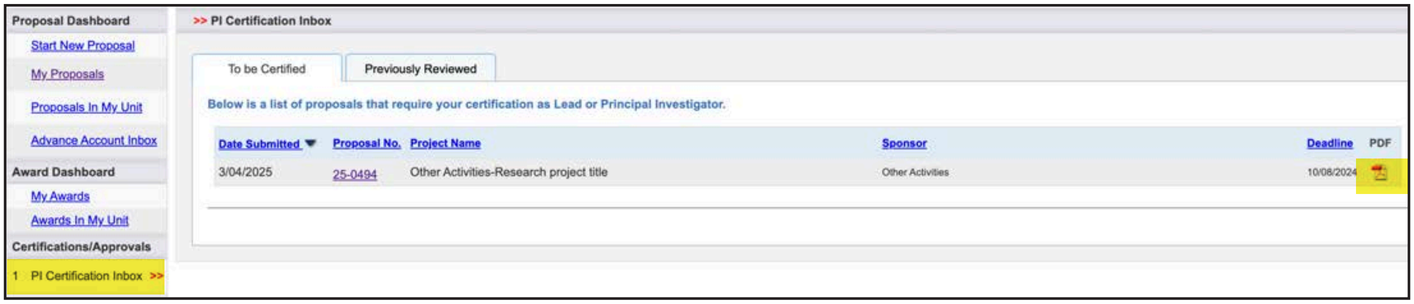
The proposal will be routed to your home department for your chair's approval. Then, it will be routed to me at the College level, where I serve as the Dean's proxy. Finally, it will arrive at the Office of Sponsored Projects.

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.

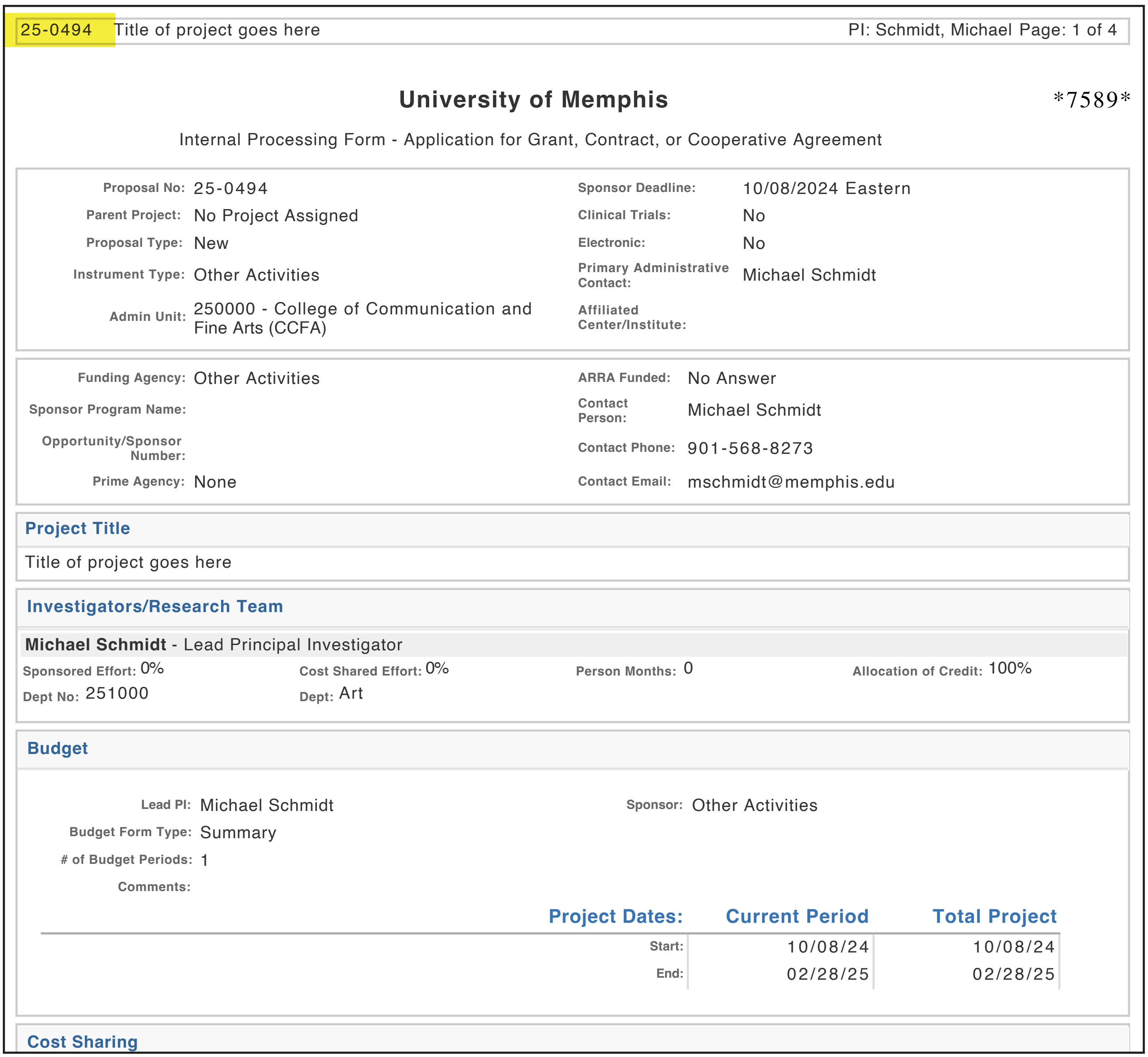
Most records can be completed in 10 minutes or less, once you get the hang of it.

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

University of Memphis *7589*

Internal Processing Form - Application for Grant, Contract, or Cooperative Agreement

Proposal No:	25-0494	Sponsor Deadline:	10/08/2024 Eastern
Parent Project:	No Project Assigned	Clinical Trials:	No
Proposal Type:	New	Electronic:	No
Instrument Type:	Other Activities	Primary Administrative Contact:	Michael Schmidt
Admin Unit:	250000 - College of Communication and Fine Arts (CCFA)	Affiliated Center/Institute:	

Funding Agency:	Other Activities	ARRA Funded:	No Answer
Sponsor Program Name:		Contact Person:	Michael Schmidt
Opportunity/Sponsor Number:		Contact Phone:	901-568-8273
Prime Agency:	None	Contact Email:	mschmidt@memphis.edu

Project Title

Title of project goes here

Investigators/Research Team

Michael Schmidt - Lead Principal Investigator

Sponsored Effort: 0% Cost Shared Effort: 0% Person Months: 0 Allocation of Credit: 100%

Dept No: 251000 Dept: Art

Budget

Lead PI: Michael Schmidt Sponsor: Other Activities

Budget Form Type: Summary

\# of Budget Periods: 1

Comments:

Project Dates:	Current Period	Total Project
Start:	10/08/24	10/08/24
End:	02/28/25	02/28/25

Cost Sharing