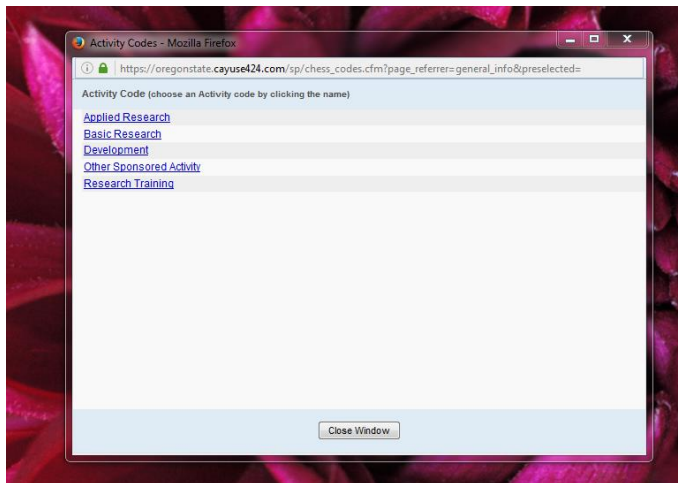


## Avoiding Common Problems in Cayuse SP

OSU College of Agricultural Sciences Research Administration Team

1. On the general information screen, don't forget to enter an **Activity Code**. This is an easy one to miss because there is no data entry window.

The screenshot shows the 'Start New Proposal' form in Cayuse SP. The form is divided into several sections: 'Funding Agency(ies)', 'General Proposal Information', and 'Project Information'. The 'Activity Code' field is located at the bottom of the 'Project Information' section. A red circle highlights the 'Activity Code' field and the blue link 'Click Here to Choose Activity Code' below it. The link is intended to be clicked to open a pop-up window for selecting an activity code.



A pop-up window will allow you to choose Applied Research, Basic Research, Development, Other Sponsored Activity, or Research Training.

*Other Sponsored Activities* are activities that involve the performance of work other than organized research fall into this category. Examples are sponsored instruction and workshops, course development, non-research training activities, public service activities, cooperative extension outreach, health service projects, and community

service programs. These activities qualify for a different indirect cost rate than research.

## 2. Understand what is being asked on the Investigators/Research Team screen.

Cayuse automatically makes the first person who you enter the Lead Principal Investigator. You can change this once you add other project personnel.

**Person months** is the **total** number of months of time the person will spend on the project over the entire project period of the grant. *This is not the months per year, but the total number of months devoted to the project overall years.* For example, in a 2-year project at 0.05 FTE per year, you are spending 0.6 ( $0.05 \times 12 = 0.6$ ) months per year or ( $0.6 \times 2$ ) 1.2 months. Enter 1.2 in Person Months.

The screenshot displays the 'Investigators/Research Team' section of the Cayuse system. The left sidebar contains a list of navigation links, with 'Person Months' highlighted by a red arrow. The main content area is titled 'Add Personnel Information' and includes a form with the following fields:

- \* Last Name: Talbot
- \* First Name: John
- Phone: 5417372194
- Email: john.talbot@oregonstate.edu
- \* Person Months: (empty field)
- \* Unit: AG Sun Grant Western Center
- \* Role: Lead Principal Investigator
- \* Sponsored Effort %: (empty field)
- Cost Shared Effort %: (empty field)
- Allocation of Credit %: (empty field)

Buttons for 'Save Personnel' and 'Reset' are visible at the bottom of the form. A note above the form states: 'Personnel (NOTE: If you are charging clerical/admin. salary, complete the OSU Proposal Transmittal Form Attachment A) NOTE: The sum of allocated credit on this proposal is currently 0%'.

**Sponsored effort %** is the percentage of a person's time devoted to the project over the life of a grant that will be paid for by the sponsor. You can think of this as the average FTE over multiple project years or as the Person Months/Total Months in the project period. **This should match current and pending support forms (when applicable).**

**Cost-shared effort %** is the percentage of a person's time devoted to the project that is being offered as a cost-share (not paid for by the sponsor). You calculate this in the same manner as sponsored effort and should match any documented cost-share in the project budget.

3. Choose a **Proposal Editor**. Get help on the Investigators/Research screen by choosing someone from our team as a proposal editor.

Oregon State University Sponsored Projects

Logged in as: Leah Gorman

HOME | MY DASHBOARD | REPORTING | LOG OUT | For Immediate assistance contact Sponsored Programs at 541-737-4933

Item List 17-0359

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

- General Information
- Investigators/Research Team >>
- Budget
- Conflict of Interest
- Regulatory Compliance
- Subawards/Subcontracts
- Export Control
- Intellectual Property
- Outreach and Engagement
- Location of Sponsored Activities
- Proposal Abstract
- Proposal Attachments
- Approving Units
- Submission Notes

Submit for Routing

### >> Investigators/Research Team

Personnel (NOTE: If you are charging clerical/admin. salary, complete the OSU Proposal Transmittal Form Attachment A)  
NOTE: The sum of allocated credit on this proposal is currently 0%.

#### Add Personnel Information

\* Last Name:  \* Unit:  (circled in red)  
\* First Name:  \* Role:  (circled in red)  
Phone:  \* Sponsored Effort %:   
Email:  Cost Shared Effort %:   
\* Person Months:  Allocation of Credit %:

Save Personnel

#### List of Personnel:

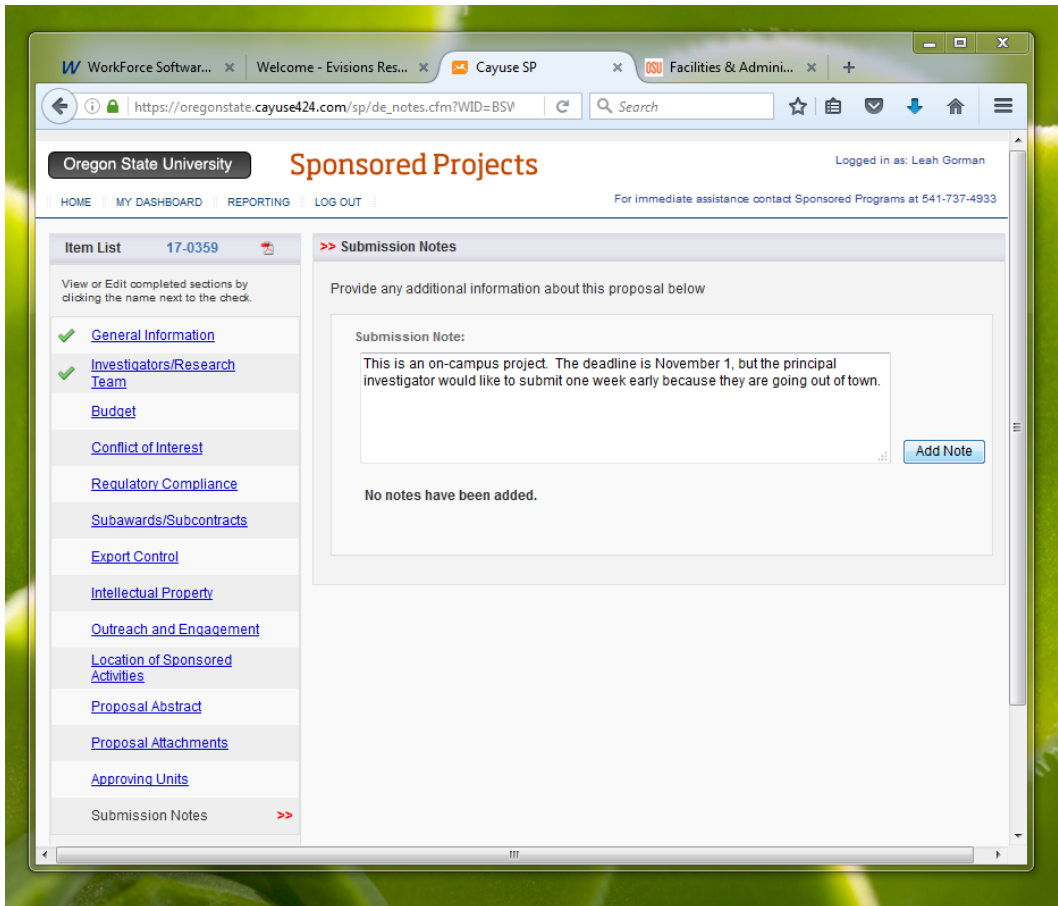
Person	Unit	Role	Sponsored Effort %	Cost Shared Effort %	% Effort Total	Person Months	Allocation of Credit %		
John Talbott	AG Sun Grant Western Center Oper	Lead Principal Investigator	5%	0%	5%	1.2	0%	Edit	Remove
Elizabeth Etherington	AG Sciences Research Support	Proposal Editor	0%	0%	0%	0	0%	Edit	Remove

Reset

Add Leah Gorman, Elizabeth Etherington, and/or Sarah Child-Rodgers for College of Agricultural Sciences. Choose the Role "Proposal Editor" and enter 0 for the person months and sponsored effort. This allows us to help you edit your Cayuse SP record and upload documents to your application before you submit it for review. You may add more than one proposal editor.

We can also review your budgets, give advice about what documents to upload for review, and help to fix issues identified by the Office of Sponsored Projects and Award Administration (OSRAA).

4. Use **Submission Notes** to communicate directly with the people who are reviewing your proposal.



Your proposal is more likely to be reviewed in a timely manner when there is clear communication and the OSRAA reviewer has a clear context to understand your proposal.

This is the place to note special circumstances that affect the review such as informing the sponsored programs office (OSRAA) if a grant or cooperative agreement is non-competitive or that a deadline is rolling.