



UNIVERSITY *of*  
WEST FLORIDA


# Logging In and Navigating Cayuse Sponsored Projects (SP)



We will have a Single Sign On (SSO) capability for Cayuse. You can find Cayuse two ways:

1. Searching for the Cayuse application in MyUWF
- and
2. Accessing RAE's [Proposal Submission](#) page.

Once logged in, your home page will display your current, “My Tasks.” This will show you tasks that are either automatically or manually assigned to you.

For instance, “certifying” a proposal before it goes to RAE.



## My Tasks

Create New

### Filters

Restore Defaults

QUICK FILTERS

☒ Assigned to Me

☒ Assigned to a Team

☐ Created by Me

STATUS

☒ Open

☒ In Progress

☒ On Hold

Search for Task by ID, Title, Milestone ID, Assigned to or Created by

Set View

ID	Title	Type	Milestone ID	Category	Progress	Assigned to	Internal Due Date	External Due Date
<a href="#">25-02-0004</a>	Certify Proposal - 25-0002-P0001	SP Certification	--	--	--	Frances Faculty Heather.Ioden+Faculty@cayuse.com Anatomy - SAMPLE	--	8/22/2025
<a href="#">25-02-0008</a>	Certify Proposal - 25-0002-P0001	SP Certification	--	--	--	Frances Faculty Heather.Ioden+Faculty@cayuse.com Anatomy - SAMPLE	--	8/22/2025

- You can even create your own tasks or project milestones for yourself or others from the homepage.



Create New ▾

[Home](#) / [New Task](#)

## New Task

\* Title

100 character limit

Milestone

Category

\* Description

4000 character limit

\* Assign to

- ☒ Person  
☐ Team

\* Person

Internal Due Date

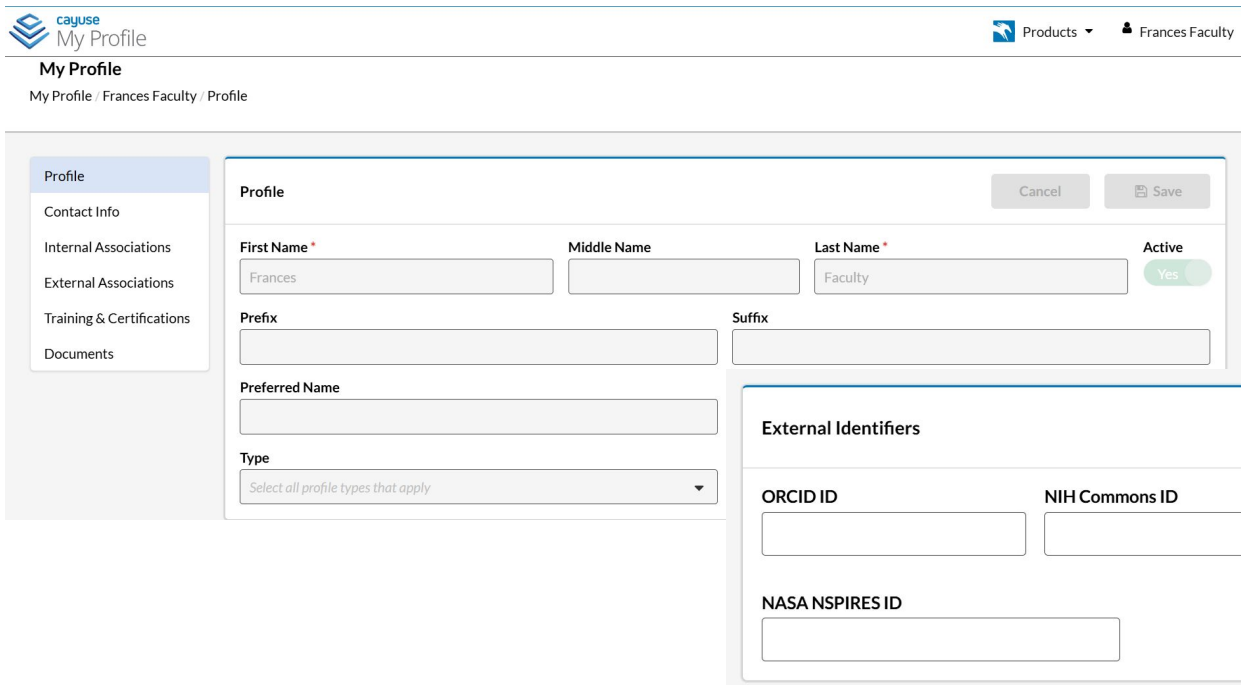
\* External Due Date

Reminders

No reminders

+ Add Reminder

Information in your profile will automatically be loaded. The majority of the profile will be locked down from editing. However, you do have the option to complete the External Identifier section for your own reference.



**cayuse**  
My Profile

Products ▾ Frances Faculty ▾

**My Profile**  
My Profile / Frances Faculty / Profile

**Profile**

First Name \* Middle Name Last Name \* Active

Frances  Faculty

Prefix Suffix

Preferred Name

Type

Select all profile types that apply ▾

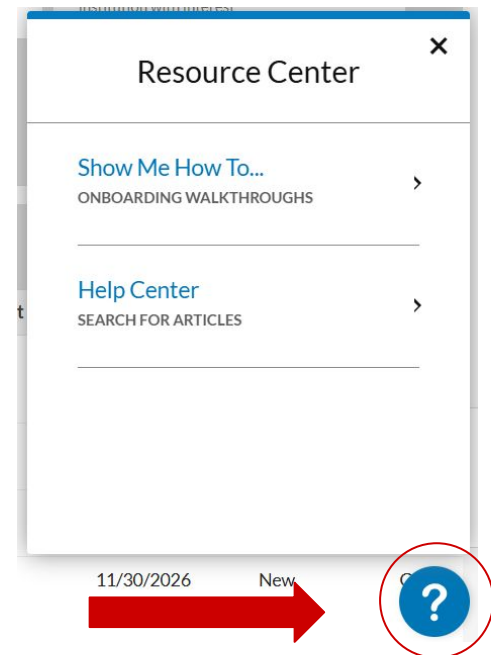
**External Identifiers**

ORCID ID NIH Commons ID NSF ID

NASA NSPIRES ID

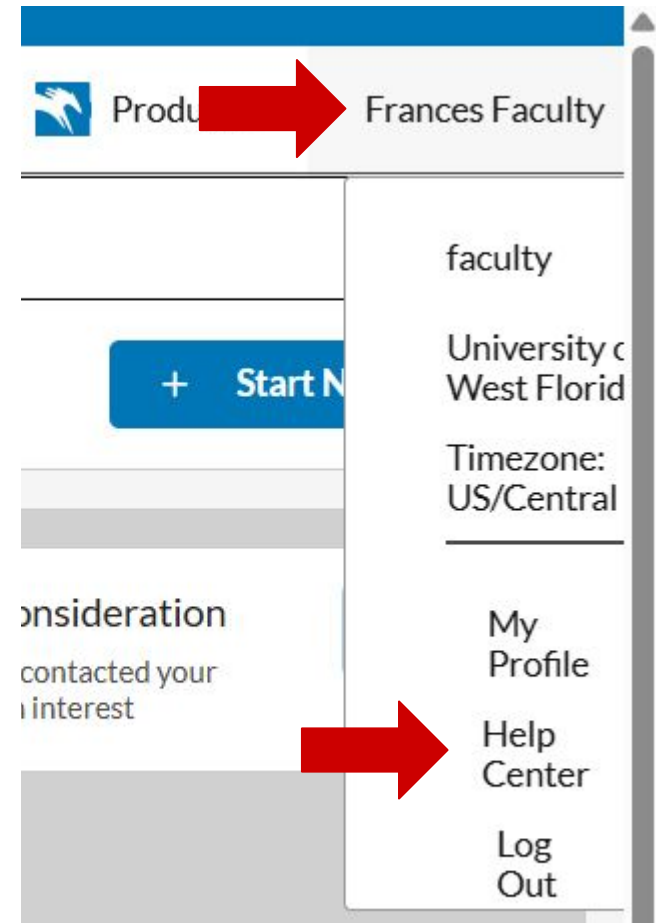
Whether you are on the Home Page or in Sponsored Projects, there will always be two ways to find Help:

1. On the bottom right hand corner of the screen you will see the **Resource Center** pop up after you select the Question Mark Icon.



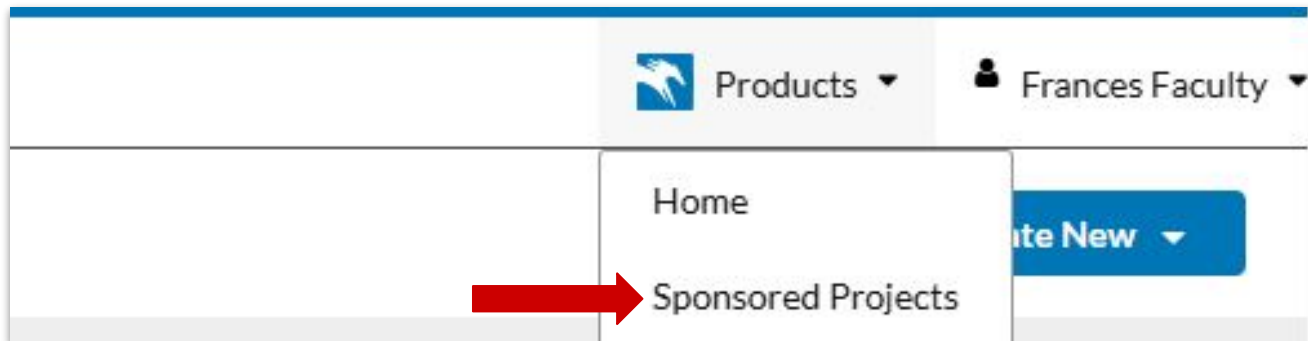
2. On the top-right corner, when clicking on your name, a drop down menu will show the Cayuse **Help Center**

You may also the RAE office by calling (850) 474-2824.



# Going to Sponsored Projects

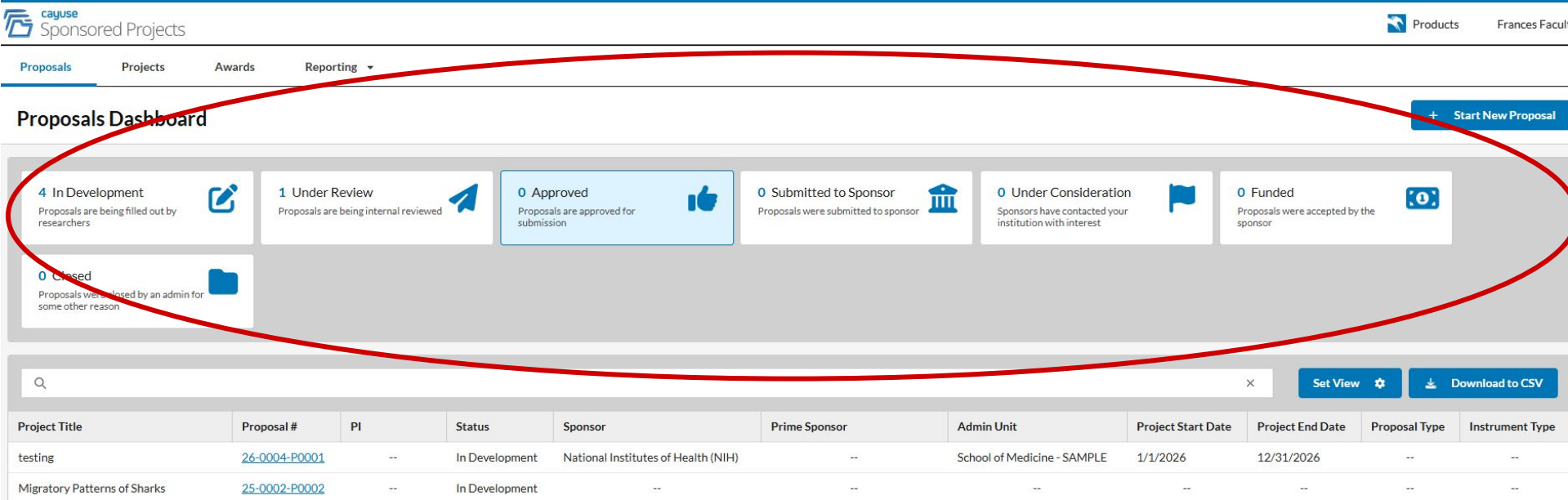
To go to Sponsored Projects, go to the top-right hand corner to the Products Menu and select “Sponsored Projects.”





This will take you to the Proposals Dashboard.

1. Here you can start a new proposal.
2. View your Proposal Status: Proposals will be shown two ways; categorized by what status they are in,



**cayuse** Sponsored Projects Products Frances Facult

[Proposals](#) [Projects](#) [Awards](#) [Reporting](#)

## Proposals Dashboard

[+ Start New Proposal](#)

**4 In Development**  
Proposals are being filled out by researchers

**1 Under Review**  
Proposals are being internal reviewed

**0 Approved**  
Proposals are approved for submission


**0 Submitted to Sponsor**  
Proposals were submitted to sponsor

**0 Under Consideration**  
Sponsors have contacted your institution with interest

**0 Funded**  
Proposals were accepted by the sponsor

**0 Closed**  
Proposals were closed by an admin for some other reason

Project Title	Proposal #	PI	Status	Sponsor	Prime Sponsor	Admin Unit	Project Start Date	Project End Date	Proposal Type	Instrument Type
testing	<a href="#">26-0004-P0001</a>	--	In Development	National Institutes of Health (NIH)	--	School of Medicine - SAMPLE	1/1/2026	12/31/2026	--	--
Migratory Patterns of Sharks	<a href="#">25-0002-P0002</a>	--	In Development	--	--	--	--	--	--	--

 and also listed below.

The Project tab is another way to view the lifecycle of a study from proposal, to award (if applicable), and closed.

Proposals **Projects** Awards Reporting ▾

## Projects Dashboard

**3 In Development**  
 Initial proposal is being filled out by researchers

**1 Active**  
 Project has been awarded and research is being conducted

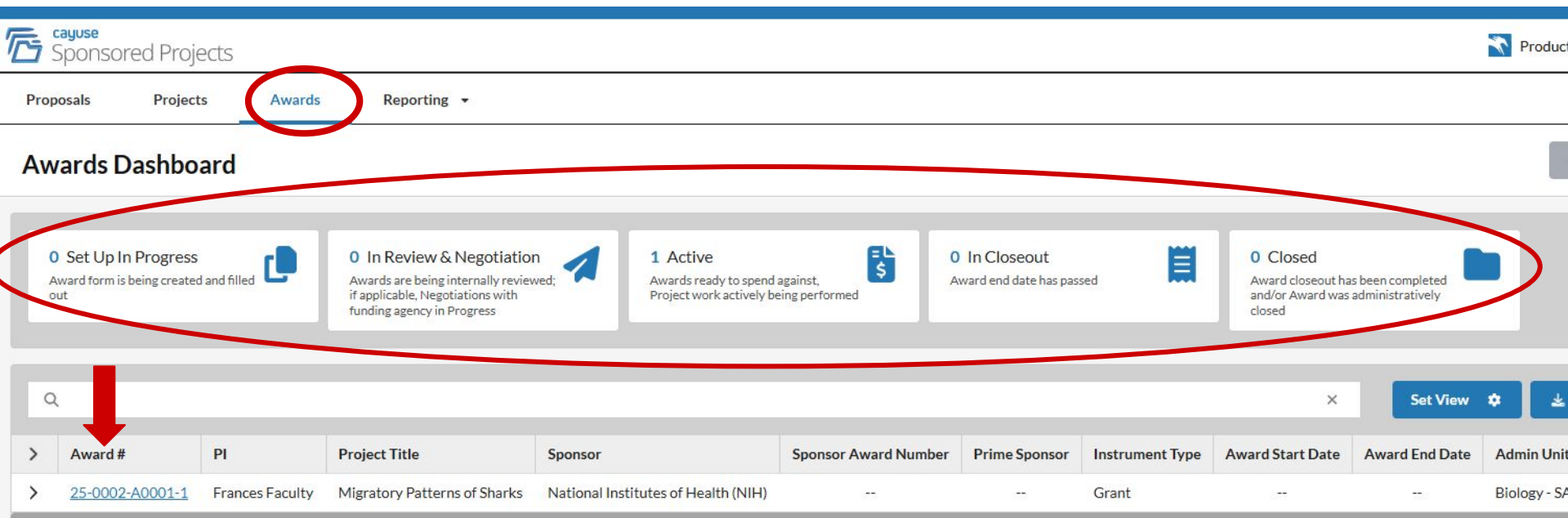
**0 In Closeout**  
 Project end date has passed and final closeout activities are in progress

**0 Closed**  
 Project has been closed out

Project Title	Project #	Status
testing	<a href="#">26-0004</a>	In Development
Absentium role in astronaut longevity	<a href="#">25-0005</a>	In Development
Mineral surveys on AP245 asteroid	<a href="#">25-0004</a>	In Development
Migratory Patterns of Sharks	<a href="#">25-0002</a>	Active

When selecting the Project #, it will take you to that project's individual dashboard with its history, attachments, award information, etc.

The Awards Dashboard will sort your awards based on their stage of development.



**Awards Dashboard**

- 0 Set Up In Progress**  
Award form is being created and filled out
- 0 In Review & Negotiation**  
Awards are being internally reviewed; if applicable, Negotiations with funding agency in Progress
- 1 Active**  
Awards ready to spend against, Project work actively being performed
- 0 In Closeout**  
Award end date has passed
- 0 Closed**  
Award closeout has been completed and/or Award was administratively closed

Search:

Award #	PI	Project Title	Sponsor	Sponsor Award Number	Prime Sponsor	Instrument Type	Award Start Date	Award End Date	Admin Unit
<a href="#">25-0002-A0001-1</a>	Frances Faculty	Migratory Patterns of Sharks	National Institutes of Health (NIH)	--	--	Grant	--	--	Biology - SA

They will also be listed chronologically below.

- Award data will be entered in by your RAE business manager. So the data you see will be “view only”.
- If you see anything that may need to be updated, please contact your RAE business manager.

Once you click on an award, you should see its history of modifications, routing, funds, subawards, and a wealth of information.

Proposals Projects **Awards** Reporting ▼

[My Active Awards](#) / [Migratory Patterns of Sharks](#) / 25-0002-A0001

## Migratory Patterns of Sharks

My Actions	Award Summary		
<div>Complete Review</div> <div>Route for Review</div>	<b>PI:</b> Frances Faculty  <b>Admin Unit:</b> Biology - SAMPLE  <b>Admin Assigned:</b> --	<b>Sponsor:</b> National Institutes of Health (NIH)  <b>Prime Sponsor:</b> --  <b>Obligated Amount:</b> 2000000  <b>Total Expected Amount:</b> 5000000	<b>Award Start Date:</b> --  <b>Award End Date:</b> --  <b>Award Notice Received:</b> --  <b>Instrument Type:</b> Grant

[Award Form](#)
[Routing](#)
[Award History](#)
[Funds](#)
[Subawards](#)
[Tasks](#)
[Notes](#)
[Attachments](#)
[Links](#)

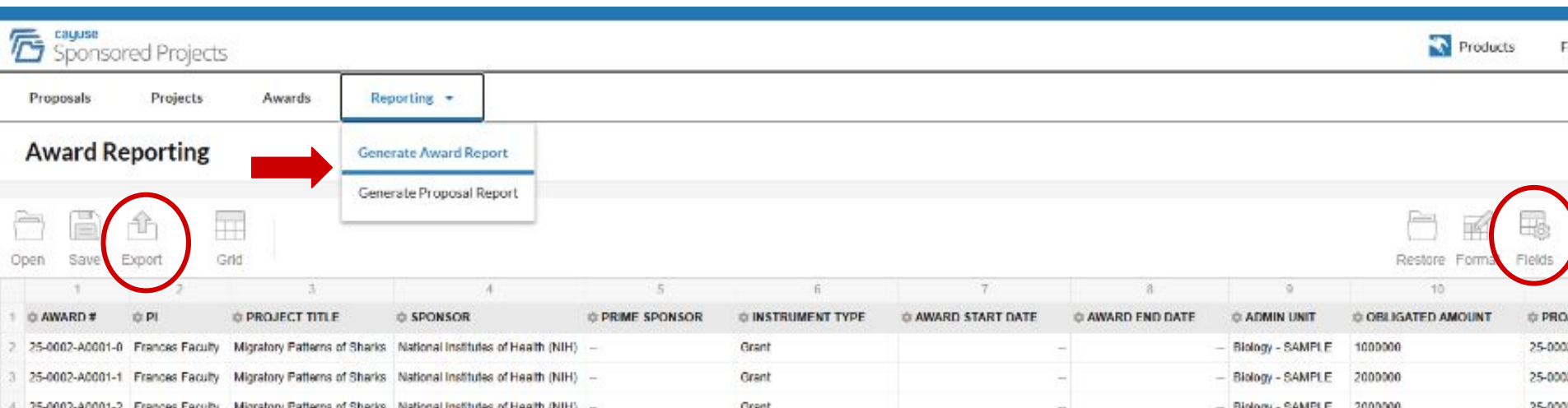
▼ Currently Viewing Award Form: 25-0002-A0001-1

Selected	Modification	Modification Type	Modification Date	Modified By
<input checked="" type="radio"/>	25-0002-A0001-1	New Funding Increment	6/18/2025	Heather Loc
<input type="radio"/>	25-0002-A0001-0	Original Award	--	

Scrolling down on the award, you can also see the award set up information by selecting the various award sections. The award section will be “view only”.

Award Sections	Award Information
<div><div>Award Information ✓</div><div>Budget ✓</div><div>Research Team ✓</div><div>Regulatory Compliance ✓</div><div>Performance Sites ✓</div><div>Export Control ✓</div><div>Foreign Support &amp; Collaboration ✓</div><div>Terms And Conditions ✓</div></div>	<h3>Sponsor Information</h3> <div><div><b>Sponsor:*</b></div><div><input type="text" value="National Institutes of Health (NIH)"/></div><div><input type="text" value="Sponsor Award Number/Doc Number"/></div></div> <div><div><b>Prime Sponsor (If Applicable):</b></div><div><input type="text"/></div><div><input type="text" value="Prime Sponsor Award Number (If Applicable)"/></div></div> <div><div><b>Sponsor Program Name:</b></div><div><input type="text"/></div></div> <h3>General Award Information</h3> <div><div><b>Award Title:</b></div><div><input type="text" value="Tiger Shark Migrations"/></div></div>

Cayuse SP offers customizable reports that can be exported to a CSV or Excel file for both the proposals and awards that you are listed as a PI or Team Member.



**Award Reporting**

Generate Award Report  
Generate Proposal Report

Open Save **Export** Grid

Restore Forms **Fields**

1	2	3	4	5	6	7	8	9	10	
AWARD #	PI	PROJECT TITLE	SPONSOR	PRIME SPONSOR	INSTRUMENT TYPE	AWARD START DATE	AWARD END DATE	ADMIN UNIT	OBLIGATED AMOUNT	PRO.
25-0002-A0001-0	Frances Faculty	Migratory Patterns of Sharks	National Institutes of Health (NIH)	—	Grant	—	—	Biology - SAMPLE	1000000	25-0002
25-0002-A0001-1	Frances Faculty	Migratory Patterns of Sharks	National Institutes of Health (NIH)	—	Grant	—	—	Biology - SAMPLE	2000000	25-0002
25-0002-A0001-2	Frances Faculty	Migratory Patterns of Sharks	National Institutes of Health (NIH)	—	Grant	—	—	Biology - SAMPLE	1000000	25-0002

- From the drop down menu you can select either the award or proposal report.
- You can also customize the fields shown by selecting the Fields button.
- From there you can Export to a file if desired.



# Using the Search Fields

Whether you are in Proposals, Projects, or Awards tab, the search function works a little bit differently.

1. Click in the search area and you will see a drop down list of data categories you can choose from.



The screenshot shows a search interface with a search bar containing the text 'sponsor'. A dropdown menu is open, listing several search fields. A red arrow points to the 'Sponsor' option in the dropdown. To the right of the dropdown, there are buttons for 'Set View' and 'Download to CSV'. Below the dropdown, a table is visible with columns for 'Project End Date', 'Proposal Type', and 'Instrument Type'.

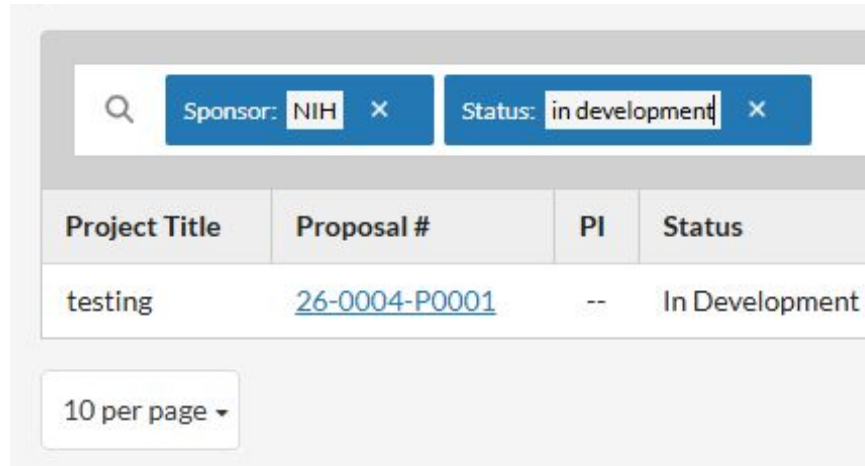
Project End Date	Proposal Type	Instrument Type
12/31/2026	--	--
--	--	--
12/31/2026	New	Grant
11/30/2026	New	Grant

2. You will then select what data categories or “filter” you would like to use to search.

# Using the Search Feature

3. Once selected, you can type in what search term you want.

4. You can also select multiple search categories or filters.



The screenshot shows a search interface with two active filters: "Sponsor: NIH" and "Status: in development". Below the filters is a table with the following data:

Project Title	Proposal #	PI	Status
testing	<a href="#">26-0004-P0001</a>	--	In Development

At the bottom left, there is a dropdown menu set to "10 per page".

5. In the proposals, projects, and awards tab you can export this list by selecting the Download to CSV button.





# Cayuse Numbering System

Fiscal Year    Project #



Project number 26-0001

Fiscal Year    Project #    Proposal #



Proposal number: 26-0001-P0001

All proposal numbers include a "P"

Fiscal Year    Project #    Award #    Modification #



Award number: 26-0001-A0001-2

All Award numbers include an "A"