

WHAT IF MY PROPOSAL WAS ROUTED IN RAMSES?

All proposals that were routed in RAMSeS since 07/01/2016 will be available in Cayuse SP. UNC Pembroke has migrated +5yrs of "legacy data" (i.e., project title, PI's name, department, approval dates, awards, etc.) into Cayuse SP and faculty can access all submissions and awards received since FY17.

WHAT IF I HAVE TECHNICAL ISSUES LOGGING INTO THE CAYUSE RESEARCH SUITE?

For technical issues logging into Cayuse SP or Cayuse Outside Interest modules, contact the Office of Sponsored Research and Programs or call 910-775-4249.

HOW DO I LOGIN INTO THE CAYUSE RESEARCH SUITE?

You can login to [Cayuse](https://uncp.app.cayuse.com/) through <https://uncp.app.cayuse.com/>. From the landing/home page, you can access Cayuse Sponsored Programs ([Cayuse SP](#)) Module, Outside Interests module for conflict of interest disclosures, navigate to your profile and select COI Disclosures from the menu on the left.

MY EFFORT COMMITMENT ON A PROJECT VARIES EACH YEAR. WHICH EFFORT SHOULD I LIST ON THE INVESTIGATOR/RESEARCH TEAM TAB?

Please list your committed effort and person months for the first year of the project.

For assistance in converting Percent of effort (FTE%) to Person Months (PM) effort, use the Effort Conversion Table on the Proposal Development -> PI Toolbox tab.

WHO SHOULD I INCLUDE ON THE INVESTIGATORS/RESEARCH TEAM TAB?

UNCP personnel and any independent contractors or consultants involved in the design, conduct or reporting of the project must be listed here.

Subaward research team members do NOT need to be listed here. For each person include: role, sponsored effort, any cost-shared effort (whether funds are requested or not) in the first year of the project, and allocation of credit.

Allocation of credit must total to 100%.

WHAT IF THE SPONSOR IS NOT LISTED?

If the sponsor is not listed, repeat the search again and select "Sponsor Not Found." Provide the sponsor/funding agency's information in the Submission Notes. Do NOT select "No Sponsors."

AS AN IPF APPROVER HOW DO I APPROVE AN EIPF?

From the Dashboard, select Unit Approval Inbox. Select the applicable Proposal Number. View the IPF or PDF of the IPF. Select Authorize Proposal to approve or Reject Proposal to return to the initiator.

The proposal will not be submitted to the sponsor by OSRP until all COI disclosures have been completed and certified.

WHO WILL RECEIVE COMMUNICATION?

Email notifications are sent to the Lead PI, Research Team, and all Approvers when an electronic proposal is submitted in Cayuse for routing, certifications and approvals. Additionally, the proposal creator and Lead PI will receive emails when proposals are approved or if additional information is needed for processing.