Instructions for PI: Creating a New Proposal in Cayuse424

1. Log in to https://uwa.cayuse424.com using your UWA ID and Password
2. If you are applying to a federal opportunity as the lead institution, select the "Opportunities" tab and SKIP TO STEP 5
3. If you are applying to a federal opportunity as a subaward, select the "Proposals" tab and click "Create Proposal" and then "Research Subaward Proposal" and then "Create." SKIP TO STEP 6
4. If you are NOT applying to a federal opportunity, select the "Proposals" tab and click "Create Proposal" and then "Other Proposal" and then "Create." SKIP TO STEP 6
5. Search for your Opportunity that you plan to apply to using key words or the opportunity number. If you do not see

Project Data		
Title of Project	X	DESCRIPTIVE title of your project
Is this a Subcontract?	X	Select “Yes” or “No”
If yes, who is Prime?	X	If “YES” it is a subaward, then who is the prime sponsor? Where/Who are the original funds coming from.
Type of Proposal	X	Select Type of Proposal
Type of Agency	X	Select Type of Agency
Kind of Application	X	Select Kind of Application
Type of Project	X	Select Type of Project (See Descriptions Below Chart)***
Project Administration		
Who is responsible?		
Departmental Identification Number		
Departmental Name		
Primary Dept. Contact Info		
Account Classification		
Other Institutional Code		
NAICS Code		
Compliance Data		
Animal Subjects	X	If you are using vertebrates in your research select “YES.” If “Yes” you must then answer 2 follow up questions.
Human Subjects	X	If you are using humans in your research select “YES.” If “Yes” you must then answer 2 follow up questions.
Hazardous Materials	X	If your research involves any of the items listed then you must attach a statement of explanation in the “Documents” section.

IACUC & IRB approval numbers

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i. Basic Research (defined by NSF) a systematic study directed toward fuller knowledge or understanding of the fundamental aspects of phenomena and observable facts without specific applications towards processes or products in mind.

ii. Capital (Equipment/Construction) – sole purpose of the project is to purchase equipment defined by having a useful life of more than one year and an acquisition cost of $5,000 or more per unit

iii. Applied Research (defined by NSF) systematic study to gain knowledge or understanding