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.
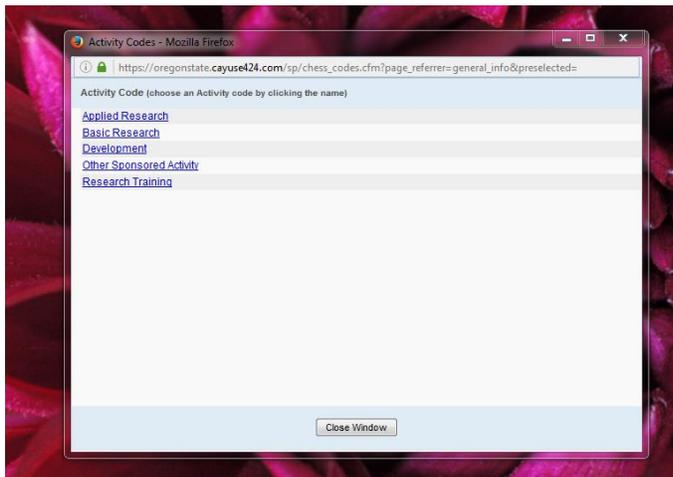
A pop-up window will allow you to choose

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 x12 = 0.6) months per year or (0.6 x 2) 1.2 months. Enter 1.2 in Person Months.

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.

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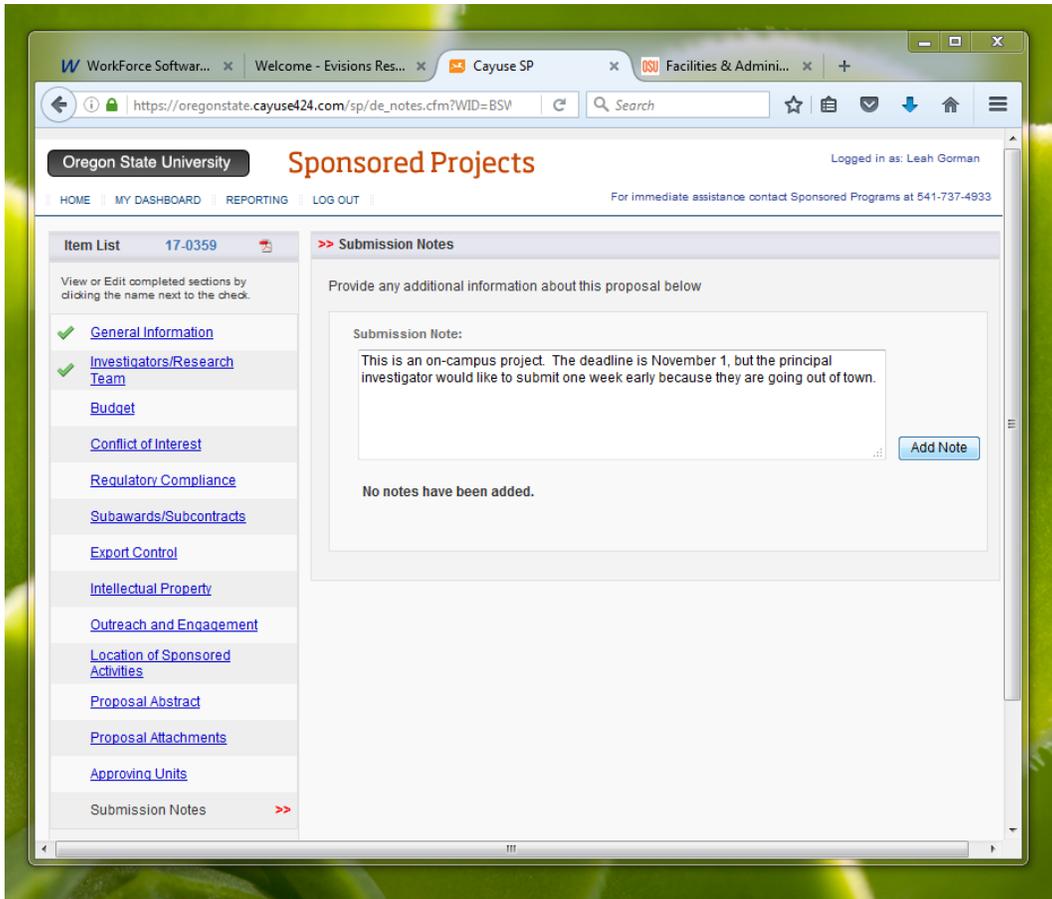
Your proposal is more likely to be reviewed in a timely manner when there is clear communication and the OSRAA reviewer has a clear context to understand your proposal.

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.