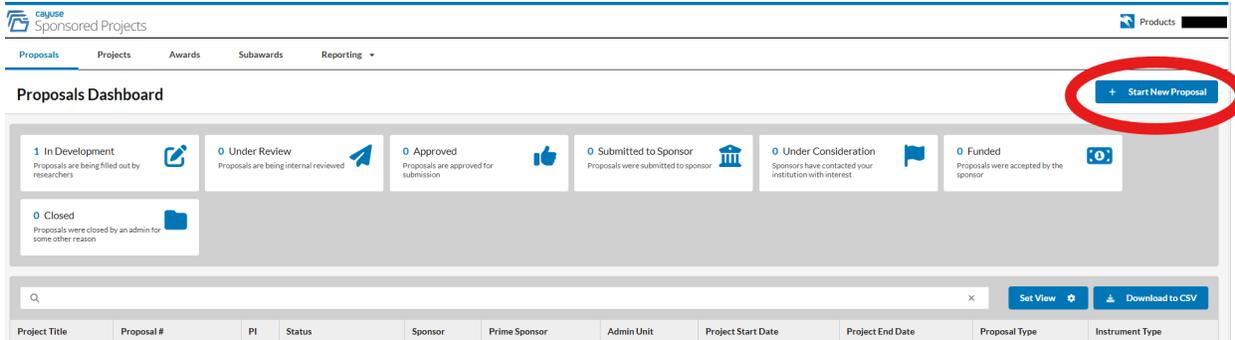
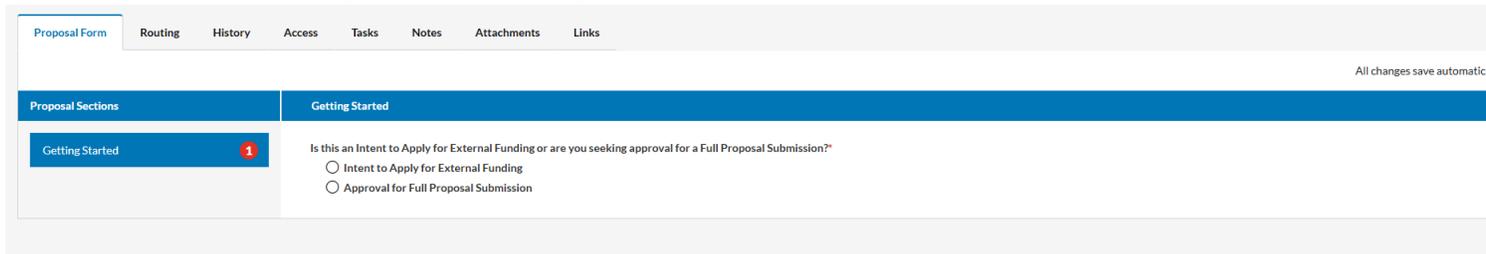


Cayuse SP Proposal Submission Guide

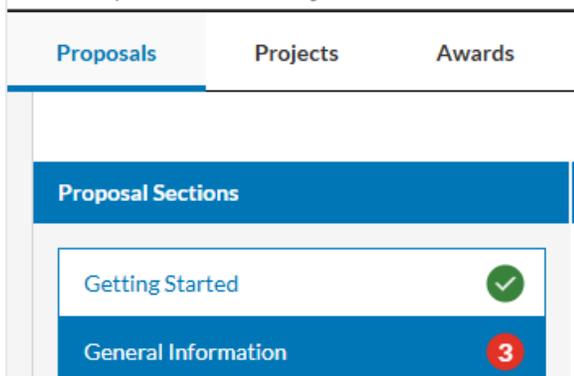
1. Login to go.uhcl.edu. Navigate to Cayuse SP.
2. If prompted to choose, select the option to start a new project.
3. Click on the blue “Start New Proposal” button in the top right of the screen.



4. Verify whether you are submitting a notice of intent to apply for external funding or requesting approval to submit a full proposal submission.
For FRSF, select “approval for full proposal submission”.



5. Click on the “General Information” tab.



- Provide the requested sponsor information. For FRSF, use the search bar to locate and select “University of Houston- Clear Lake- Agency #759”.

All changes save automatically

Proposal Sections

- Getting Started ✔
- General Information 3**
- Key Personnel 5
- Summary Budget 1
- Regulatory Compliance 1
- Performance Sites 1
- Export Control 1
- Foreign Support & Collaboration 1
- Intellectual Property 1
- Conflicts Of Interest 1
- Additional Information 1

Sponsor Information

Are you preparing a subaward or collaborative proposal with another organization as the lead? Yes No

Sponsor (lead organization if subaward/collaborative):

If sponsor not listed, select 'Not Listed' and enter sponsor name below.

If Sponsor is not listed, please specify:

Sponsor Deadline:

Field must not be empty

Sponsor Program: Funding Opportunity/Sponsor Application No: Sponsor Guideline URL:

Sponsor Assistance Listing Number (ALN):

Formerly known as the CFDA Number

Is this an Industry sponsored project? Yes No

Limited Submission

My Tasks ?

- Click on the “Key Personnel” tab.

Proposals
Projects
Awards

Proposal Sections

- Getting Started ✔
- General Information 3
- Key Personnel 5**

- Starting with the Principal Investigator, identify all Key Personnel who will be working on the proposed project. Identify their internal associations, including their college or division.

All changes save automatically

Proposal Sections

- Getting Started ✔
- General Information 3
- Key Personnel 5**
- Summary Budget 1
- Regulatory Compliance 1
- Performance Sites 1
- Export Control 1
- Foreign Support & Collaboration 1
- Intellectual Property 1
- Conflicts Of Interest 1
- Additional Information 1

Key Personnel

Starting with the Principal Investigator, identify all Key Personnel who will be working on the proposed project.

List the project team members, starting with the Principal Investigator:

Name *	Role *
<input type="text" value=""/>	<input type="text" value=""/>
Internal Association *	
<input type="text" value=""/>	
<small>Field must not be empty</small>	
+ Add Internal Association	
+ Add Team Member	

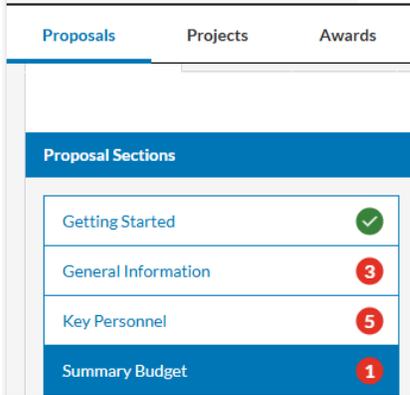
Please select the college or division of the PI and any Co-PI(s):

Select all that apply

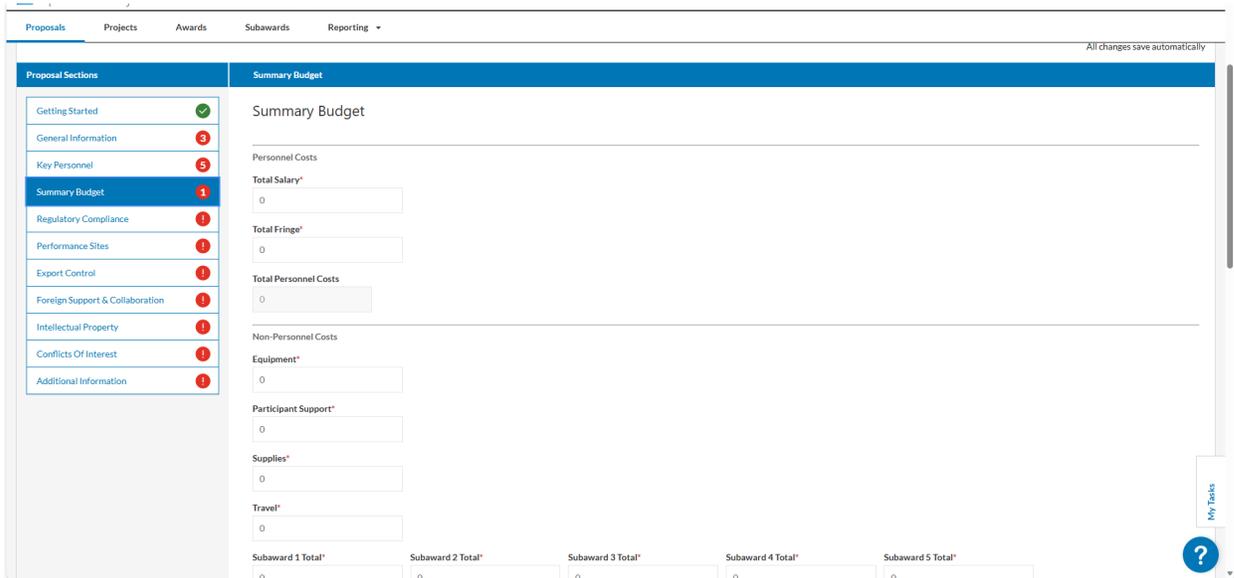
Will the budget include course release for any faculty? Yes No

My Tasks

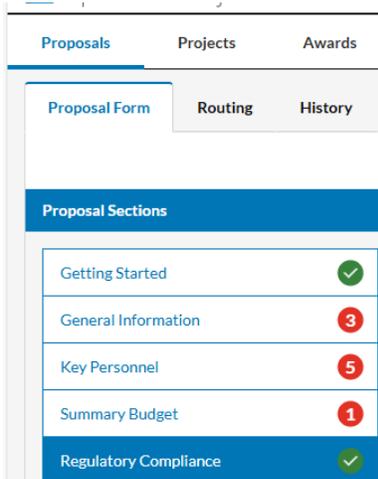
9. Click on the “Summary Budget” tab.



10. Enter the total costs for Personnel and non-Personnel expenses into the appropriate sections. The total for all FRSF expenses should not exceed \$6,000.



11. Click on the “Regulatory Compliance” tab.



12. Answer the prompts regarding human and animal subjects.

Proposal Form Routing History Access Tasks Notes Attachments Links

Proposal Sections

Getting Started	1
General Information	3
Key Personnel	5
Summary Budget	1
Regulatory Compliance	1
Performance Sites	1
Export Control	1
Foreign Support & Collaboration	1
Intellectual Property	1
Conflicts Of Interest	1
Additional Information	1

Regulatory Compliance

Human Subjects

Does this research involve Human Subjects?

Yes
 No

Animal Subjects

Does this project involve Animal Subjects?

Yes
 No

Research Materials

Does the proposal involve any of the following materials? (Please check all that apply)

▼

13. Click on the "Performance Sites" tab.

Proposal Form Routing History

Proposal Sections

Getting Started	1
General Information	3
Key Personnel	5
Summary Budget	1
Regulatory Compliance	1
Performance Sites	1

Performance Sites

Will the proposed work be conducted On-Campus?

Yes
 No

Will UHCL personnel conduct any of the proposed work off-campus?

Yes
 No

Will any portion of the project be performed by non-UHCL personnel?

Yes
 No

14. Answer the questions regarding where the work will be conducted and if non-UHCL personnel are involved.

Proposals Projects Awards Subawards Reporting

Proposal Form Routing History Access Tasks Notes Attachments Links

All changes save automatically

Proposal Sections

Getting Started	1
General Information	3
Key Personnel	5
Summary Budget	1
Regulatory Compliance	1
Performance Sites	1
Export Control	1
Foreign Support & Collaboration	1
Intellectual Property	1
Conflicts Of Interest	1
Additional Information	1

Performance Sites

Will the proposed work be conducted On-Campus?

Yes
 No

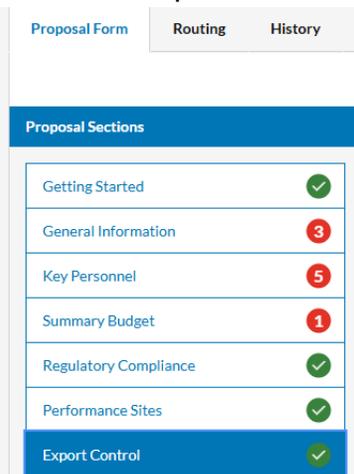
Will UHCL personnel conduct any of the proposed work off-campus?

Yes
 No

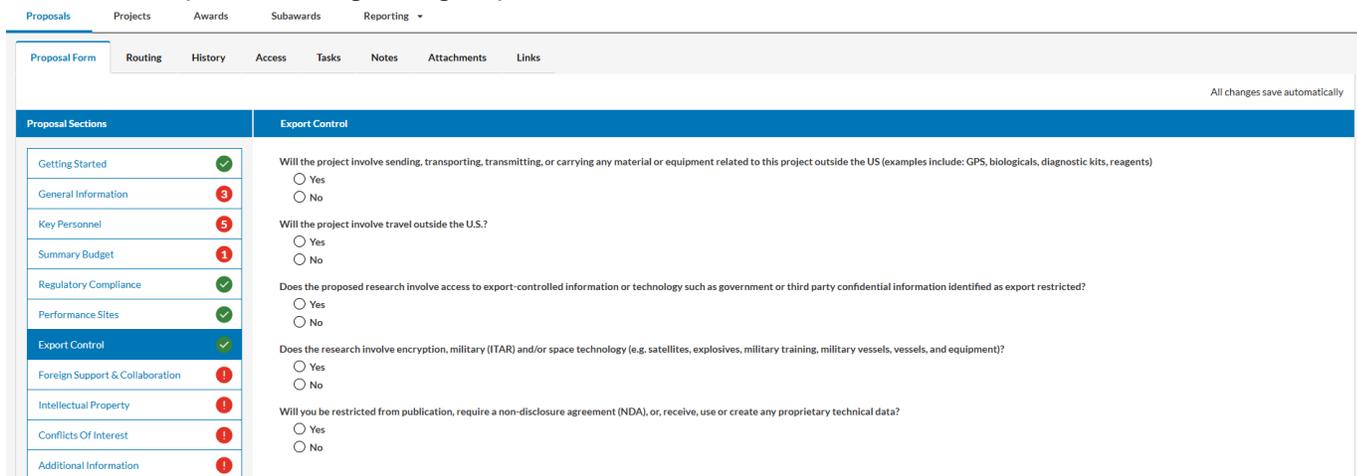
Will any portion of the project be performed by non-UHCL personnel?

Yes
 No

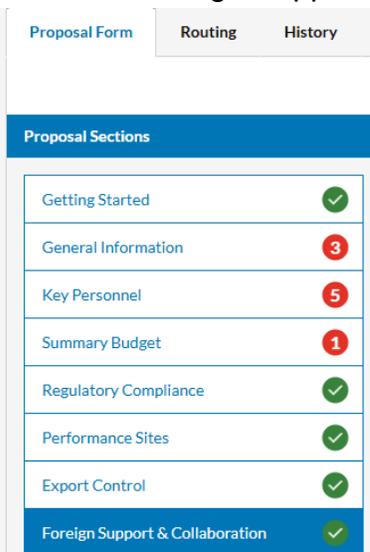
15. Click on the "Export Control" tab.



16. Answer the questions regarding export controls and international travel.



17. Click on the "Foreign Support & Collaboration" tab.



18. Answer the questions regarding personnel participation in foreign talent programs and where the project will occur.

Proposals Projects Awards Subawards Reporting

Proposal Form Routing History Access Tasks Notes Attachments Links

All changes save automatically

Proposal Sections	Foreign Support & Collaboration
Getting Started	Do any research personnel participate in a foreign talent program? <input type="radio"/> Yes <input type="radio"/> No
General Information	Will any significant scientific element of this project occur outside the United States? <input type="radio"/> Yes <input type="radio"/> No
Key Personnel	
Summary Budget	
Regulatory Compliance	
Performance Sites	
Export Control	
Foreign Support & Collaboration	
Intellectual Property	
Conflicts Of Interest	
Additional Information	

19. Click on the “Intellectual Property” tab.

Proposals Projects Awards

Proposal Form Routing History

Proposal Sections
Getting Started
General Information
Key Personnel
Summary Budget
Regulatory Compliance
Performance Sites
Export Control
Foreign Support & Collaboration
Intellectual Property

20. Answer the questions regarding intellectual property and patents as they are related to the proposal.

Proposal Form Routing History Access Tasks Notes Attachments Links

Proposal Sections	Intellectual Property
Getting Started	Do you think this research has the potential for a patent? <input type="radio"/> Yes <input type="radio"/> No
General Information	Will this research use any materials obtained from a third party under a transfer agreement granting ownership rights in inventions and/or data out of the use of the material? <input type="radio"/> Yes <input type="radio"/> No
Key Personnel	Will this research use any material, patented or otherwise, which is owned by the institution and licensed to a commercial entity? <input type="radio"/> Yes <input type="radio"/> No
Summary Budget	Is this proposal for an SBIR (Small Business Innovative Research Program) or Small Business Technology Transfer (STTR) program? <input type="radio"/> Yes - SBIR <input type="radio"/> Yes - STTR <input type="radio"/> No
Regulatory Compliance	
Performance Sites	
Export Control	
Foreign Support & Collaboration	
Intellectual Property 	
Conflicts Of Interest	
Additional Information	

21. Click on the “Conflicts of Interest” tab.

Proposal Form Routing History

Proposal Sections
Getting Started
General Information
Key Personnel
Summary Budget
Regulatory Compliance
Performance Sites
Export Control
Foreign Support & Collaboration
Intellectual Property
Conflicts Of Interest
Additional Information

22. Answer the Conflict of Interest disclosure question.

Proposal Form Routing History Access Tasks Notes Attachments Links

All changes save automatically

Proposal Sections	Conflicts of Interest
Getting Started	<p>Have all investigators* associated with this project completed a Conflict of Interest (COI) disclosure as required by the sponsor and/or institutional policy?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><small>*Investigator includes the principal investigator and any other person who is responsible for the design, conduct, or reporting of research.</small></p>
General Information	
Key Personnel	
Summary Budget	
Regulatory Compliance	
Performance Sites	
Export Control	
Foreign Support & Collaboration	
Intellectual Property	
Conflicts Of Interest 	
Additional Information	

23. Click on the “Additional Information” tab.

Proposal Form Routing History

Proposal Sections
Getting Started
General Information
Key Personnel
Summary Budget
Regulatory Compliance
Performance Sites
Export Control
Foreign Support & Collaboration
Intellectual Property
Conflicts Of Interest
Additional Information

24. Attach any supporting documents.

For FRSF, attach a single PDF that includes the application form and all appended materials.

The screenshot displays a web application interface for proposal management. At the top, there is a navigation bar with tabs: "Proposal Form", "Routing", "History", "Access", "Tasks", "Notes", "Attachments", and "Links". A status message "All changes save automatically" is visible in the top right corner. The main content area is divided into two sections: "Proposal Sections" on the left and "Additional Information" on the right. The "Proposal Sections" section contains a list of sections with their completion status: "Getting Started" (green checkmark), "General Information" (red 2), "Key Personnel" (red 5), "Summary Budget" (red 1), "Regulatory Compliance" (green checkmark), "Performance Sites" (green checkmark), "Export Control" (green checkmark), "Foreign Support & Collaboration" (green checkmark), "Intellectual Property" (green checkmark), "Conflicts Of Interest" (green checkmark), and "Additional Information" (green checkmark). The "Additional Information" section contains a "Proposal Attachments" area with the instruction "Attach any additional supporting documents (10 MB limit each)" and a dashed box for file upload. Below this is a "Submission Notes" section with the prompt "Enter any additional comments on this proposal:" and a text input field.

25. Select “Route for Review in Cayuse” button. This completes the application submission. You should receive a confirmation email from Cayuse.