

## CAYUSE SPONSORED PROJECTS GLOSSARY

## Cayuse Glossary

Term	Definition	Resources
Cayuse	A cloud-based research administration system used for managing proposals and awards, including routing for internal reviews and approvals.	
Cayuse 424 Base User Role	A role assigned to users for the development and submission of proposals in the Cayuse S2S module. It can be assigned any of the following permissions: <ul style="list-style-type: none"> <li>• Create, open, and edit a proposal</li> <li>• Delete proposals</li> <li>• View list of proposals</li> <li>• Change permissions for access to the proposal</li> <li>• Add/remove users</li> <li>• Upload attachments</li> <li>• Print proposal</li> <li>• Submit proposal</li> </ul>	Michigan Tech. (n.d.). <i>Cayuse Role Descriptions</i> . Retrieved December 5, 2023, from <a href="https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/">https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/</a>
Cayuse 424 Read Only Viewer	When proposals are ‘in development’: <ul style="list-style-type: none"> <li>• Read, view, create, add/edit notes, and add attachments</li> </ul> When proposals are in all other statuses: <ul style="list-style-type: none"> <li>• Read, view, create, review, add/edit notes</li> <li>• Add attachments</li> <li>• Add/respond/resolve/delete comments</li> </ul>	Michigan Tech. (n.d.). <i>Cayuse Role Descriptions</i> . Retrieved December 5, 2023, from <a href="https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/">https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/</a>
Cayuse 424 System Administrator	When proposals are ‘in development’: <ul style="list-style-type: none"> <li>• Read, view, create proposals</li> <li>• Update access form</li> <li>• Manage resolutions / certifications</li> <li>• Add/edit notes</li> <li>• Add attachments</li> <li>• Add/respond/resolve/delete comments to proposals</li> </ul> When proposals are in other statuses: <ul style="list-style-type: none"> <li>• Read, view and create</li> <li>• Update access form</li> </ul>	Reserved for applicable ORSSP staff only.  Michigan Tech. (n.d.). <i>Cayuse Role Descriptions</i> . Retrieved December 5, 2023, from <a href="https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/">https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/</a>
Cayuse Admin Module	A Cayuse module used by ORSSP staff to manage roles and permissions assigned to individuals and units as well as external organizations.	Reserved for applicable ORSSP staff only.
Cayuse RS Admin Administrator	Global superuser with all administrative permissions.	Responsible for managing People, Units, and External Organizations as well as all settings in the Admin Module. This is the highest level of access an Administrator can have.

## CAYUSE SPONSORED PROJECTS GLOSSARY

		Michigan Tech. (n.d.). <i>Cayuse Role Descriptions</i> . Retrieved December 5, 2023, from <a href="https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/">https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/</a>
Cayuse RS Admin Viewer	View various user group and team information in read-only format.	Full read-only access to the Admin Module. Can view all content with People, Units, and External Organizations. Michigan Tech. (n.d.). <i>Cayuse Role Descriptions</i> . Retrieved December 5, 2023, from <a href="https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/">https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/</a> Reserved for applicable ORSSP staff only.
Cayuse Award Form	A form in the Cayuse SP module in which ORSSP staff can create an award after receiving a notice of award. The completed form is then routed for internal review and approval.	Documents such as the submitted proposal, notice of award, committee approval letters, etc. can be attached.
Cayuse Proposal Form	A form in the Cayuse SP module in which the principal investigator can prepare a proposal for internal routing and review.	All active faculty and staff are granted the SP User role for creating a proposal after attending training. Users may only view or edit proposals for which they have been listed as a Team Member.
Cayuse Sponsored Projects Module (SP)	Cayuse module used for managing sponsored projects from proposal creation to close out. Sponsored Projects acts as the central hub in which research administrators gain full transparency into the entire research lifecycle.	
Cayuse SP Award Administrator Role (unit)	<ul style="list-style-type: none"> <li>• View/edit awards</li> <li>• Create awards</li> <li>• Create proposals</li> <li>• Add/edit notes</li> <li>• Add attachments</li> <li>• Link integration records</li> <li>• Create tasks</li> </ul>	Yeomans, E. (2023). <i>SP 4.0 User roles and definitions</i> . Cayuse Help Center. Retrieved December 5, 2023, from <a href="https://support.cayuse.com/hc/en-us/articles/4405064946067-SP-4-0-User-Roles-and-Definitions">https://support.cayuse.com/hc/en-us/articles/4405064946067-SP-4-0-User-Roles-and-Definitions</a>
Cayuse SP Award Editor Role		<i>Functionality not released yet, coming soon.</i>
Cayuse SP Award Reviewer Role (unit)	<ul style="list-style-type: none"> <li>• View awards</li> <li>• Create proposals</li> <li>• Create tasks</li> <li>• Approve awards?</li> </ul>	May only view and review awards that have been assigned to the for review. Approves awards for a specific department / unit.

## CAYUSE SPONSORED PROJECTS GLOSSARY

Cayuse SP Award Viewer (unit)	<ul style="list-style-type: none"> <li>• View awards</li> <li>• Create proposals</li> <li>• Create tasks</li> </ul>	<p>Read-only access to Awards, can see all Awards and Award content for a specific department / unit.</p> <p>Michigan Tech. (n.d.). <i>Cayuse Role Descriptions</i>. Retrieved December 5, 2023, from <a href="https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/">https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/</a></p>
Cayuse SP Proposal Administrator (unit)	<ul style="list-style-type: none"> <li>• View/edit proposals</li> <li>• Create proposals</li> <li>• Add/edit notes</li> <li>• Add attachments</li> <li>• Link integration records</li> <li>• Create tasks</li> </ul>	<p>Michigan Tech. (n.d.). <i>Cayuse Role Descriptions</i>. Retrieved December 5, 2023, from <a href="https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/">https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/</a></p>
Cayuse SP Proposal Editor		<p><i>Functionality not released yet, coming soon.</i></p>
Cayuse SP Proposal Reviewer Role (unit)	<ul style="list-style-type: none"> <li>• View proposals</li> <li>• Create proposals</li> <li>• Create tasks</li> <li>• Approve proposals?</li> </ul>	<p>May only view and review proposals that have been assigned to the for review. Approves proposals for a specific department / unit.</p> <p>Michigan Tech. (n.d.). <i>Cayuse Role Descriptions</i>. Retrieved December 5, 2023, from <a href="https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/">https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/</a></p> <p>Note: This role will be able to add and edit notes and add attachments in a future release (timeframe TBD).</p>
Cayuse SP Proposal Viewer (unit)	<ul style="list-style-type: none"> <li>• View proposals</li> <li>• Create proposals</li> <li>• Create tasks</li> </ul>	<p>Read only access to Proposals, can see all Proposals and Proposal content for a specific department / unit.</p> <p>Michigan Tech. (n.d.). <i>Cayuse Role Descriptions</i>. Retrieved December 5, 2023, from <a href="https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/">https://www.mtu.edu/research/sponsored-programs/operations/cayuse/cayuse-roles/</a></p>
Cayuse SP System Administrator	<ul style="list-style-type: none"> <li>• View/edit proposals and awards</li> <li>• Create proposals and awards</li> <li>• Add/edit notes</li> <li>• Add attachments</li> <li>• Link integration records</li> <li>• Create tasks</li> <li>• All functions listed under the ‘More’ dropdown</li> </ul>	<p>Reserved for applicable ORSSP staff only.</p>
Cayuse SP Templates Manager	<ul style="list-style-type: none"> <li>• Edit SP email templates in the Admin Module</li> </ul>	<p>Assigned from Admin Module</p>

## CAYUSE SPONSORED PROJECTS GLOSSARY

Cayuse SP User Role	<ul style="list-style-type: none"> <li>• Create proposals</li> <li>• Create tasks</li> </ul>	All active faculty and staff are granted this role upon completion of training. SP Users may only view or edit proposals for which they have been listed as a Team Member.
Cayuse Subaward Form	A form in the Cayuse SP module in which ORSSP staff can create a subaward to an external organization. The completed form is then routed for internal review and approval.	Documents such as the subawardee's letter of commitment, scope of work, budget, committee approval letters, etc. can be attached.
Applied Research	Defined by NSF as, "original investigation undertaken to acquire new knowledge. It is directed primarily towards a specific, practical aim or objective."	National Center for Science Engineering Statistics. (2022). <i>Higher education research and development (HERD) survey / 2022</i> . National Science Foundation. <a href="https://nces.nsf.gov/surveys/higher-education-research-development/2022#methodology">https://nces.nsf.gov/surveys/higher-education-research-development/2022#methodology</a>
Basic Research	Defined by NSF as, "experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view."	National Center for Science Engineering Statistics. (2022). <i>Higher education research and development (HERD) survey / 2022</i> . National Science Foundation. <a href="https://nces.nsf.gov/surveys/higher-education-research-development/2022#methodology">https://nces.nsf.gov/surveys/higher-education-research-development/2022#methodology</a>
Experimental Development	Defined by NSF as, "systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or toward improving existing products or processes."	National Center for Science Engineering Statistics. (2022). <i>Higher education research and development (HERD) survey / 2022</i> . National Science Foundation. <a href="https://nces.nsf.gov/surveys/higher-education-research-development/2022#methodology">https://nces.nsf.gov/surveys/higher-education-research-development/2022#methodology</a>