

BASIC NAVIGATION – CAYUSE PROPOSAL DASHBOARD

This is the "Proposals" dashboard of Sponsored Projects module

DO NOT START A PROPOSAL RECORD UNLESS YOU PLAN TO SUBMIT

The screenshot shows the Cayuse Sponsored Projects dashboard. At the top, there is a navigation bar with 'Proposals', 'Projects', 'Awards', 'Reporting', and 'More'. A user profile for 'Catherine Harlan' is visible. Below the navigation bar, there are several summary cards for proposal statuses: '39 In Development', '5 Under Review', '2 Approved', '5 Submitted to Sponsor', and '0 Under Consideration'. A search bar contains 'PI: sarah pratt'. Below the search bar is a table of proposals with columns for Project Title, Proposal #, PI, Status, Sponsor, Prime Sponsor, Admin Unit, Project Start Date, Project End Date, Proposal Type, and Instrument Type. A 'My Tasks' icon with a question mark and a '1' notification is in the bottom right corner.

You can filter by proposal status

You can create a personalized view for your dashboard

All proposals you have access to are available and searchable in your Cayuse proposal dashboard

In the search bar, you can filter by any form field (for example, by PI – refer to Data Dictionary on OSP website)

You can access Help Guides and link to Tasks