How To Create A Proposal Request Form In Cayuse
Getting Started

Navigate to Cayuse through Pipeline. A direct link to Cayuse can be found in the “Employee Resources” box. You can also navigate directly to mtsu.app.cayuse.com.

Click on Products and select Sponsored Products to access proposal and award forms.
To start your new proposal, select “Start New Proposal.”

If you have previously created a proposal for this project, it will show in the listing below. To edit it, simply select the blue link. The incomplete sections will show a red circle. Completed sections will display a green circle with a check mark.

For new projects, select “Create New Project” and enter your title.
Select “Proposal Request Form” to complete the PI section of the Proposal Form. Upon completion, a Proposal Request Form will be routed for appropriate university approvals. This form replaces the ORSP Pre-Proposal Dynamic Form.

Full Proposal Forms should be completed with ORSP staff in collaboration with the PI after the Proposal Request Form has been approved. These forms are completed prior to submission to sponsor and routed for approval after the submission is completed.

When a section is complete, a green check mark will appear. To navigate between sections, click on the titles in the left sidebar.
Once all the sections are complete, the “Route for Review” button will appear. Click the “Route for Review” button to start the routing process. It will be reviewed by ORSP staff, your chair and dean for approval.

Find more Cayuse resources at mtsu.edu/research/cayuse.php.

Find more about the Office of Research and Sponsored Programs at mtsu.edu/research.