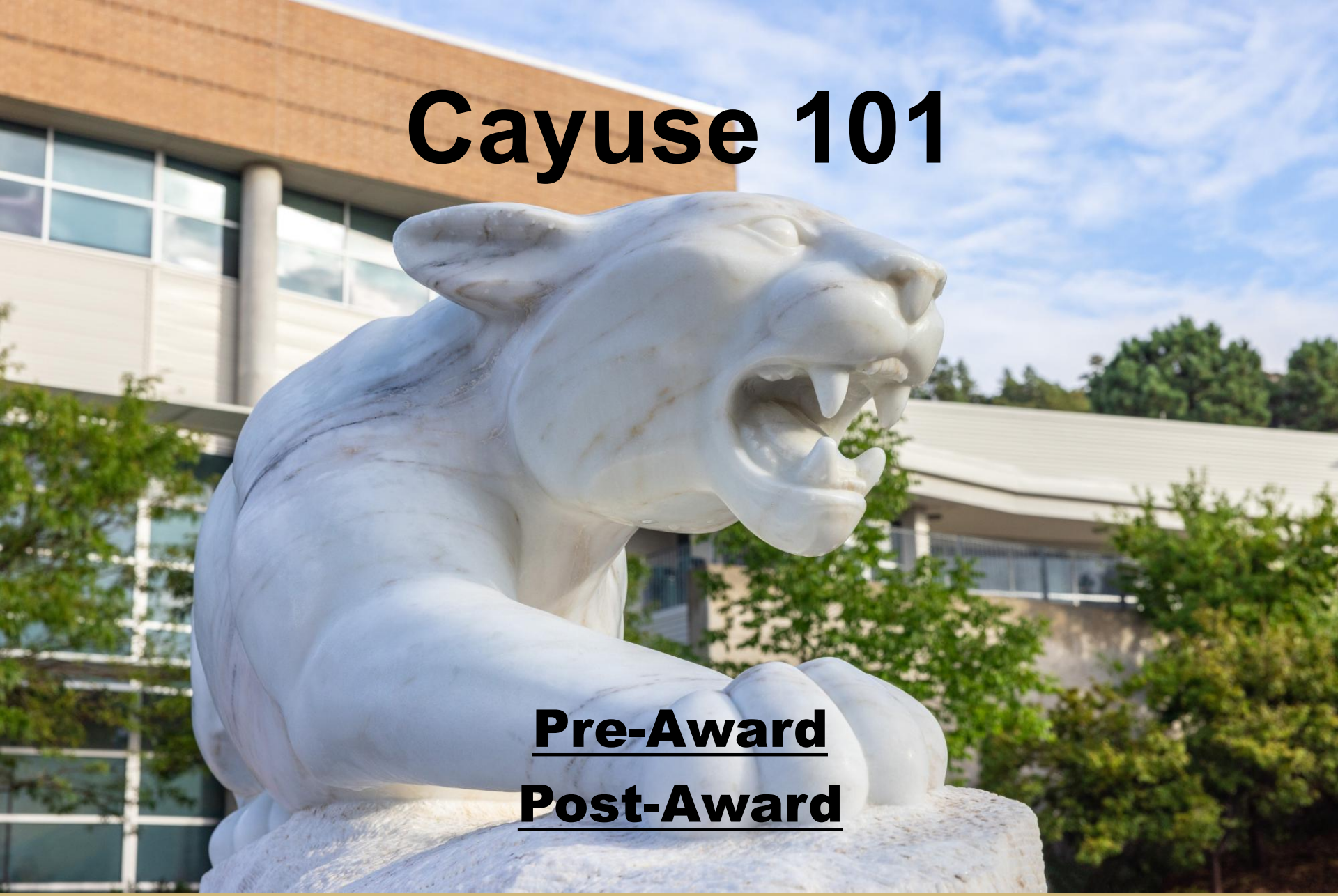


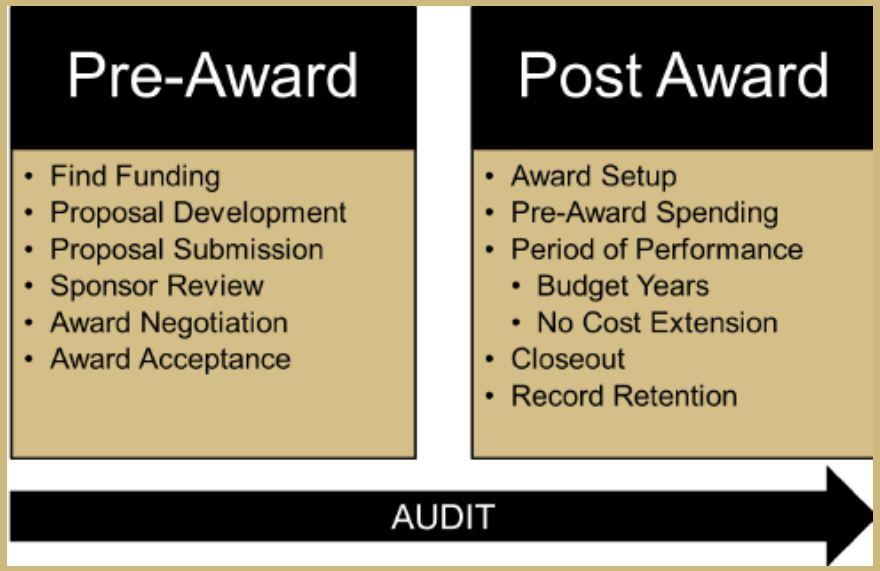
Cayuse 101

Pre-Award

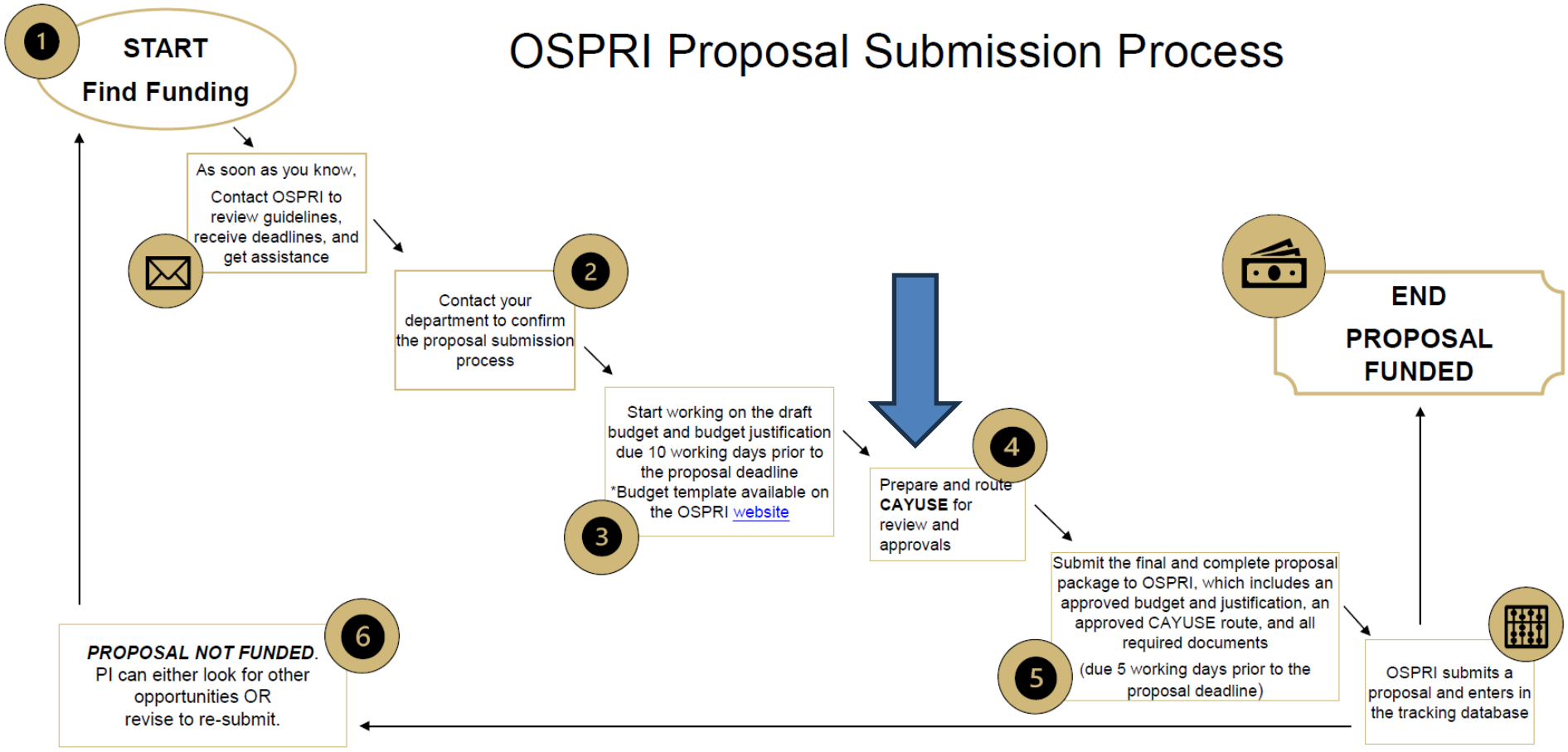
Post-Award

The Award Lifecycle

- **The award lifecycle has two main phases:**
  - **Pre-Award:** Proposal development, submission, and sponsor selection.
  - **Post-Award:** Implementation, scope of work / objectives / deliverables, compliance, monitoring, and closeout.



Proposal Routing & Submission





Did you know?

The Cayuse Indians once dominated of a vast homeland of more than six million acres in what is now Washington and Oregon. The first of the Northwest tribes to acquire horses, they were relatively few in number but outsized in influence, noted for their shrewd bargaining ability and much feared as warriors.

Why Cayuse?

Who remembers the time before Cayuse?

- Saves time at the proposal and award stages
- Accelerates Approval Routing – no chasing signatures!
- Document Warehousing – Contains all the up-to-date information re: the proposal and award
- Reporting features

- Proposal Approval Routing System
- Key Personnel Certifications
- Compliance
- Budgeting
- REQUIRED



Cayuse Overview



Centralized Proposal Submission

Cayuse is the required system for submitting all proposals at UCCS, centralizing submission processes.

Collaboration and Role Management

Users can assign roles and permissions (with OSPRI) to collaborators, enabling teamwork and controlled access within the system.

Tracking and Approval Workflow

Cayuse tracks routing progress and ensures all necessary approvals are obtained **prior** to proposal submission.

Outgoing Subaward Tracking

As of Spring 2025, there is a Subawards tab populated with the **new** outgoing subaward contractual documents. SPA still manages the yearly subrecipient review and the subrecipient invoices.

Training and Support Resources

Training is provided via Cayuse Academy and UCCS internal guides to help users navigate the system effectively.



https://osp.uccs.edu/cayuse#help

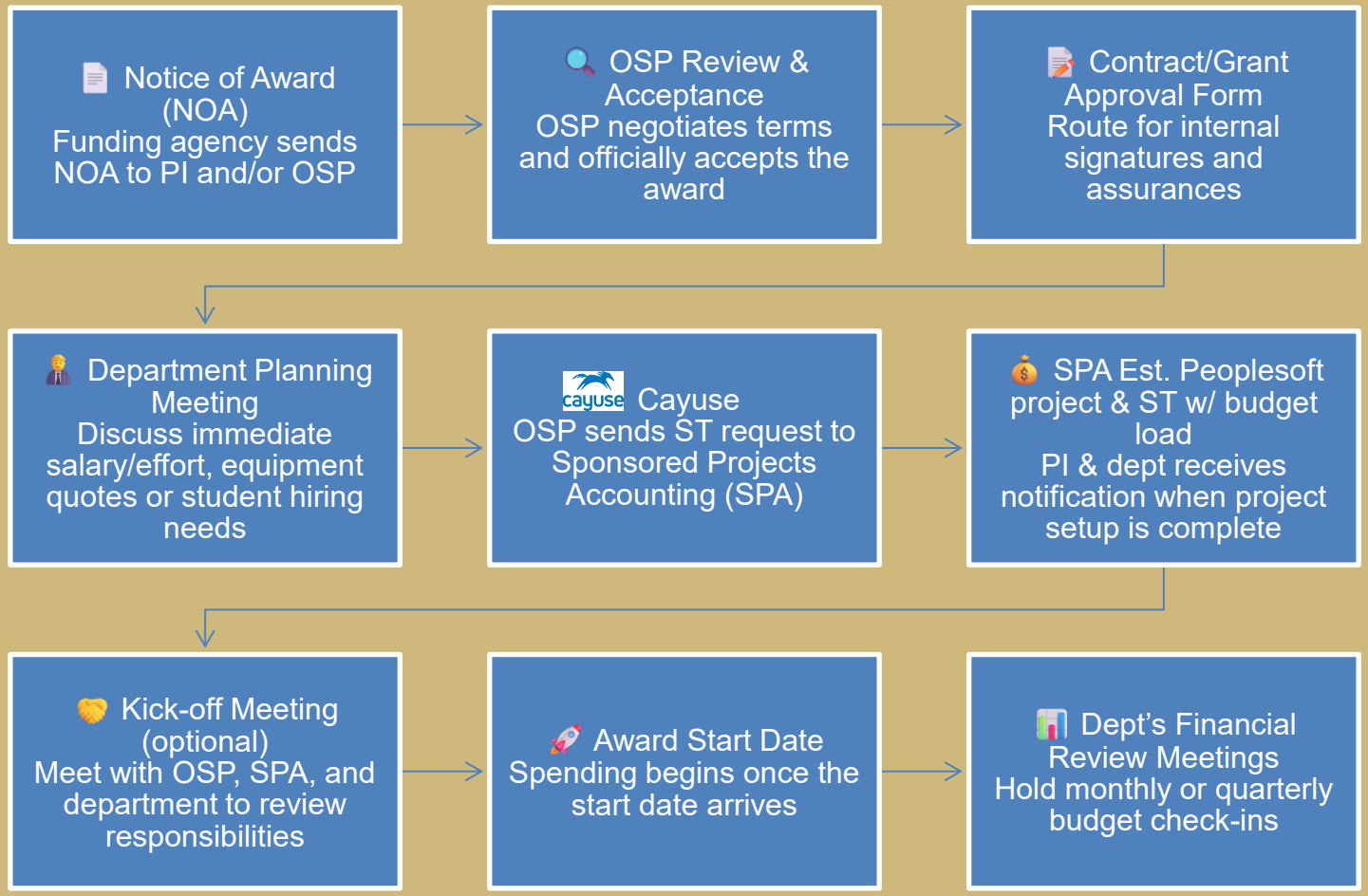
Cayuse Help

- How do I access Cayuse Sponsored Programs? +
- How do I approve a proposal record in Cayuse? +
- How do you Create/Complete a New Proposal Record? +
- What are the Proposal Record Sections and when should I use them? +
- How do I certify a proposal in Cayuse? +
- How does the search bar in Cayuse work? +
- Still need help? Take a look at our Frequently Asked Questions +

Internal: NOT a Submission Portal



Your sponsored project has been funded! What happens next?



Wrangling the Wild Wild West



Credit: Copilot; February 2026

Cayuse Live Demo

- **Cayuse Awards**
  - Org 40018
  - Demo 24-0003 (TRiO S.S.S.)
- **Cayuse Subawards**
  - 26-0084-A0001-SUB01-0
- **Cayuse Reporting**
  - Based on your internal association.

Pre-Award:

Jill Forney
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Post-Award:

Marshall Ferguson
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