

CAYUSE SPONSORED PROJECT RESEARCH ADMINISTRATION SYSTEM

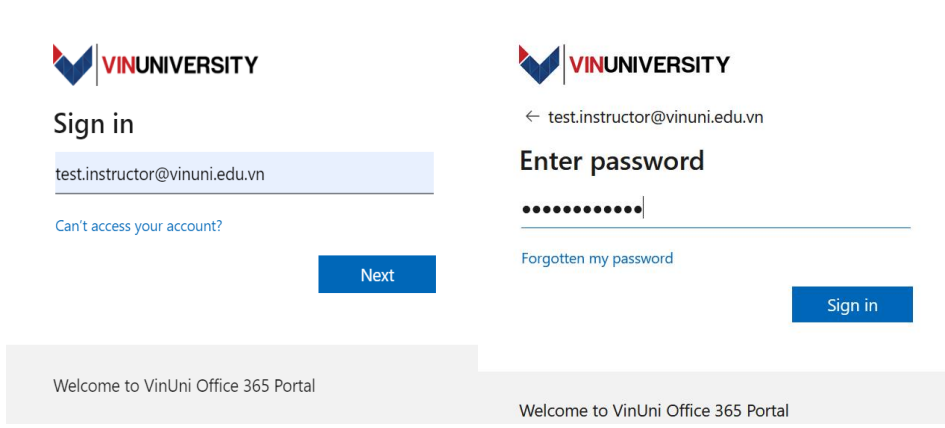
(For users with VinUni email/account)

Contact vpo@vinuni.edu.vn with any questions. Additional VinUni user documentation to start proposals is under development. For helpful user guides from Cayuse, you can also visit the [Cayuse Support Center](#).

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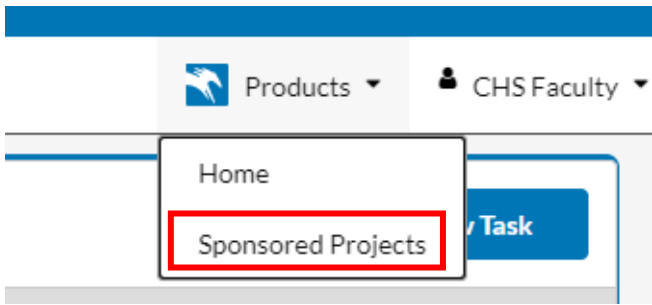

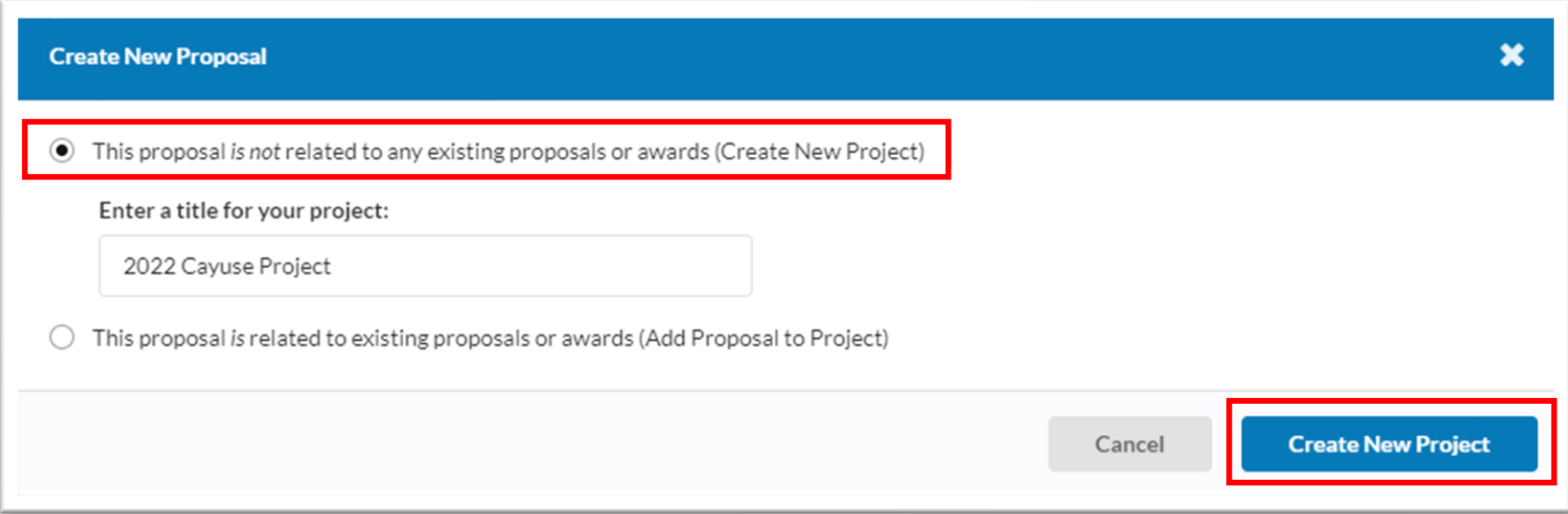
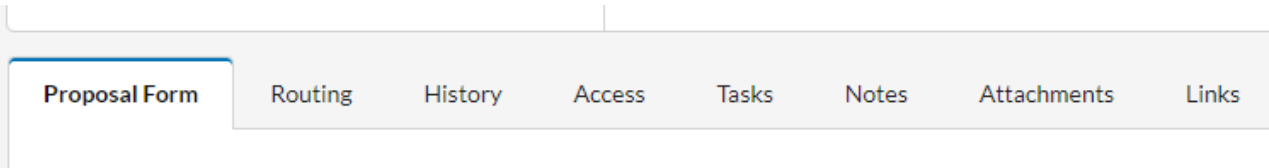
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I. LOGIN TO CAYUSE

Instruction	Demo Screenshot
<p>Copy and paste following URL to Internet Browser (<i>Chrome, Microsoft Edge, or Safari</i>): https://vinuni.prod-sg.cayuse.com/</p> <p>Sign in with your VinUni ID and Password</p> <p>Bookmark it for easy access</p>	

II. CREATE A NEW PROPOSAL

Instruction	Demo screenshot

<p>Upon logging in, on your Home Page, click Products menu on the Top right corner, then choose Sponsored Projects to navigate to the Proposal Module or Awards Module.</p>	
<p>In the Proposal Module, click Start New Proposal.</p>	
<p>When the pop-up window appears, select This proposal is not related to any existing proposals or awards (Create New Project). Enter the title for your project and click Create New Project.</p>	
<p>You will then be directed to the Proposal Form. Here you will see 08 tabs.</p>	

In the Proposal Form tab, select the type of proposal. **Select Seed Grant.**

This is crucial, as this will determine the different sections you need to fill out next.

Proposal Form Routing History Access Tasks Notes Attac

Proposal Sections

- Basic Information ✓
- Seed Grant Proposal 2
- Research Team 4
- Attachments !

Basic Information

To get started with your proposal in Car

The Proposal Form is designed to prese

For externally funded projects, please a

Select the type of proposal.*

- External Funding
- VinUni Seed Grant
- VinUni Internal Funding

You might want to grant access to your Collaborator, Academic Assistant or Research Assistant to support you in filling the form. To do this, go to the **Access** tab, add the person, then save.

Proposal Form Routing History **Access** Tasks Notes Attachments Links Admin Only

Proposal Access Cancel + Save

Manage who can view or edit the proposal.

Person	Email	View	Edit
Phuong Minh Nguyen	phuong.nm1@vinuni.edu.vn	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Fill out the sections completely.

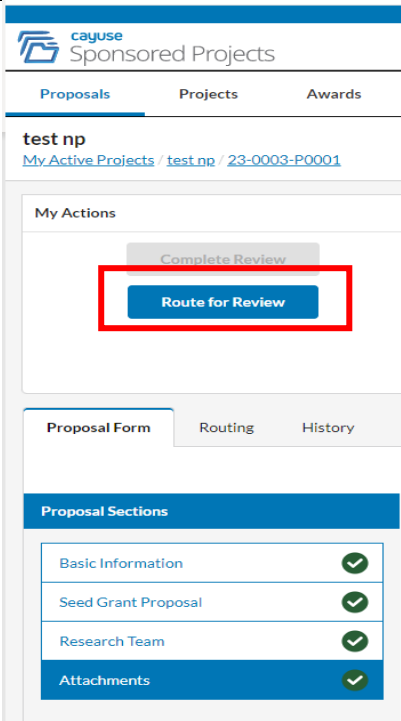
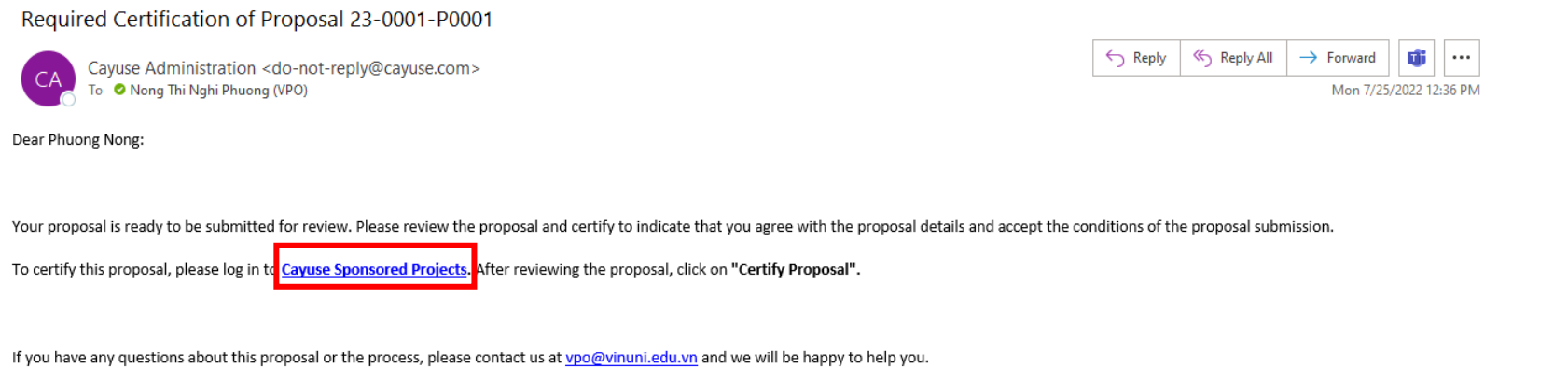
1. Names of the VinUni PI and Co-PIs and all research personnel, so 100% of total credit have been allocated;
2. Attach all required documents
3. As you complete each section of the proposal form, you will see green check marks, indicating that the section is complete.

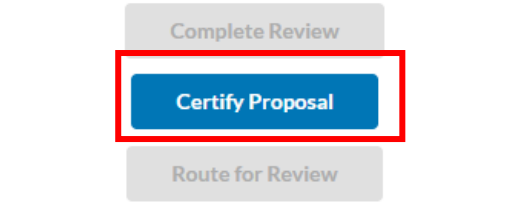
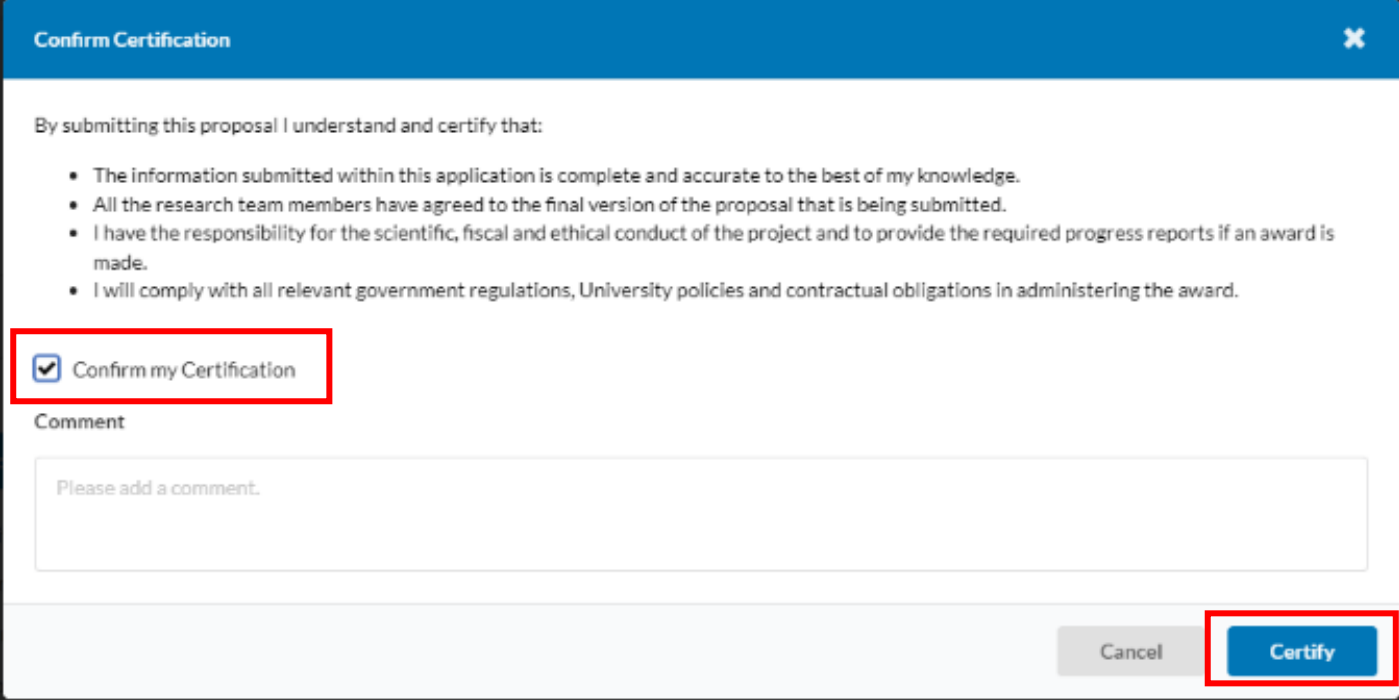
Proposal Sections	
Basic Information	✓
Seed Grant Proposal	✓
Research Team	✓
Attachments	✓

As you complete your form, it is automatically saved. You can come back to it and edit as you need. The proposal will show on your Sponsored projects page. You can click on the link to the Proposal # to continue to work on it.

<input type="checkbox"/>	Project Title	Proposal #	PI	Status
<input type="checkbox"/>	test a	23-0004-P0001	--	In Development

III. ROUTE A PROPOSAL FOR REVIEW

Instruction	Demo Screenshot
<p>When the proposal is ready to be submitted, you route for review by clicking Route for Review. Note that all the sections of the proposal should show a green check mark for the review cycle to begin.</p>	 <p>The screenshot shows the Cayuse Sponsored Projects interface. At the top, there are tabs for 'Proposals', 'Projects', and 'Awards'. Below this, the user is logged in as 'test np' and is viewing a specific proposal with ID '23-0003-P0001'. In the 'My Actions' section, the 'Route for Review' button is highlighted with a red box. Below this, there are tabs for 'Proposal Form', 'Routing', and 'History'. At the bottom, a 'Proposal Sections' table shows the following sections with green checkmarks: Basic Information, Seed Grant Proposal, Research Team, and Attachments.</p>
<p>After being routed, a notification email will be sent to the PI's mailbox. Click Cayuse Sponsored Projects link to be directed to your proposal.</p>	 <p>The screenshot shows an email notification titled 'Required Certification of Proposal 23-0001-P0001' from Cayuse Administration. The email is addressed to Nong Thi Nghi Phuong (VPO). The body of the email states: 'Your proposal is ready to be submitted for review. Please review the proposal and certify to indicate that you agree with the proposal details and accept the conditions of the proposal submission. To certify this proposal, please log in to Cayuse Sponsored Projects. After reviewing the proposal, click on "Certify Proposal".' The link 'Cayuse Sponsored Projects' is highlighted with a red box. At the bottom, it provides contact information: 'If you have any questions about this proposal or the process, please contact us at vpo@vinuni.edu.vn and we will be happy to help you.'</p>

<p>In the Proposal page, click Certify Proposal.</p>	<p>My Actions</p> 
<p>Carefully read the pop-up message, then tick the Confirm my Certification. Leave a comment if needed, then click Certify. Here, your proposal has been sent to the university approvers.</p>	
<p>What happens after certification?</p>	<ul style="list-style-type: none"> • The staff in the Vice Provost office will review all the proposals. If there are any changes required, we will contact you. • Once the administrative checks are complete, the proposals will be sent to the Dept head or Dean for endorsement. • Once the endorsement is received, the proposal will undergo review. PIs can login to the system at any time to see the latest status. However once the project in “Under review”, it cannot be edited. Only projects in the “In development” stage can be edited.