

Pre-Award Proposal Submission Process

Hampton University

CAYUSE SOFTWARE: The Cayuse software proposal system is essential to the research administration process within the Office of Sponsored Programs [OSP].

Prior to grant submission, this form must be fully routed and receive all necessary approvals, indicating that internal institutional consent has been granted to submit on behalf of Hampton University.

Sign into Cayuse:

To sign into the Cayuse system use your infotech credentials.

Username = HU email address

Password = Password used to sign into PC/email

If you are attempting to access CAYUSE off-campus, users will then be prompted to authenticate themselves via the Microsoft Authenticator App.

Click/Open the CAYUSE link here: [HU-CAYUSE](#)

Cayuse Sponsored Projects (SP) offers all the latest features and processing capabilities for our proposal system:

- Replacing old proposal system and emails,
- Automated Notification and Routing,
- Messaging Within the Platform,
- Enhanced Tracking and System of Record,
- Immediate Visibility for Hampton University Administrators:
- Streamlined Approvals

PROPOSAL SUBMISSION

All requests for extramural funding must undergo review and approval by the Office of Sponsored Programs. Proposals will be routed for university approval in the following order:

- Office of Sponsored Programs
- Department Chair/Director
- School Dean/Budget Executive
- Vice President for Information Technology
- Executive VP and Provost

- VP for Advancement and External Engagement (Foundations/Corporations/Individuals Only)
- Sr. VP for Business Operations and Finance
- President

Proposals cannot be routed for approval out of order. (i.e. Provost cannot sign before the Chair and Dean have signed)

NOTE: The proposal review must be finalized before submission to a sponsoring agency. To adhere to the proposal submission procedure, the PI/PD is required to initiate the review at least 10 business days prior to the sponsor's deadline. Please also be mindful of the review process and timelines set by your individual department/school.

If the funding agency sets a maximum limit on proposals submitted by each institution, please notify the Office of Sponsored Programs (OSP) at least 30 days before the submission deadline. Include clear details about the limit and any supporting documentation. This notification will be treated as your Intent to Submit and will be processed by OSP in the order received.

Cayuse Account: If you do not have a Cayuse account (unable to prepare proposal form), please email SponsoredPrograms@HamptonU.edu. In the subject line please insert, "Request a Cayuse account"

Certain areas in Cayuse display information about individuals. If the name, phone number, or organization (department or unit) associated with a person needs updating, please email the Office of Sponsored Programs at SponsoredPrograms@Hamptonu.edu. Be sure to reference Cayuse Request form and include "Update User Account" in the subject line.