

# Cayuse SP Proposal Dashboard

## Cayuse Research Suite:

<https://ucdavis.cayuse424.com/>

The diagram illustrates the Cayuse SP Proposal Dashboard interface, organized into several main sections with corresponding callouts:

- Proposal Dashboard**
  - Start New Proposal** (indicated with a red arrow): Start an IPF (Internal Processing Form) for a proposal or significant award amendment. More at [Handbook for PIs & Dept Admins](#).
  - 7 My Proposals**: Find an IPF that you started or in which you are listed on the **Investigators/ Research Team** tab of the IPF. More at [Handbook for PIs & Dept Admins](#).
  - Proposals In My Unit**: View all IPFs in an Administrative Unit for which you have **Proposal Data Access**.\* More at [Handbook for PIs & Dept Admins](#).
  - Advance Account Inbox**: Users with the **Pre-Award Spending Approver**\* role can endorse Advance Account requests for IPFs in their unit. See the [Pre-Award Spending Approvers Guide](#).
- Award Dashboard**
  - My Awards**: View an Award in which you are listed on the **Investigators/Research Team** tab. More at [Handbook for PIs & Dept Admins](#).
  - Awards In My Unit**: View all Awards in an Administrative Unit for which you have **Award Data Access**.\* More at [Handbook for PIs & Dept Admins](#).
- Certifications/Approvals**
  - 1 PI Certification Inbox**: Certify IPFs in which you are listed as Lead PI or Co-PI. See [How a PI/Co-PI Certifies...](#)
  - Unit Approval Inbox**: Users with the **IPF Approver role**\* may authorize (approve) IPFs in their unit. This is usually the dept head/director. See the [IPF Approvers Guide](#).
- UC Davis Sponsored Programs Office**
  - 1 Shields Avenue  
Mrak Hall 4th Floor  
Davis, CA 95616-5270  
Phone:
  - Email: [orcayusehelp@ucdavis.edu](mailto:orcayusehelp@ucdavis.edu)  
Email [orcayusehelp@ucdavis.edu](mailto:orcayusehelp@ucdavis.edu) for any Cayuse-related issues. More at [Handbook for PIs & Dept Admins](#).

\* Role granted by your department's **Role Managers**.

Two methods to identify your department's **Role Managers**:

1. From the **Cayuse Research Suite** [front page](#) select **Research Contacts** (under **System Administration Applications**), search for your unit, and the search results will detail all assigned roles in your unit.
2. In **Cayuse SP**, click **More** in the top toolbar, then **View Roles by Unit**, search for your unit, and the search results will detail all assigned roles in your unit.