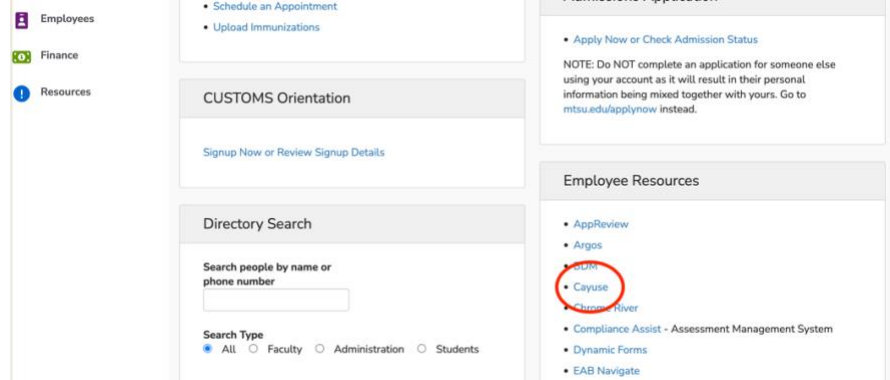


Cayuse Access & Basic Navigation Guide

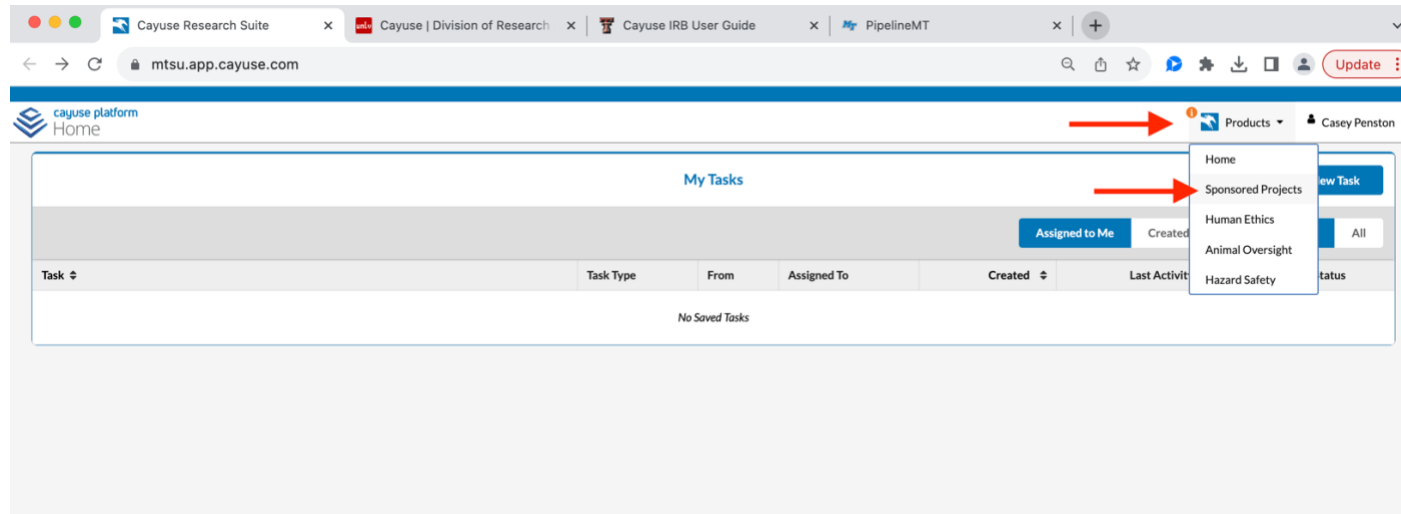
ACCESS:

Access Cayuse via Pipeline



NAVIGATION:

Click the **Products** tab then **Sponsored Projects**



Click **Awards** then select your grant from a list or *search your grant by index number or PI*. Reference shortcuts below.

The screenshot shows the Cayuse Awards Dashboard. The 'Awards' tab is highlighted with a red circle. Below the dashboard, there are five status cards: '4 Set Up In Progress', '1 In Review & Negotiation', '14 Active', '0 In Closeout', and '1 Closed'. A search bar contains the text 'x n' with a red arrow pointing to it and the instruction 'Search by Grant Index: Type "x n" (x space n). FYI: Search by PI: Type "pi"'. Below the search bar, a table lists grants with columns for Grant Index Number, Award End Date, Admin Unit, and Obligated Amount. A red arrow points to the 'Grant Index Number' column header with the instruction 'Click on Grant Index Number'.

Grant Index Number	Award End Date	Admin Unit	Obligated Amount
Index No	9/30/2026	Biology	1249445
Index No 10			
Index No 2	8/14/2028	Tennessee STEM Education Center	\$749443.00
Index No 3			
Index No 4	7/31/2025	Engineering Technology	199683
Index No 5			

The screenshot shows the Cayuse Awards Dashboard. The 'Awards' tab is highlighted with a red circle. Below the dashboard, there are five status cards: '4 Set Up In Progress', '1 In Review & Negotiation', '14 Active', '0 In Closeout', and '1 Closed'. A search bar contains the text 'Grant Index Number: 53700X' with a red circle around it and the instruction 'Then type the index # to search'. Below the search bar, a table header is visible with columns: Award #, PI, Project Title, Sponsor, Sponsor Award Number, Prime Sponsor, Instrument Type, Award Start Date, Award End Date, Admin Unit, and Obligated Amount. The table content is empty, with the text 'No Saved Awards' centered below the header.

Award #	PI	Project Title	Sponsor	Sponsor Award Number	Prime Sponsor	Instrument Type	Award Start Date	Award End Date	Admin Unit	Obligated Amount
No Saved Awards										

The CAF (Cayuse Award Form) is the GNF (Grant Notification Form) substitute. It is a printable document that can be found in **Attachments** in the middle tool bar. **NOTE: Sometime only one-page uploads, this document should have at least four pages. In this case notify you award Specialist.**

The screenshot displays the Cayuse Awards system interface for the 'Agri-analytics Fellowship' award (24-0088-A0001). The 'Award Form' tab is selected in the middle toolbar, and the 'Attachments' section is visible below it. A red circle highlights the 'Award Form' tab, and a red arrow points to it with the text 'Find General Information'. Another red circle highlights the 'Attachments' section, and a red arrow points to it with the text 'All attachments are found here, including the GNF replacement, the CAF (Cayuse Award Form)'. A third red circle highlights the 'General' tab in the left sidebar, and a red arrow points to it with the text 'Can add comment and notes here for everyone that has access to see.'.

My Actions

- Complete Review
- Route for Review

Award Summary

Set Up In Progress

PI: Kevin Ragland
Admin Unit: Tennessee STEM Educatio...
Admin Assigned: Michelle Willard

Sponsor: United States Department...
Prime Sponsor: --
Obligated Amount: \$749443.00
Total Expected Amount: \$749443.00

Award Start Da... 8/15/2023
Award End Date: 8/14/2028
Award Notice R... --
Instrument Type: Grant

Project: [24-0088](#)

Award Form Routing Award History Funds Subawards Tasks Notes Attachments Links

Find General Information

Currently Viewing Award Form: 24-0088-A0001-0

All changes save automatically

Can add comment and notes here for everyone that has access to see.

Selected	Modification	Modification Type	Modification Date	Modified By	Comment
<input checked="" type="checkbox"/>	24-0088-A0001-0	Original Award	--	--	--

Showing 1 of 1 items

Award Sections

- General
- Personnel
- Budget
- Cost Share
- Compliance
- Terms & Conditions And Contact Info
- Billing & Reporting

General Information

Award Title
Agri-analytics Fellowship: an interdisciplinary approach to expanding career pathways for undergraduate students

Grant Index Number*
537574

Grant Fund Number

Activity Code
N/A

Grant Match Index

Proposal Number*
23-047-1

MTSU Contract Number*
Award Letter

Funding Agency

Funding Agency*
United States Department of Agriculture

Sponsor Award Number/Doc Number*
1030106

Prime Funding Agency (if Applicable)
Federal

Revenue Source*

Award Admin College*
College of Basic and Applied Sciences

Award Admin Dept/Center*
Tennessee STEM Education Center

My Tasks