



General Cayuse FAQs

What is Cayuse?

Cayuse is an electronic research administration system that is composed of multiple modules, each of which is dedicated to a specific aspect of research management. When complete and combined, Cayuse will ultimately replace the Research Channel (HSC) and PTAP (LSC).

What are the Cayuse modules?

The modules are dedicated to managing sponsored projects and award management, federal grant application preparation and submission, conflicts of interest, agreements, effort certification, animal subjects, vivarium operations, human subjects, and biosafety,

When will the Cayuse system be complete?

Modules will be rolled out between now and the end of 2026.

Which modules are ready for our use?

Currently, only the Proposal S2S module is ready for use. That is the module dedicated to preparing and submitting **federal** grant applications.

Proposals S2S (PS2S) FAQs

What is Proposals S2S (PS2S)?

PS2S is the module for preparing and submitting **federal** grant applications. The applications are submitted directly from Cayuse to the **federal** sponsor, eliminating the need to submit via an outside site such as grants.gov, ASSIST, etc.

What are the advantages of using PS2S?

The PS2S system provides a consistent, uniform interface to facilitate completing grant applications to various **federal** sponsors.

It includes a robust validation tool for finding errors and/or areas of concern within the application.

After we implement the Sponsored Projects module, data within the PS2S grant application will automatically populate an internal record, eliminating the need to complete a separate routing form.

What is the timeline for implementation of PS2S?

Members of the Offices of Research Services at both the Health Sciences Campus and the Lakeside Campuses and the department and grant administrators have been engaging in weekly orientation sessions.

We are now ready for the pilot stage of PS2S in which administrators will be using PS2S to prepare all **federal** applications. This pilot stage will allow administrators to use the system in a real-world environment, enabling us to become even more familiar with the particulars of PS2S and work out any possible kinks with Cayuse before we open the system to everyone.

After we get our feet wet over the course of the next few **federal** deadlines, we will then introduce the system to the faculty by offering an orientation session.
How do I prepare and submit a federal grant application?

For right now during our pilot stage, please contact your grant administrator as soon as you know you are planning to submit a **federal** grant application.

Be sure to provide them with the following pertinent information:

- The funding opportunity announcement number
- Identities of any other performance sites (if applicable)
- Identities of any Senior/Key Personnel from organizations outside Loyola (if applicable). For each, provide the first and last name, email address, and organization name.

Your grant administrator will begin preparation of the application form and will collaborate with you on gathering the necessary components.

After our pilot stage, we will offer an orientation session so that everyone can complete the forms in Cayuse.