

Proposals Home Set View and Download

1

Navigate to Sponsored Projects within Cayuse from the Product button at the top of the page.

als

Projects

Awards

Subawards

Reporting

Proposals Dashboard

In Development

Proposals are being filled out by archivers

6 Under Review

Proposals are being internal reviewed

1 Approved

Proposals are approved for submission

0 Submitted to Sponsor

Proposals were submitted to sponsor

0 Under Consideration

Sponsors have contacted your institution with interest

0 Funded

Proposals were accepted by the sponsor

1 Closed

Proposals were closed by an admin for some other reason

Set View

Download to CSV

Title	Proposal #	PI	Status	Sponsor	Prime Sponsor	Admin Unit	Project Start Date	Project End Date	PI
11.3.25	26-0120-P0001	Irene Investigator	In Development						
Sample 2	26-0115-P0001	Irene Investigator	In Development	U.S. Department of Defense		Institutional Research Office	1/1/2026	12/31/2027	N
Sample 1	26-0114-P0001	Irene Investigator	Closed	National Cancer Institute	National Institutes of Health	College of Arts & Sciences	12/1/2025	11/30/2028	N
11.3.25 Recording	26-0099-P0001	Irene Investigator	In Development						
	26-0097-P0001	Irene Investigator	Approved						
10.09.2025	26-0068-P0001	Irene Investigator	In Development						

2

You have the option to change the fields that show on your proposal home page. You can have up to 11 fields selected.

Click "Set View"

The screenshot shows the 'Proposals Dashboard' with a navigation bar at the top containing 'Projects', 'Awards', 'Subawards', and 'Reporting'. Below the navigation bar is a 'Dashboard' section with a '+ Start New Proposal' button. The dashboard displays several status cards: '6 Under Review', '1 Approved', '0 Submitted to Sponsor', '0 Under Consideration', and '1 Closed'. Below these cards is a table of proposals. The 'Set View' button is circled in orange.

Proposal #	PI	Status	Sponsor	Prime Sponsor	Admin Unit	Project Start Date	Project End Date	Proposal
26-0120-P0001	--	In Development	--	--	--	--	--	--
26-0115-P0001	Irene Investigator	In Development	U.S. Department of Defense	--	Institutional Research Office	1/1/2026	12/31/2027	New
26-0114-P0001	Irene Investigator	Closed	National Cancer Institute	National Institutes of Health	College of Arts & Sciences	12/1/2025	11/30/2028	New
26-0099-P0001	--	In Development	--	--	--	--	--	--
26-0097-P0001	Irene Investigator	Approved	--	--	--	--	--	--
26-0068-P0001	Irene Investigator	In Development	--	--	--	--	--	--

3

Uncheck fields that you would like to remove.

The screenshot shows the 'Proposals Dashboard' with the 'Set View' dialog box open. The dialog box contains a list of fields to be selected or unselected. The 'Instrument Type' field is checked, while the others are unchecked. The 'Update' button is highlighted.

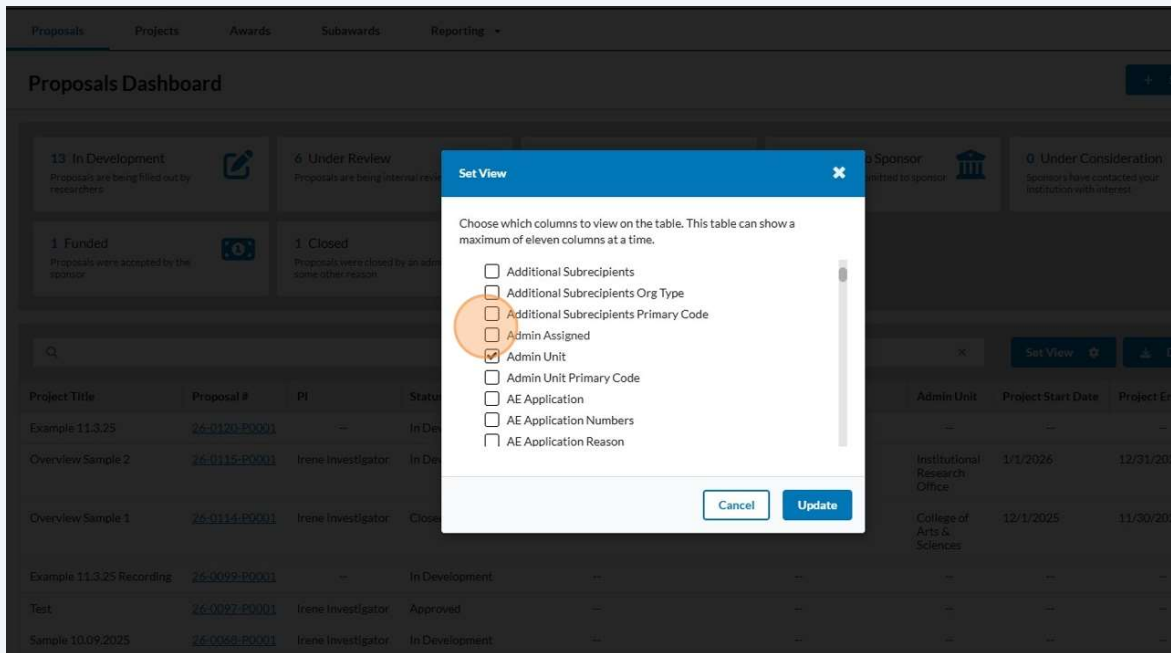
Set View

Choose which columns to view on the table. This table can show a maximum of eleven columns at a time.

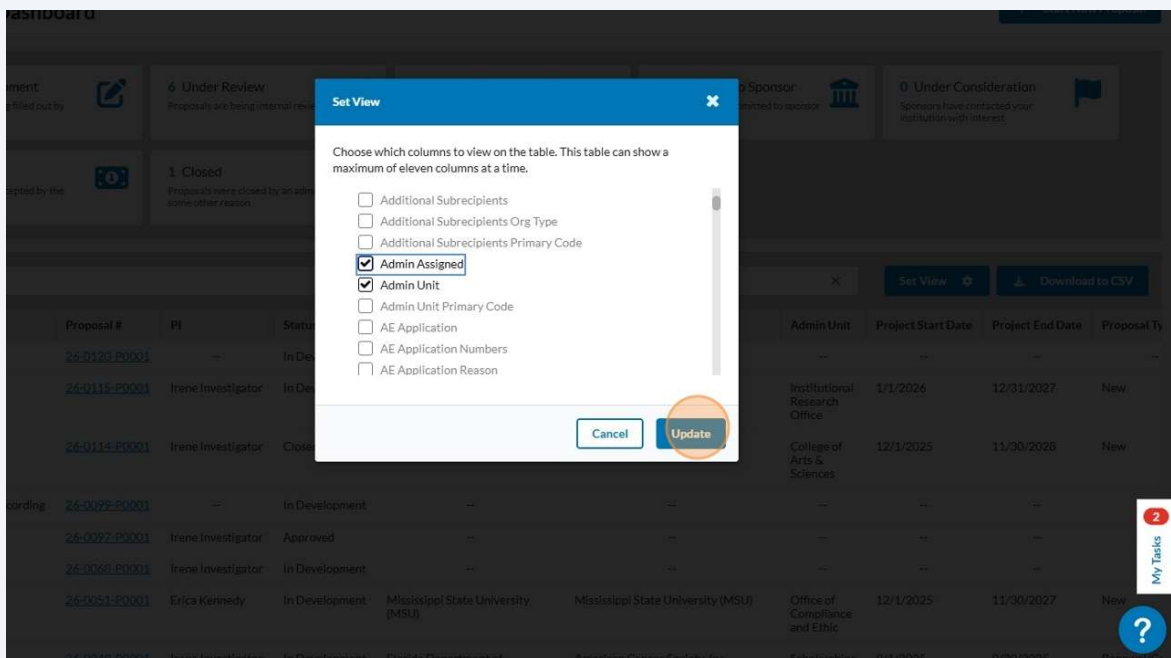
- ☐ Income or Travel
- ☐ Industry Category
- ☐ Industry Sponsored
- ☐ InfoEd Proposal
- ☒ Instrument Type
- ☐ Instrument Type Other
- ☐ Internal Cost Share
- ☐ Internal Proposal Competition
- ☐ International Travel

Cancel **Update**

4 Check fields that you would like to add.







5 Click "Update"



6

Review the data field to make sure your view is set to your expectation.

Accepted by the  Proposals were closed by an admin for some other reason 

Set View  Download to CSV 

	Status	Sponsor	Prime Sponsor	Admin Unit	Project Start Date	Project End Date	Proposal Type	Admin Assigned
--	In Development	--	--	--	--	--	--	--
Irene Investigator	In Development	U.S. Department of Defense	--	Institutional Research Office	1/1/2026	12/31/2027	New	Morgan Chapman
Irene Investigator	Closed	National Cancer Institute	National Institutes of Health	College of Arts & Sciences	12/1/2025	11/30/2028	New	Morgan Chapman
--	In Development	--	--	--	--	--	--	--
Irene Investigator	Approved	--	--	--	--	--	--	--
Irene Investigator	In Development	--	--	--	--	--	--	--
Michaela Kennedy	In Development	Mississippi State University (MSU)	Mississippi State University (MSU)	Office of Compliance and Ethics	12/1/2025	11/30/2027	New	Matthew Thornton
Irene Investigator	In Development	Florida Department of Environmental Protection	American Cancer Society, Inc.	Scholarships	9/1/2025	9/30/2025	Renewal/Competing Continuation	--
Irene Investigator	In Development	Gulf Coast Education Initiative	National Institutes of Health (NIH)	University Police GCRL Division	1/1/2025	12/31/2026	New	--
Irene Investigator	In Development	The Ohio State University (OSU)	Air Force Office of Scientific Research	--	1/1/2026	12/31/2026	New	--

Showing 1 - 10 / 22 items

1 2 3 ?

My Tasks 2



7



You can also download this table to a CSV file.

Click "Download to CSV"

Products Irene Investigator

Projects Awards Subawards Reporting

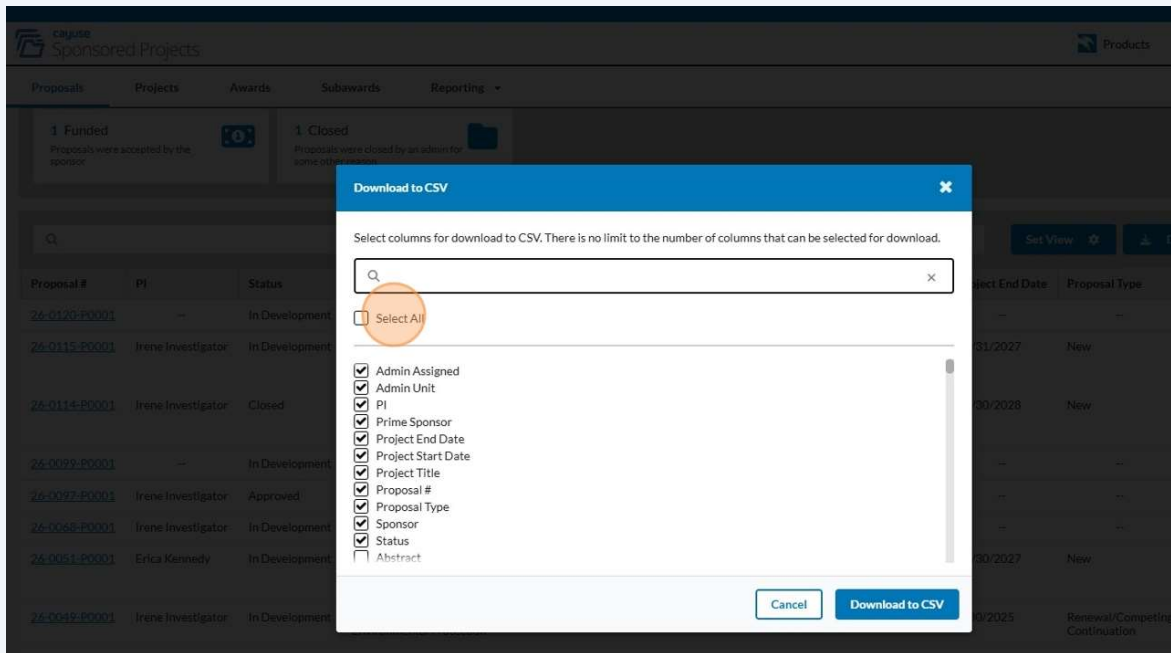
Accepted by the  1 Closed Proposals were closed by an admin for some other reason 

Set View  Download to CSV 

	Status	Sponsor	Prime Sponsor	Admin Unit	Project Start Date	Project End Date	Proposal Type	Admin Assigned
--	In Development	--	--	--	--	--	--	--
Irene Investigator	In Development	U.S. Department of Defense	--	Institutional Research Office	1/1/2026	12/31/2027	New	Morgan Chapman
Irene Investigator	Closed	National Cancer Institute	National Institutes of Health	College of Arts & Sciences	12/1/2025	11/30/2028	New	Morgan Chapman
--	In Development	--	--	--	--	--	--	--
Irene Investigator	Approved	--	--	--	--	--	--	--
Irene Investigator	In Development	--	--	--	--	--	--	--
Michaela Kennedy	In Development	Mississippi State University (MSU)	Mississippi State University (MSU)	Office of Compliance and Ethics	12/1/2025	11/30/2027	New	Matthew Thornton
Irene Investigator	In Development	Florida Department of Environmental Protection	American Cancer Society, Inc.	Scholarships	9/1/2025	9/30/2025	Renewal/Competing Continuation	--

2

8 Check all fields you would like to include in your download.



9 Click "Download to CSV". Cayuse will provide with a downloadable file.

