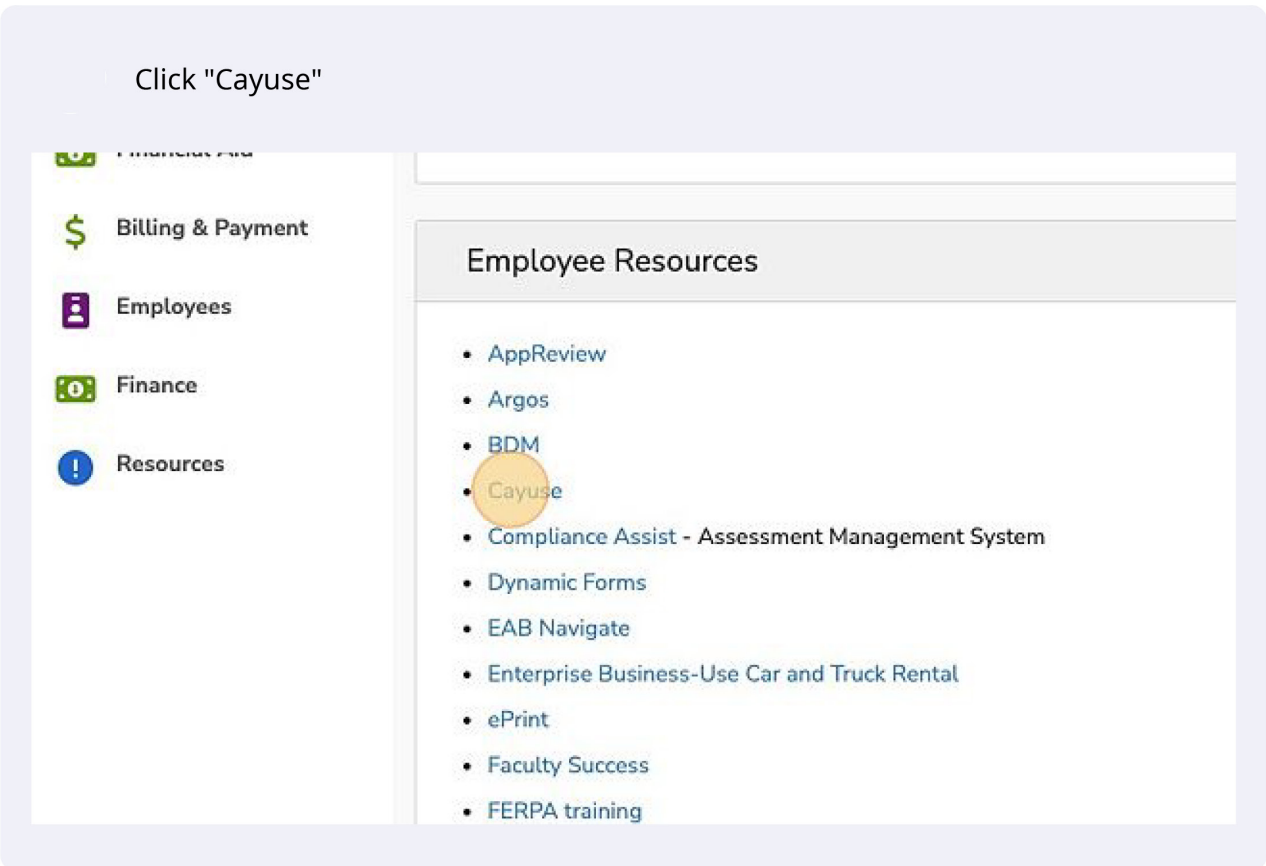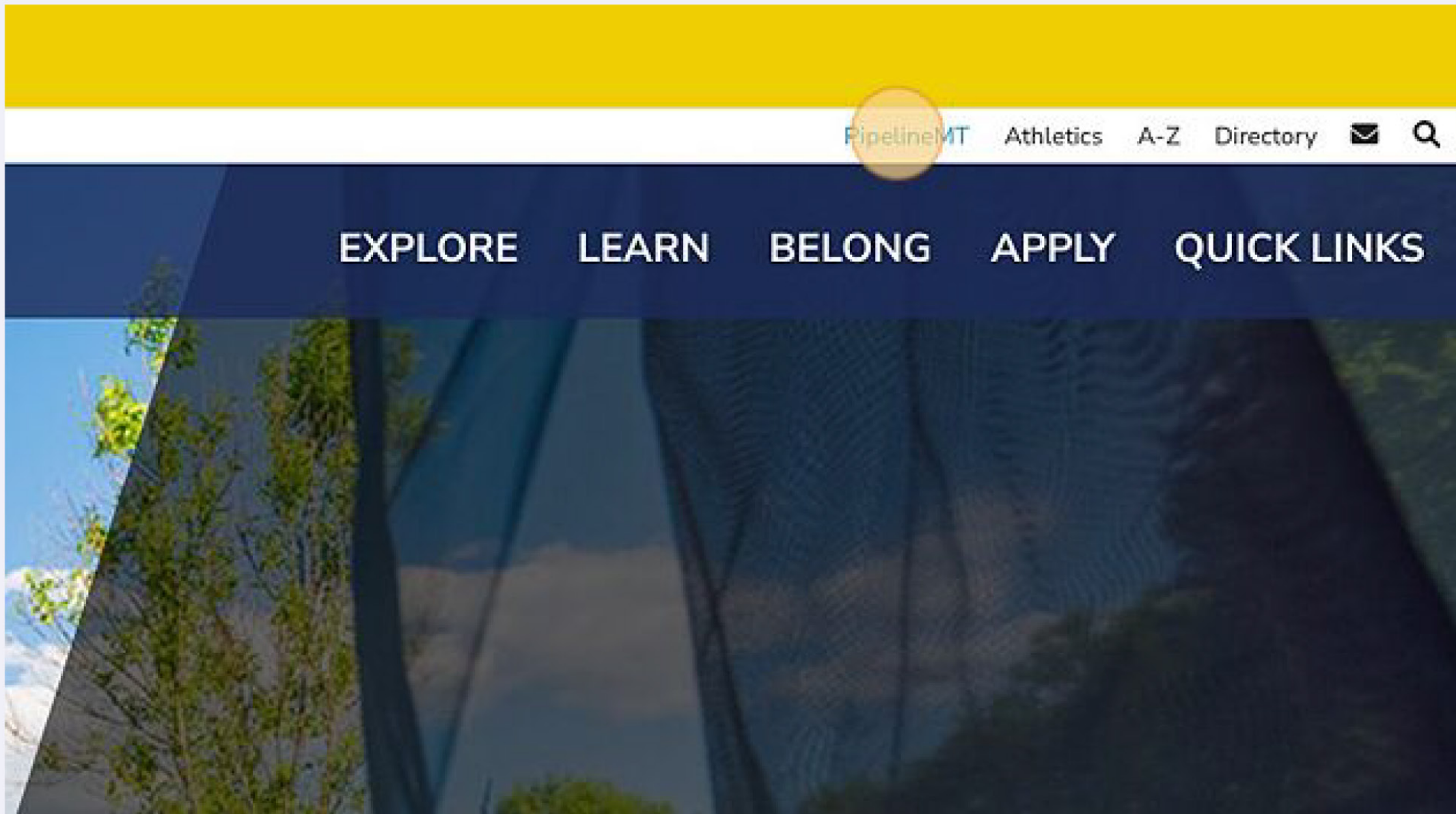# How To Perform a Search
# In Cayuse

# Naviagate to Cayuse

Navigate to Cayuse through Pipleline. A direct link to Cayuse can be found in the "Employee Resources" box. You can also navigate directly to mtsu.app.cayuse.com.

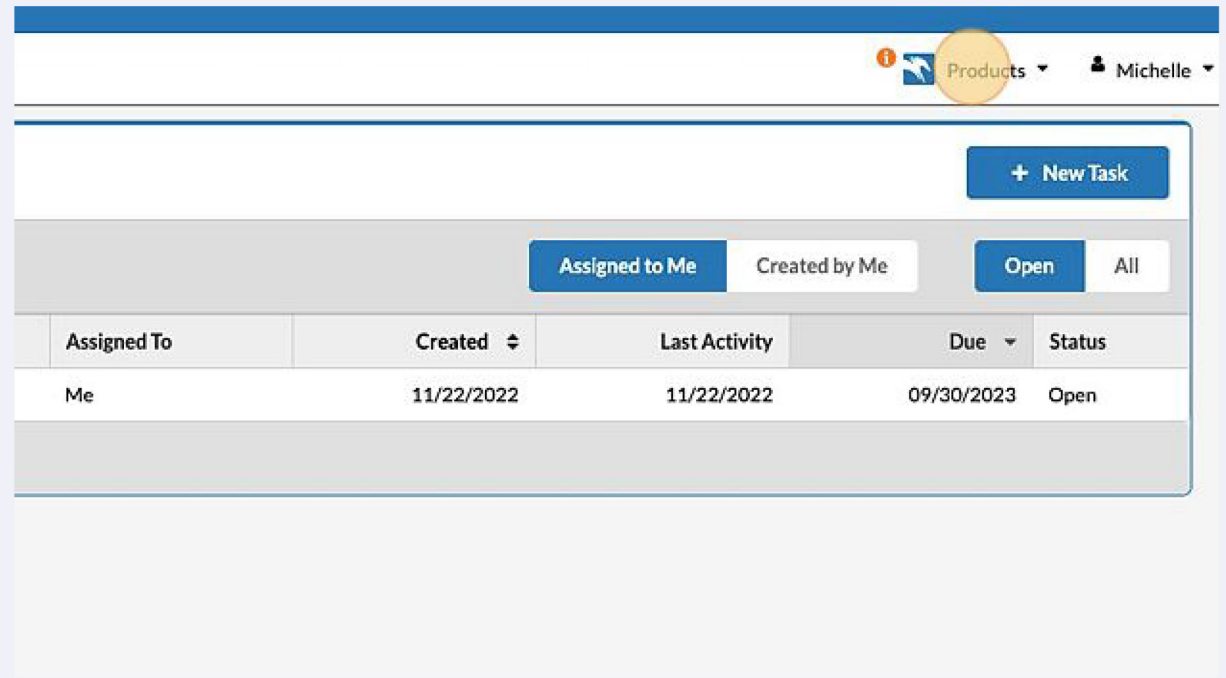Click on Products and select Sponsored Products.

Navigate to [www.mtsu.edu](www.mtsu.edu)

Click "PipelineMT"

Click "Cayuse"

**Employee Resources**

- AppReview
- Argos
- BDM
- Cayuse
- Compliance Assist - Assessment Management System
- Dynamic Forms
- EAB Navigate
- Enterprise Business-Use Car and Truck Rental
- ePrint
- Faculty Success
- FERPA training

Click here.

Click here.

Home
Sponsored Projects
Proposals (S2S)
Human Ethics
Animal Oversight
Outside Interests
Hazard Safety
Admin
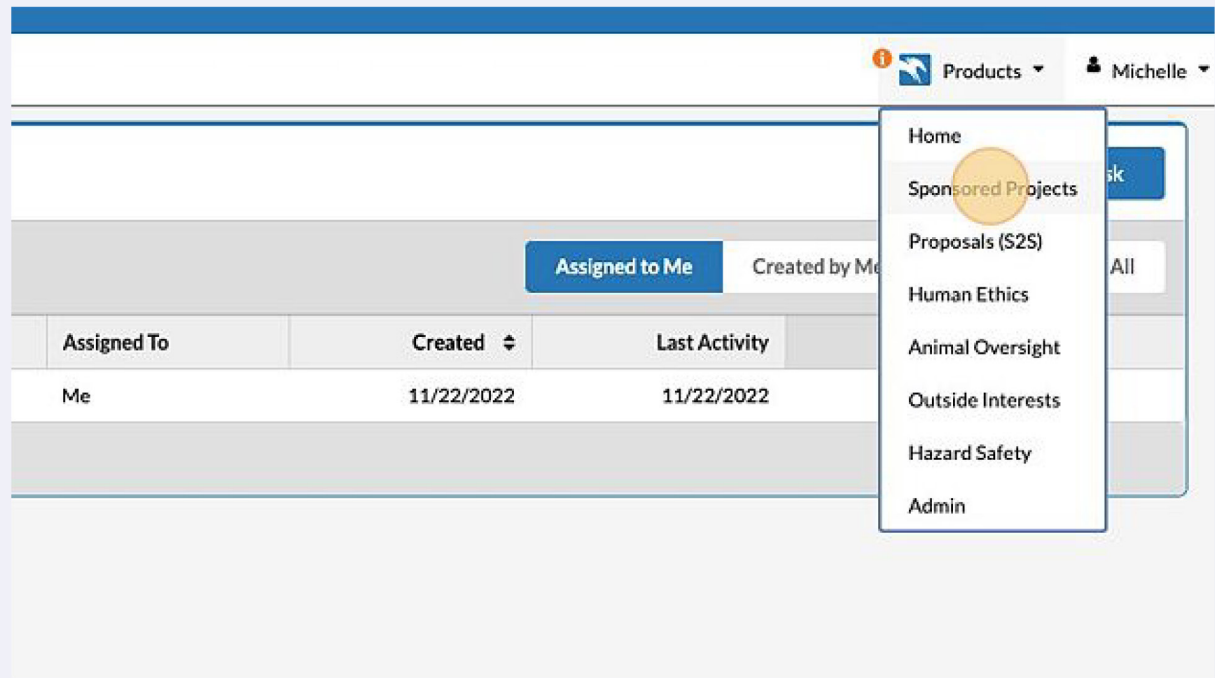
# Search with drop-down menu

To search, you must first select the data field you wish to search.

To do this, click on the search bar and a drop down list of field titles will appear. Scroll to the one you wish to select and click on it.

Click "Full Project Title"

Proposals were closed by an admin for some other reason

| Q

Field of Science Code

Filed Patents

Full Project Title

Funding Opp No

Click this text field.

| 22 In Development | 10 Under Review | 5 Approved |
|---|---|---|
| Proposals are being filled out by researchers | Proposals are being internal reviewed | Proposals are approved for submission |

| 25 Closed |
|---|
| Proposals were closed by an admin for some other reason |

A blue box will appear. Type your search term into to box. All the records with that search term will auto populate.

| Proposals | Projects | Awards | Reporting ▾ | More ▾ |

## SP Dashboard

| 25 Set Up In Progress | 6 In Review & Negotiation | 79 Active |
|---|---|---|
| Award form is being created and filled out | Awards are being internally reviewed; if applicable, Negotiations with funding agency in Progress | Awards ready t work actively b |

Q  Award Title: Search Term ✕

| Award # | PI | Project Title | Sponsor | Prime Sponsor |
|---|---|---|---|---|

| | Project Title | Proposal # | PI | Status | Sponsor |
|---|---|---|---|---|---|
| ☐ | Creation and Expansion of Botanical Compound Database And Data Analysis Tools | 23-0228-P0001 | Mengliang Zhang | Under Review | United St Departm Agricultu |
| ☐ | TSBDC 2022 | 23-0217-P0001 | Patrick Geho | Submitted to Sponsor | Small Bus Administ |

# Search with auto fill

You can also type in the field you wish to search.

In this case, we searched the PI field. Click on the search bar and type in PI. Select it and type the name of the PI into the blue box that appears.

Type "PI"

Click "PI"

Click this text field.



All the records assigned to that PI will appear below the search bar. Select the record you are seeking by clicking on the Proposal # or Award #.