



AMERICAN UNIVERSITY

W A S H I N G T O N , D C

MEMORANDUM

JONATHAN G. TUBMAN, PHD
VICE-PROVOST, RESEARCH AND DEAN OF GRADUATE STUDIES
JTUBMAN@AMERICAN.EDU

Date: March 10, 2017

To: Peter Starr, Dean, CAS
John Delaney, Dean, KSB
Jeffrey Rutenbeck, Dean, SOC
James Goldgeier, Dean, SIS
Barbara Romzek, Dean, SPA
Camille Nelson, Dean, WCL
Carola Weil, Dean, SPExS
Nancy Davenport, University Librarian
Eric Hershberg, CLALS
Associate Dean of Research, Ulysses J. Sofia
Professor, Dave Marcotte
Director of Research, Julie Taylor
Director for Grants, Aurora Carmichael
Associate Dean for Academic Affairs, Ajay Adhikari
Director of Projects, Kristi Plahn-Gjersvold
Assistant Director for Research, Dennis Stinchcomb
Director of Administrative Services, Michele Mikkelsen
WAMU Business Manager, Nanci Gius

From: Jonathan Tubman, Vice Provost of Research and Dean of Graduate Studies
James Casey, Director, Office of Sponsored Programs

JST

JK

Subject: Cayuse SP Implementation: Unit Roles and Access Designations, Unit
Research Administration, Organizational Charts

Cayuse SP is American University's newest addition to the suite of tools designed to facilitate a more transparent and collaborative electronic research administration culture. This tool provides for the electronic creation, tracking, and management of proposals and awards along with other aspects of research operations throughout the entire proposal lifecycle. At this time, however, there is no direct connection between the AU financial systems and Cayuse SP. AU financial systems will remain unchanged with the adoption of Cayuse SP.

Upon implementation, AU researchers will now be able to provide answers regarding sponsors, subcontractors, compliance, export control, and other institution-specific questions all in one place, thereby streamlining the proposal development process. Additionally, Cayuse SP will provide research administrators at both the departmental and central levels with a framework to manage, track, maintain, and report on the research activity at every level of our research enterprise.

OFFICE OF GRADUATE STUDIES AND RESEARCH

SPRING VALLEY BUILDING, SUITE 326

4801 MASSACHUSETTS AVENUE, NW WASHINGTON, DC 20016 202-885-3753

american.edu/provost/grad/

Significantly, Cayuse SP will move to a role-based platform rather than an individual-based platform. Unlike Cayuse 424, which is based upon individual access to a proposal, SP allows groups of users with the same role access to pools of departmental proposals and awards.

For this reason, the Office of Sponsored Programs (OSP) is seeking your assistance with this important software implementation. So that the proper personnel are assigned proper roles within Cayuse SP, we are asking you to identify those people within your grant administration processes to whom you wish to assign the following departmental grant administration roles and access levels:

Departmental Administrator Roles

IPF (Internal Processing Form) Approver: This role gives the user the ability to approve proposals on behalf of the department (e.g., Biology).

- Departments may have multiple users listed as IPF Approvers.
- Every department that will potentially be approving proposals should have at least one IPF Approver.
- Suggested users to be assigned this role: Department Head, Dean, Chair, Institute Director, signature proxies.

Pre-Award Spending Approver: This role allows the user to approve Pre-Award spending requests routed through the department.

- In many cases, the Pre-Award Spending Approver for a department is the same individual as the IPF Approver.
- Suggested users to be assigned this role: Departmental Fiscal Coordinator, Department Chair, Dean, Finance Office personnel

Research Account Manager: The user identified as a department's Research Account Manager receives automatic email notifications when new accounts are established in Cayuse SP.

- This user is the Post-Award administrative point person for the department listed for that user.
- Suggested users to be assigned this role: Departmental Fiscal Coordinator, Department Administrator, Administrative Assistant, Departmental Business Coordinator

Role Manager: This role allows the user to assign any of the four roles and two access levels listed here.

- A user may be assigned as Role Manager for multiple departments.
- Departments may have multiple users listed as Role Manager
- Suggested users to be assigned to this role: Administrative Coordinator, Department Fiscal Manager, Executive Assistant, Administrative Assistant

Access Levels

Proposal Data Access: This access gives the user read-only access to proposal records for the department listed for that user.

- It is recommended that users assigned one, or more, of the roles above are also assigned Proposal Data Access.
- Suggested users to be assigned this role: Department Head, Administrative Coordinator, Departmental Grant Coordinator

Award Data Access: This access gives the user read-only access to award records for the department listed for that user.

- It is recommended that users assigned one, or more, of the roles above are also assigned Award Data Access.
- Suggested users to be assigned this role: Departmental Fiscal Coordinator, Finance Office personnel, Dean, Department Head, Departmental Grant Coordinator

Connected with these roles and levels to ensure the proper implementation of Cayuse SP is the need for a clear organizational chart of the sponsored research operation within your unit. Having a clear chart, coupled with defined roles and access levels, will make the administration of sponsored research easier and more transparent to multiple stakeholder groups.

In order to assist with the completion of your roles/access levels and sponsored research organizational chart, Jim Casey and Joe Gesa will be contacting you or a designee to map out these critical components (roles/access, organizational chart). Given the ongoing implementation of Cayuse SP, we need the role/access components complete by COB on March 21, 2017, so that OSP can provide this AU information to Evisions by COB on March 23, 2017. The organizational chart component should ideally be completed concurrently with the designation of roles/access, but certainly shortly after the March 21 deadline noted above.

Once again, thank you for your support and enthusiasm for installation of Cayuse SP and we look forward to future collaborative efforts in sponsored research.