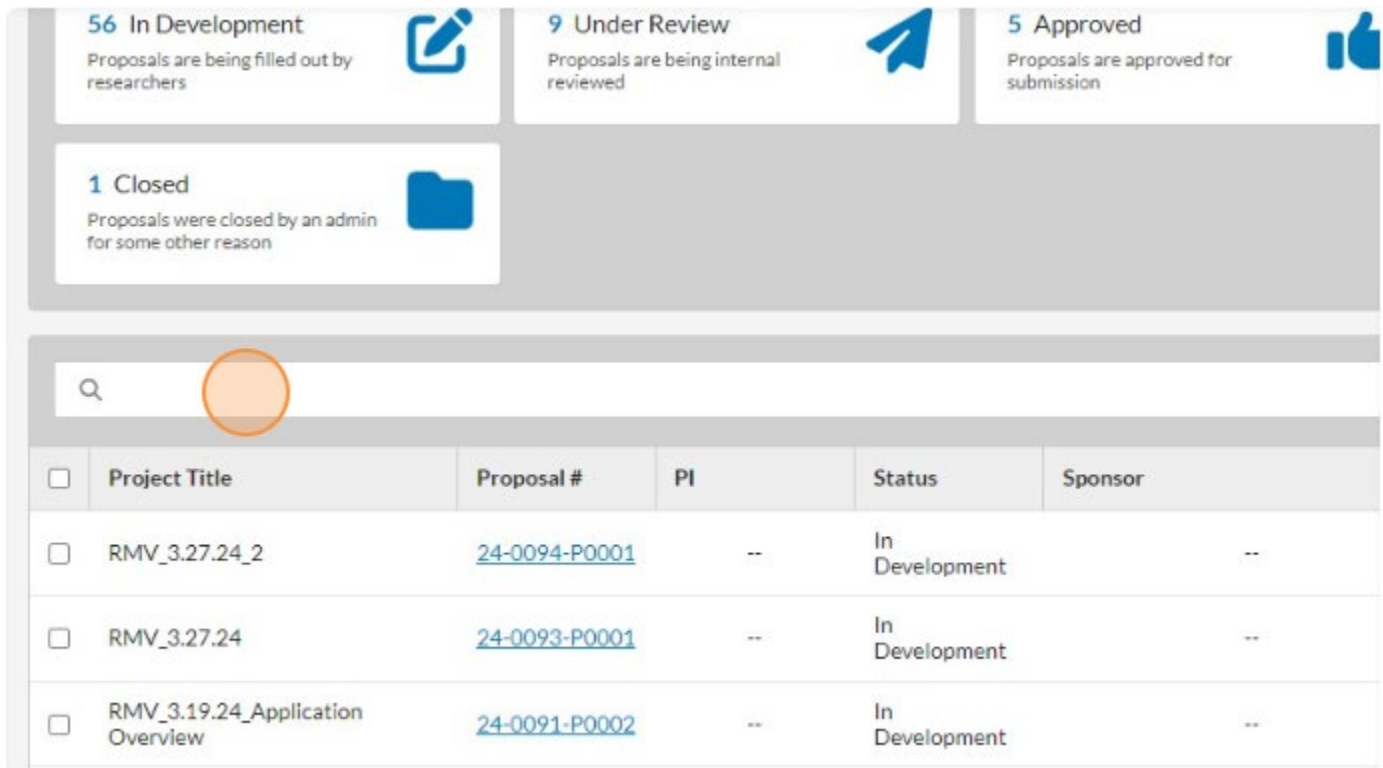


Using the Search Bar in Cayuse Sponsored Projects

1. Navigate to Cayuse Sponsored Projects
2. Click the Search Bar.



The screenshot displays the Cayuse Sponsored Projects dashboard. At the top, there are four summary cards: '56 In Development' (Proposals are being filled out by researchers), '9 Under Review' (Proposals are being internal reviewed), '5 Approved' (Proposals are approved for submission), and '1 Closed' (Proposals were closed by an admin for some other reason). Below these cards is a search bar with a magnifying glass icon and a blue circle highlighting it. Underneath the search bar is a table with the following data:

<input type="checkbox"/>	Project Title	Proposal #	PI	Status	Sponsor
<input type="checkbox"/>	RMV_3.27.24_2	24-0094-P0001	--	In Development	--
<input type="checkbox"/>	RMV_3.27.24	24-0093-P0001	--	In Development	--
<input type="checkbox"/>	RMV_3.19.24_Application Overview	24-0091-P0002	--	In Development	--

Search Bars within Cayuse Sponsored Projects are smart. You must choose a search filter, before entering your search criteria. Search filters are based on the fields from the form.

3. Scroll through the list of filters or begin typing the search filter you wish to use. Click the filter name once you find it in the list.

A search bar at the top contains the text 'sta'. Below it is a dropdown menu with the following items: Budget Status, Faculty Staff, Project Start Date, Staff PI Eligibility, Status (highlighted with an orange circle), and Substance Attributes. Below the dropdown is a table with the following data:

<input type="checkbox"/>	Project Title	Proposal #	PI	Status	Sponsor
<input type="checkbox"/>	RMV_3.19.24_Application Overview	24-0091-P0001	Irene Investigator	Funded	National Institutes of Health (NIH)
<input type="checkbox"/>	final2	24-0087-P0001	--	In Development	--
<input type="checkbox"/>	st 2	24-0086-P0001	--	In Development	--
<input type="checkbox"/>	Last....	24-0085-P0001	--	In Development	--

4. Your cursor will be located in the white space within the blue filter object.

A dashboard section with four filter cards:

- 56 In Development**: Proposals are being filled out by researchers. (Icon: pencil)
- 9 Under Review**: Proposals are being internal reviewed. (Icon: arrow)
- 5 Approved**: Proposals are approved for submission. (Icon: thumbs up)
- 1 Closed**: Proposals were closed by an admin for some other reason. (Icon: folder)

Below the dashboard is a search bar with a dropdown menu showing 'Status: [] X'. The dropdown is highlighted with an orange circle. Below the search bar is a table with the following data:

<input type="checkbox"/>	Project Title	Proposal #	PI	Status	Sponsor
<input type="checkbox"/>	RMV_3.27.24_2	24-0094-P0001	--	In Development	--
<input type="checkbox"/>	RMV_3.27.24	24-0093-P0001	--	In Development	--
<input type="checkbox"/>	RMV_3.19.24_Application Overview	24-0091-P0002	--	In Development	--

5. Begin typing your search criteria. Cayuse will begin filtering the results based on the entered criteria.

The screenshot shows the top section of the Cayuse interface. It features four status filter cards: '56 In Development' (Proposals are being filled out by researchers), '9 Under Review' (Proposals are being internal reviewed), '5 Approved' (Proposals are approved for submission), and '1 Closed' (Proposals were closed by an admin for some other reason). Below these is a search bar with a magnifying glass icon and a dropdown menu showing 'Status: Under'. The main table below has columns for Project Title, Proposal #, PI, Status, and Spons. The table contains three rows of data:

<input type="checkbox"/>	Project Title	Proposal #	PI	Status	Spons
<input type="checkbox"/>	Test 3/11/24 #1	24-0073-P0001	Bailee Jones	Under Review	New Y - Sam
<input type="checkbox"/>	Test_03_08	24-0068-P0001	Bailee Jones	Under Review	Spons
<input type="checkbox"/>	Clayton_Grant_Spencer_2222023	24-0052-P0001	Grant Clayton	Under Review	Spenc

6. You can enter additional filters by clicking back on the search bar and repeating steps 3 - 5.

This screenshot is identical to the one above, but with an orange circle highlighting a button to the right of the search bar. The button is labeled 'Status: Under' with a close icon (X) to its right. The table below remains the same as in the previous screenshot.



Status: Under X

pi

- Non PI Course Buyout
- Non PI Course Buyout Approval
- NonPI Course Buyout
- NonPI Course Buyout Approval
- PI
- PI Co-PI Tenure Track

<input type="checkbox"/>	Adiabatic Demagnetization Refrigerator System for Quantum Magnonics Research	24-0046-P0001	Dmytro Bozhko	Under Review	U.S. A
<input type="checkbox"/>	Tools for Scalable and Efficient Visualization of the Spatial Genome Architecture	24-0045-P0001	Oluwatosin Oluwadare	Under Review	o t
<input type="checkbox"/>	RMV 12.8.23 Test	24-0028-P0001	Irene Investigator	Under Review	ratio

36 In Development

Proposals are being filled out by researchers



7 Under Review

Proposals are being internal reviewed



5 Approved

Proposals are approved for submission



1 Closed

Proposals were closed by an admin for some other reason



Status: Under X

PI: Ire X

<input type="checkbox"/>	Project Title	Proposal #	PI	Status	Sponsor
<input type="checkbox"/>	RMV_12.8.23_Test	24-0028-P0001	Irene Investigator	Under Review	National Institutes of Health
<input type="checkbox"/>	RMV_07.18.23_Form test	24-0002-P0001	Irene Investigator	Under Review	--

10 per page ▾