



cayuse 424

Research Suite Product Support  
ResearchSuiteSupport@Evisions.com

cayuse 424  
Electronic Proposal  
Development and Submission



# Desktop Readiness

# Module 1 Objectives

- Cayuse 424 browser requirements
- Where to obtain detailed instructions on configuring your browser

# Mozilla Firefox

Firefox is the recommended browser for Cayuse 424 with any operating system.

- It has the fastest load and response times.
- We support the latest versions of Firefox.
- You can download Firefox at [Mozilla.org](https://www.mozilla.org).



# Microsoft Internet Explorer

Internet Explorer is slower than Firefox, but is an effective browser for the Cayuse 424 application.

- We support IE10 and later.
- You can download Internet Explorer at [Microsoft.com](http://Microsoft.com).



# Apple Safari & Google Chrome

Safari and Chrome are **provisionally** supported by Cayuse 424.

- If you encounter any issues, please report them to us.
- We recommend using Firefox if you are having any problems.



# Browser Configuration

Here are the main configuration items for your browser:

- **JavaScript Enabled**
- **Cookies Enabled**
- **Pop-ups Allowed**

For detailed instructions on browser configuration please visit:  
<http://support.cayuse.com/docs/browser-support-configuration>

# Support Resources

- Visit [Support.Cayuse.com](https://support.cayuse.com) to join the Listserv, review training materials, manuals, and Frequently Asked Questions.
- Visit the [HelpDesk](#) on the Evisions website to submit requests to the Support team via our [Support Portal](#).
- The Support Portal also has our [Knowledge Base](#) with many answers to Frequently Asked Questions and tips for using all Research Suite modules.



# Conclusion

In this module you learned:

- Cayuse 424's browser requirements
- Where to obtain detailed instructions on configuring your browser

# Introduction to Cayuse 424

# Module 2 Objectives

- The features and benefits of Cayuse 424
- How to:
  - Sign-in
  - Navigate Cayuse 424
  - Understand the Cayuse 424 icons
  - Change your password
  - Recover your username or password
- User tips

# Cayuse 424 Features and Benefits

- Downloads funding opportunities directly from Grants.gov and Research.gov
- Provides autofill and data reuse capability
- Tracks errors and warnings automatically
- Provides electronic routing
- Offers easy navigation between forms
- Stores proposal documents and attachments
- Tracks proposal submission status
- Supports consortium projects and integration with Subawards.com
- Assembles and submits Multi-Project Proposals

# Signing in to Cayuse 424

To sign in to Cayuse 424:

1. Enter your Cayuse 424 URL in the browser.
2. Enter your username and password.
3. Click **Sign In**.

**Note:** if you use your university credentials to log in, your sign in page may look different.

The screenshot shows the login interface for Cayuse 424. At the top, there is a blue header with the 'Evisions Research Suite' logo and the word 'Research' on the right. Below the header, the main content area is white and contains the text 'Welcome to Cayuse 424' and 'Cayuse424/v5.5'. A link 'GO TO EVISIONS.COM' is visible in the top right. The central part of the page features a login form with two input fields: 'Username:' and 'Password:'. Below these fields is a green 'SIGN IN' button. To the right of the input fields, there is a grey sidebar with three links: 'First time signing in and need a password? Click here', 'Forgot username or password? Click here', and 'Need compatible browser info? Click here'. At the bottom of the page, there is a small copyright notice: 'Copyright © 2005-2012 Cayuse, powered by Evisions'.

# Tabbed Navigation

- **Opportunities** tab
  - View downloaded opportunities
  - Download new opportunities
  - Create new proposals from downloaded opportunities
- **Proposals** tab
  - Create or edit a grant proposal
  - Create or edit a subaward proposal
  - Import a subaward proposal or multi-project component
- **Routing** tab
  - View proposals that require your attention

# Tabbed Navigation

- **People** tab
  - Create or edit a professional profile
  - View a professional profile
- **Institutions** tab
  - View the primary institutional profile
  - View or edit profiles for subcontracting institutions
- **Reports** tab
  - View proposal, submission, subaward, and award reports

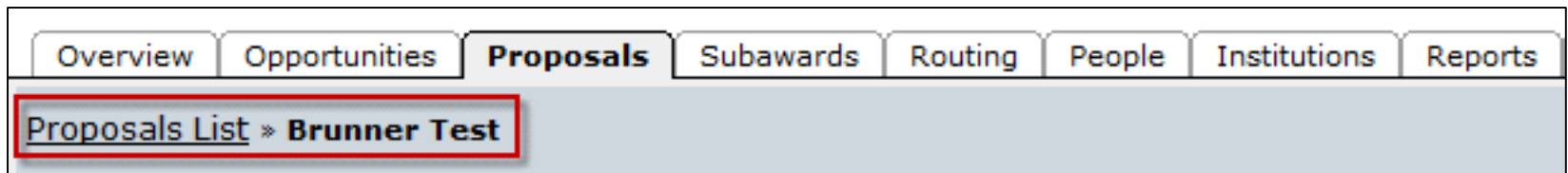
# Tabbed Navigation

- **Settings** tab
  - Change your password
  - Change your email address
- **Support** link (on the **Overview** tab)
  - Browse comprehensive documentation
  - Check Frequently Asked Questions
  - Join the Evisions Research Suite listserv
  - Download available training modules
  - Access the Support Portal

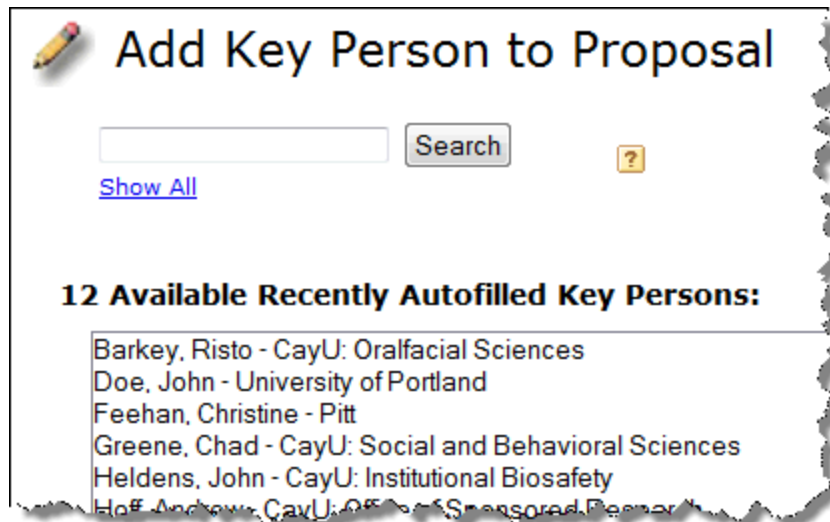


# Navigation Features

- Quick navigation between screens within a tab using “breadcrumbs”



- Easy search and selection of pre-filled profile information



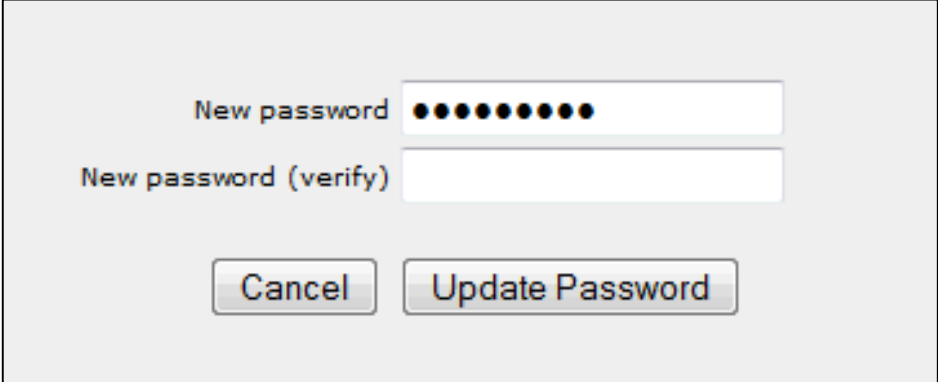
# Icons

- Certain icons are commonly used throughout Cayuse 424.
- In the application, you can hover your cursor over an icon to see what it does.

- Entities    
- Autofill     
- Information     
- Connection  
- Administration   

# Changing Your Password

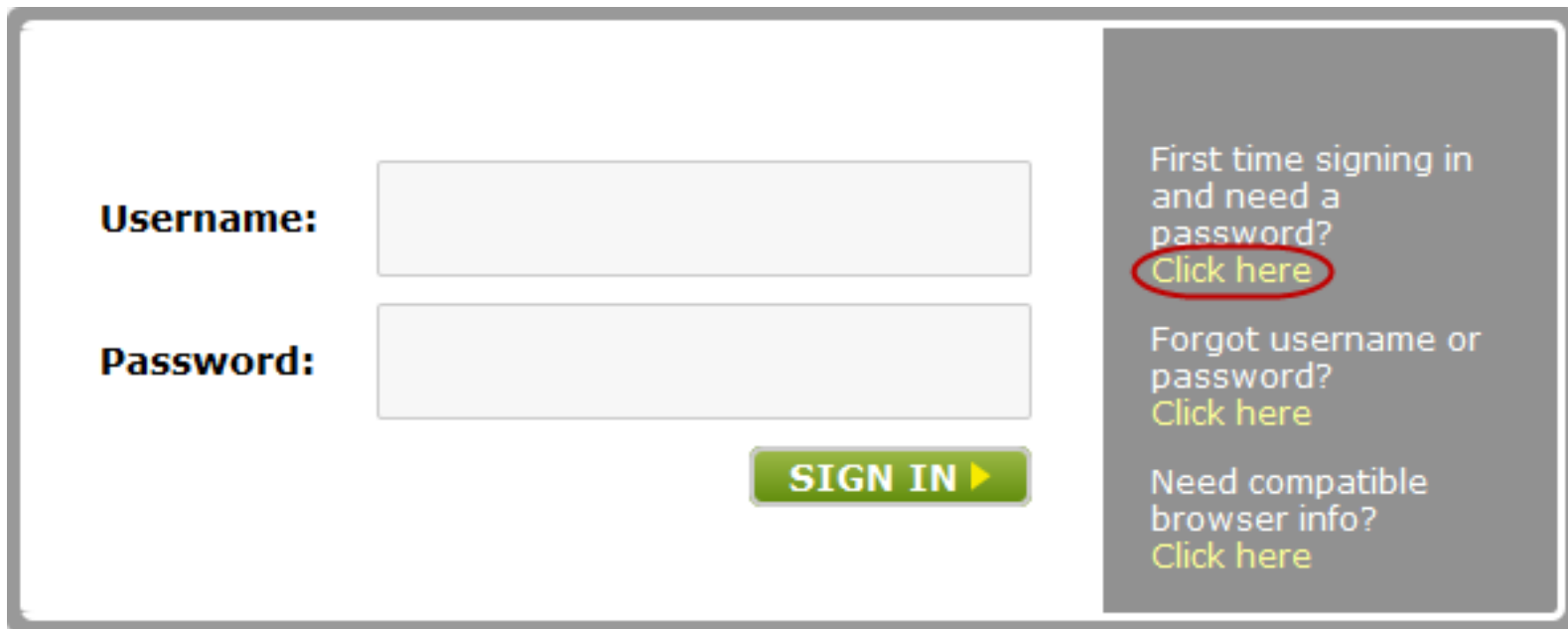
1. Click the **Settings** tab.
2. Click **Change Password?**
3. Enter a new password.
4. Re-enter the new password to verify.
5. Click **Update Password.**



A screenshot of a password change form. It features two input fields: the first is labeled "New password" and contains ten black dots; the second is labeled "New password (verify)" and is empty. Below the fields are two buttons: "Cancel" and "Update Password".

# Requesting a Password

- If you're signing in to Cayuse 424 for the first time, click the "First time signing in and need a password?" link.



The image shows a login interface for Cayuse 424. On the left, there are two input fields: "Username:" and "Password:". Below these fields is a green button with the text "SIGN IN" and a right-pointing arrow. On the right side, there is a grey sidebar containing three links: "First time signing in and need a password? Click here", "Forgot username or password? Click here", and "Need compatible browser info? Click here". The "Click here" text in the first link is circled in red.

# Requesting a Password

- On the following screen, enter your username to request a password.

**First time signing in?**

If you have been provided a username but not a password for Cayuse 424 then please enter your username to request a new password.

**Username**

**REQUEST PASSWORD**

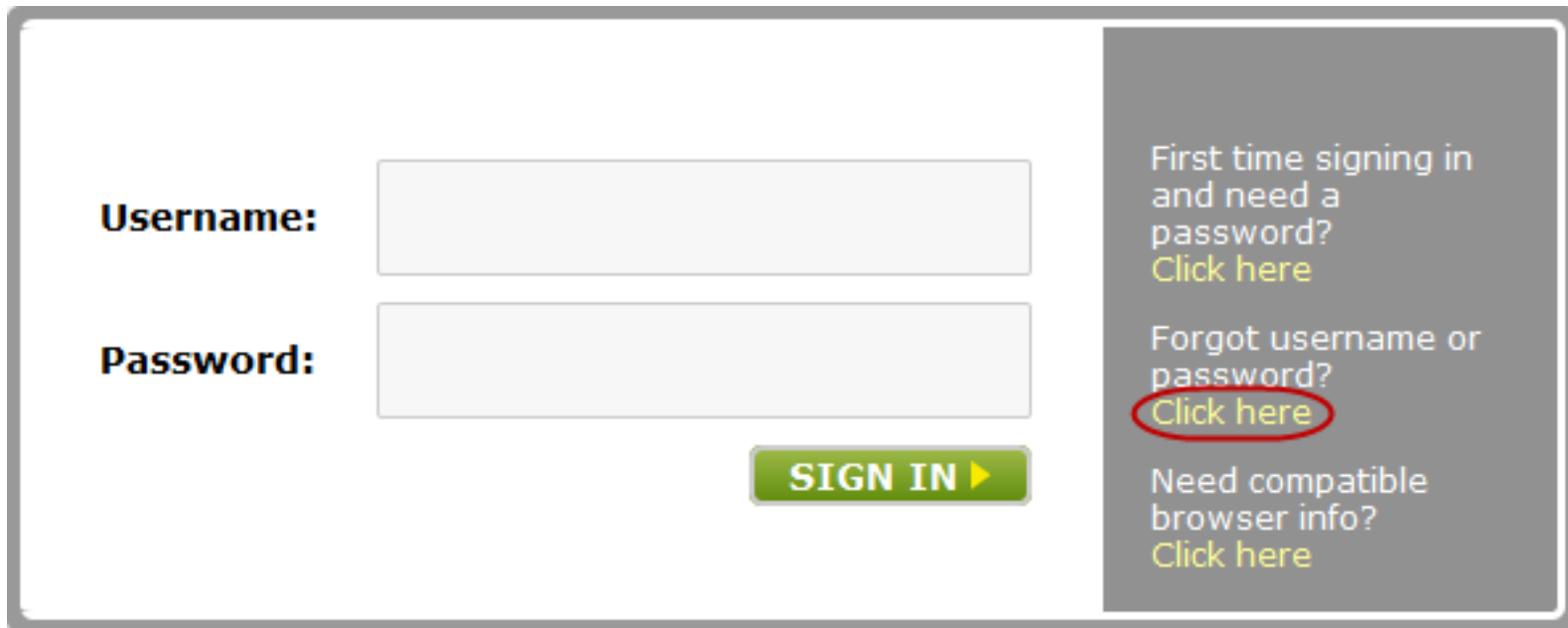
*If you don't know your username, [try here.](#)*

Back to sign in?  
[Click here](#)

Problems or questions?  
[Contact support](#)

# Resetting Your Username/Password

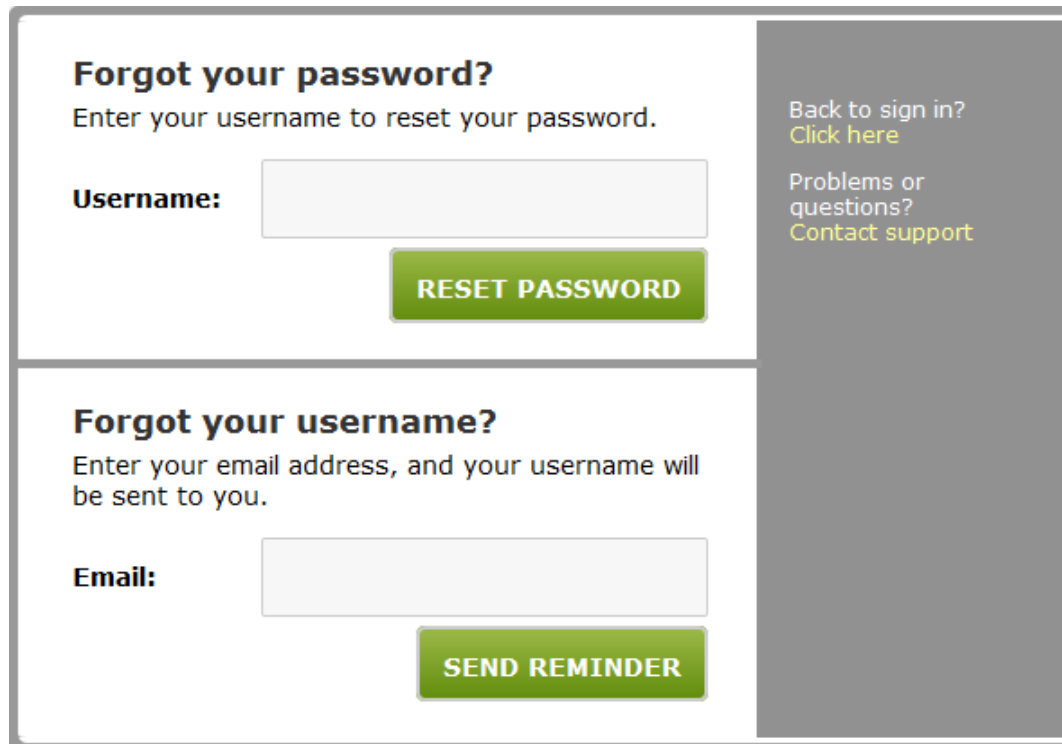
- If you have forgotten your username or password, click the “Forgot username or password?” link.



The image shows a login interface. On the left, there are two input fields: the top one is labeled 'Username:' and the bottom one is labeled 'Password:'. Below these fields is a green button with the text 'SIGN IN' and a right-pointing arrow. To the right of the input fields is a grey sidebar containing three links: 'First time signing in and need a password? Click here', 'Forgot username or password? Click here' (where 'Click here' is circled in red), and 'Need compatible browser info? Click here'.

# Resetting Your Username/Password

- On the next screen, enter your username to reset your password, or your email address to retrieve your username.
- Select the option you need and enter your information in the box, then click the green button.



The screenshot shows a user interface with two main sections for account recovery. The top section is titled "Forgot your password?" and includes a text input field for the username and a green "RESET PASSWORD" button. The bottom section is titled "Forgot your username?" and includes a text input field for the email address and a green "SEND REMINDER" button. To the right of these sections is a grey sidebar with two links: "Back to sign in? Click here" and "Problems or questions? Contact support".

**Forgot your password?**  
Enter your username to reset your password.

Username:

**RESET PASSWORD**

**Forgot your username?**  
Enter your email address, and your username will be sent to you.

Email:

**SEND REMINDER**

Back to sign in?  
[Click here](#)

Problems or questions?  
[Contact support](#)

# Resetting Your Username/Password

- You will receive an email with information on how to proceed.
  - If you are trying to reset your password, you must click the link in the email within 1 hour of receipt or it will expire.
  - If the link expires, repeat the process to request another password reset email.



# Cayuse 424 Tips

- Use the breadcrumbs, not your browser's back button.
- Use the refresh arrows, not your browser's refresh button.
- Exit any pop-up window you open by clicking the link or button to close the window if you decide not to complete the action.
- Be careful when copying and pasting to your proposal.
  - Paste using plain text only.
  - Special characters (e.g., smart quotes, umlauts) will cause errors and rejection.
- Log out of Cayuse 424 when you are finished for the day.
- Use the Proposal Link button at the top for fast access.

# Conclusion

In this module you learned:

- The features and benefits of Cayuse 424
- How to:
  - Sign in
  - Navigate Cayuse 424
  - Understand the Cayuse 424 icons
  - Change your password
  - Recover your username or password
- User tips

# Professional Profiles

# Module 3 Objectives

- Professional profiles
- Creating a professional profile
- Locating an existing professional profile
- Adding biosketches to a profile
- Assigning permissions to a profile
- Avoiding duplicate profiles
- Linking a Cayuse 424 user account to a professional profile

# What is a Professional Profile?

- Professional profiles capture and store data about Principal Investigators, Key Personnel, Other Significant Contributors, AORs, Signing Officials, and other important personnel.
- Before you create a proposal, locate or create professional profiles for the personnel who will be named in the proposal.

# Using Professional Profiles

- Information stored in a person's professional profile is autofilled into a proposal when the person is selected as a:
  - PI/PD
  - Senior/Key Person
  - Authorized Representative (AOR)
  - Administrative Contact
  - Payee
- Professional profiles stored in Cayuse 424 can be shared with others and re-used for each proposal.

# Profile Development Steps

**Step 1** Create a professional profile.

**Step 2** Associate the profile with an institution.

**Step 3** Complete the profile fields.

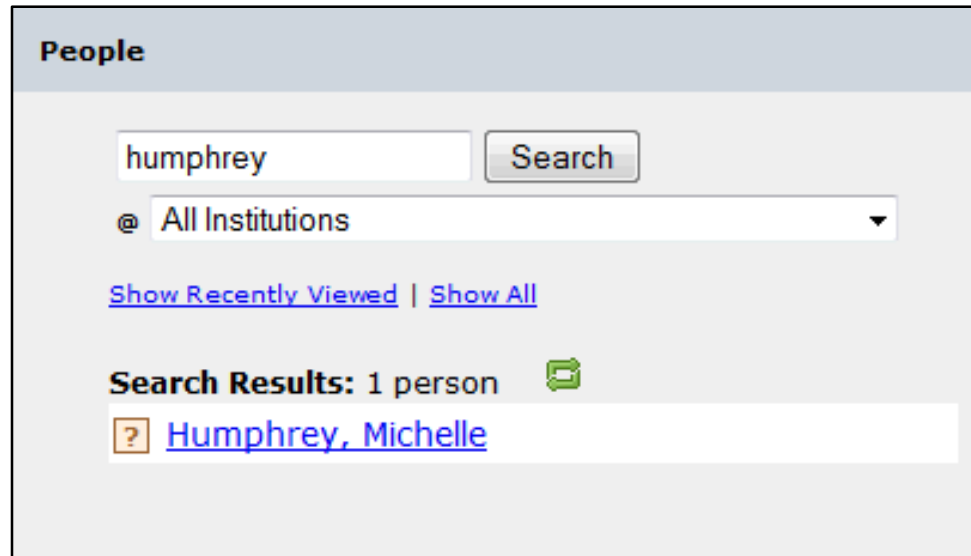
**Step 4** Attach available biosketches.

**Step 5** Add appropriate users to the profile's permissions.

**Step 6** Link user account to the professional profile.

# Finding a Professional Profile

1. Click the **People** tab
2. Enter the person's first or last name in the search box.
3. Click **Search**.

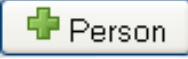


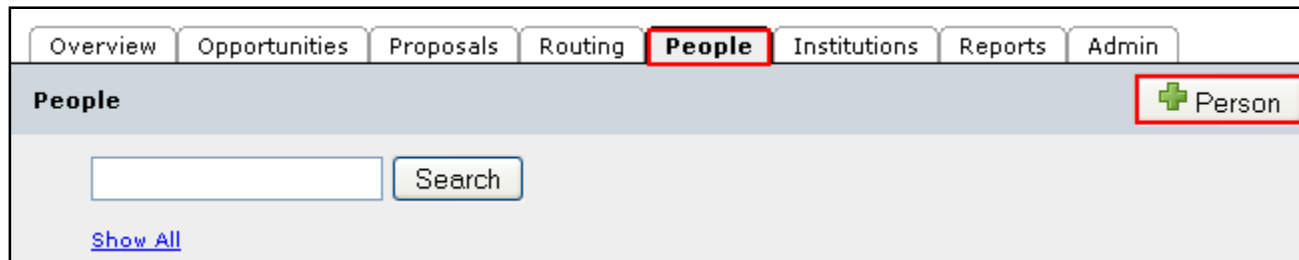
The screenshot shows a search interface titled "People". It features a search input field containing the text "humphrey" and a "Search" button. Below the search field is a dropdown menu with the text "@ All Institutions". Underneath the dropdown are two links: "Show Recently Viewed" and "Show All". The search results section displays "Search Results: 1 person" followed by a green icon. Below this, there is a search result entry: a question mark icon followed by the text "Humphrey, Michelle" in blue, which is underlined.

If you find a profile for the person, you will not need to create one.



# Creating a Professional Profile

1. Sign in to Cayuse 424 and click the **People** tab.
2. Click the Add Person button 

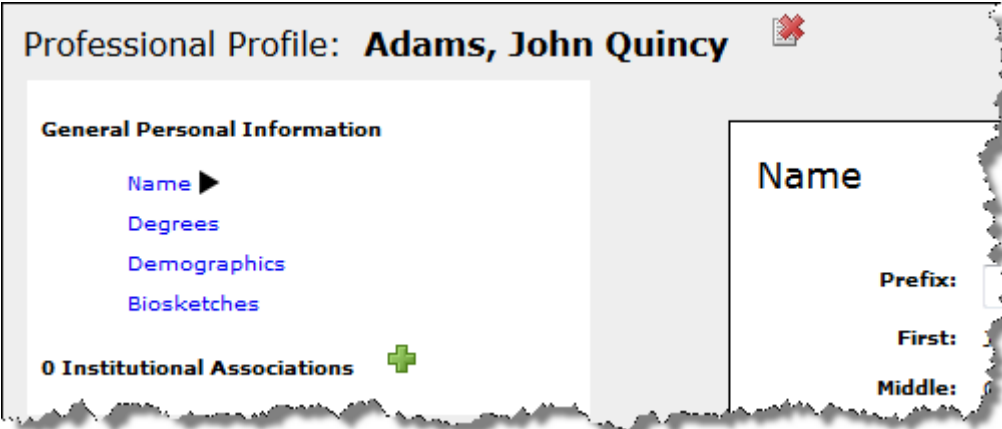


# Creating a Professional Profile

3. Enter the person's name.
4. Click **Create New Profile**.
5. The profile will be created with fields for basic biographical information:



The screenshot shows a web form titled "Create Professional Profile" with a green plus icon. It contains three text input fields: "First name" with the value "John" and "(required)" label, "Middle name" with the value "Quincy", and "Last name" with the value "Adams" and "(required)" label. Below the fields are two buttons: "Cancel" and "Create New Profile".



The screenshot shows a web page titled "Professional Profile: Adams, John Quincy" with a red X icon in the top right corner. The page is divided into two main sections. The left section, titled "General Personal Information", contains a list of links: "Name" (with a right-pointing triangle), "Degrees", "Demographics", and "Biosketches". Below this list is a section titled "0 Institutional Associations" with a green plus icon. The right section, titled "Name", contains a form with three labels: "Prefix:", "First:", and "Middle:", each followed by a text input field.

# Institutional Association

Once the profile is created, you should add an institutional association. The institutional association holds:

- Position title and department
- Contact information
- Salary and fringe rates
- eRA Role

# Adding an Institutional Association

1. Click the add button next to **Institutional Associations** in the professional profile:




**General Personal Information**

Name ▶

Degrees

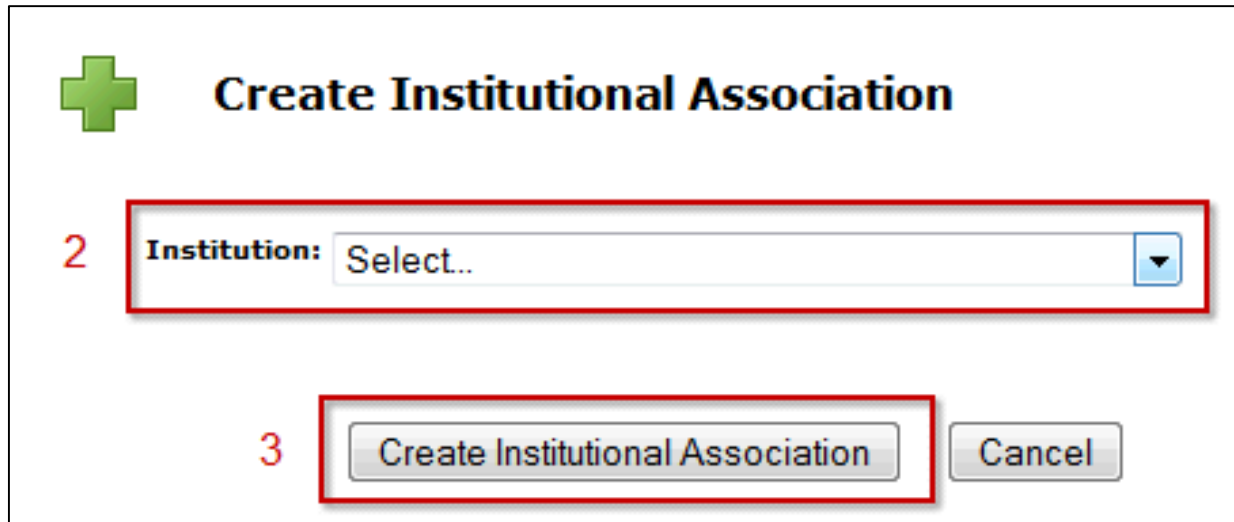
Demographics


Biosketches

**0 Institutional Associations** 1 

# Adding an Institutional Association

2. Select the institution using the drop-down menu.
3. Click **Create Institutional Association**.



 **Create Institutional Association**

2 **Institution:** Select..

3 **Create Institutional Association** **Cancel**

# Completing the Professional Profile

Click each section to enter the relevant information.

- Name
- Degrees
- Demographics
- Contact Info
- eRA Role
- Dept / Division / Title
- Salary and Fringe Worksheet
- Performance Site
- Routing Profile


**General Personal Information**


[Name](#) ▶

[Degrees](#)

[Demographics](#)

[Biosketches](#)

**1 Institutional Association** 

 **CayU**


[Contact Info](#)

[eRA Role](#)

[Dept / Division / Title](#)

[Salary and Fringe Worksheet](#)

[Performance Site](#)

 **Routing Profile**

# Salary and Fringe Worksheet

- Enter an appointment type (calendar or academic/summer months).
  - Enter salary information if desired.
  - If Appointment Type is not entered, Cayuse 424 will not be able to auto-calculate salary on budget forms.
- Base Fringe Rate is added automatically if the person's institution has a base rate.
- Fringe rate categories can be imported from the institutional profile by clicking **Import Institutional Rates**.
- To add additional Fringe Rates, click **New Row**, enter or select the category, and add a dollar amount or percentage.
- Add an Employee ID to help track the individual.

# eRA Role

- Selecting an eRA role means the person's profile will appear when searching for people to add to the proposal in that role.

University of Cayuse  
**eRA Role**

**Role(s):**  Principal Investigator  
 Assistant  
 Administrative Official  
 Signing Official / "AOR"  
 Payee

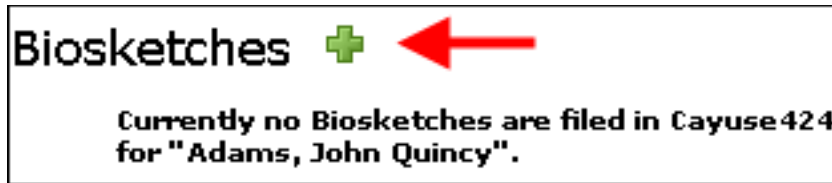


# eRA Role

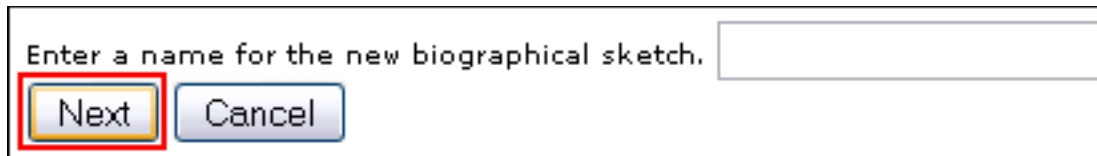
- **Principal Investigator:** Displays person as an option when selecting a PI.
- **Administrative Official:** Displays person as an option when selecting the “Person to be contacted on matters involving this application”.
- **Signing Official / “AOR”:** Displays person as an option when selecting the Authorized Representative.
- **Assistant:** Does not affect autofill inclusion.
- **Payee:** Displays person as an option when selecting a Payee for Environmental Protection Agency (EPA) proposals.

# Attaching Biosketches

1. Click  next to Biosketches.



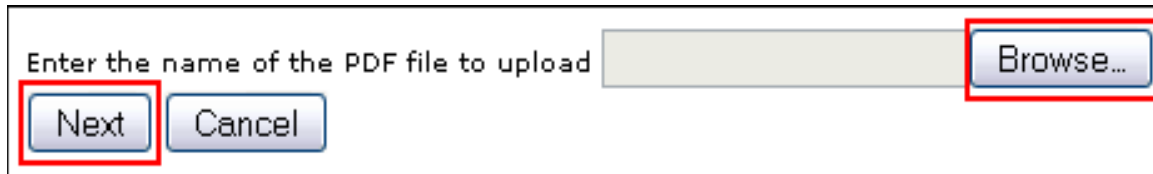
2. Enter a name for the biosketch and click **Next**.



Enter a name for the new biographical sketch.

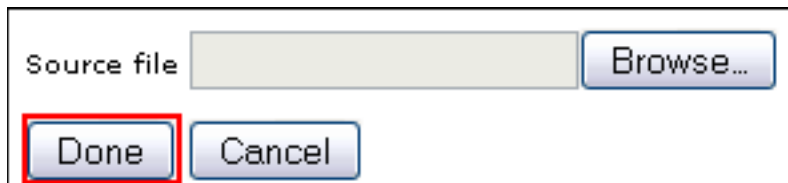
# Attaching Biosketches

3. Click **Browse** to locate the PDF version of the biosketch.



Enter the name of the PDF file to upload


4. Click **Next**.
5. Click **Browse** again to attach source (e.g. Word) version of the biosketch. (optional)
6. Click **Done**.









Source file

# Attaching Biosketches

- Multiple biosketches can be created and stored in each professional profile.
- Once biosketches are attached to the professional profile, they can easily be included on the Senior/Key Persons form of the proposal.


Biosketches 

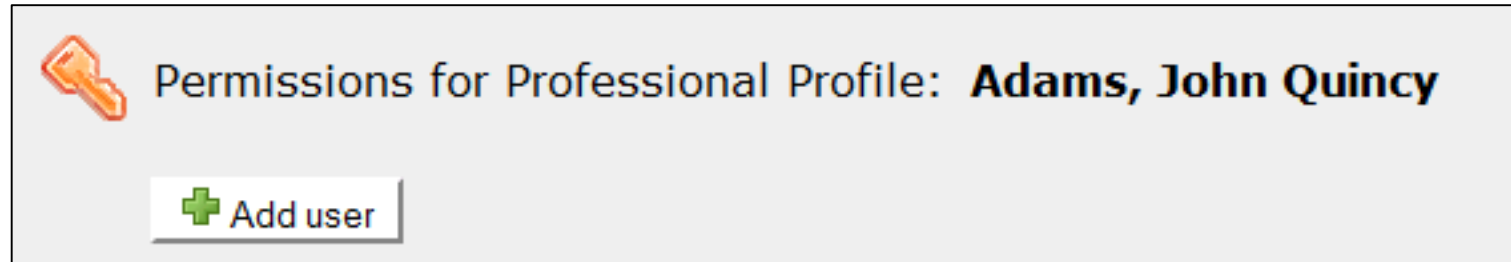
Name	pdf	src	Delete
John's Bio	yes 	yes 	
John's Bio II	yes 	yes 	

# Profile Permissions

- Once a professional profile has been created, permissions can be assigned.
- The creator of a professional profile is automatically granted all permissions associated with that profile.
- The profile creator can share the profile with other users by granting appropriate permissions.
- Permissions can be changed or removed as needed.

# Adding Permissions

1. To grant profile permissions to other users, click the permissions key in the upper right: 
2. Click **Add user**.



# Adding Permissions

3. Select a user from the list, or search by **first name, last name** or **username**.
4. Click the username in your search results. The user will be added to the permissions.
5. Click **Close**.



Add Security Principal close

[Show Recently Used](#) | [Show All](#)



Select *Users* below to provide access to this Proposal.

**Search Results:** 1 principal match

Type	User	Profile Name
U	mspears	Spears, Michael

# Adding Permissions

- After adding the user to the permissions, select the permissions they should have.

		List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User	Remove User	Submit
	PI, PI (PI)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Spears, Michael (mspears)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The default permissions are List, Read, and Autofill.
- Permissions are mostly independent, so if you want someone to be able to edit the profile, be sure to assign Read as well.



# Permission Definitions

List

- Read-only access to Profile List without profile access

Read

- Can view the details of the profile

Write

- Can modify all data within the profile

Autofill

- Can autofill the professional profile into a proposal

Delete

- Can delete the professional profile

Change Permissions

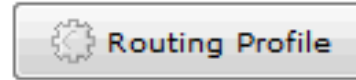
- Can change security permissions for the professional profile

Add/Remove User

- Can add or remove other users from the profile permissions

# Using the Routing Profile


The Routing Profile is used when routing is turned on by the institution. It is accessed using the Routing Profile button under the professional profile sections:



- **Next Reviewer:** Specifies a person to be the next reviewer during the proposal routing process. Next reviewer can be changed or removed.
- **Add Delegate:** Specifies a delegate when the person is unavailable to review proposal(s). Delegates have all the same review powers as the original approver.
  - Multiple delegates can be added.
  - Any delegate can be removed.

# Duplicate Professional Profiles

- To prevent confusion, each person should have only one professional profile in the system.
- To avoid duplicate profile creation, you see a list of matching names and are asked to verify before creating a new profile.
- Institutions can control access to profiles to reduce the chance of creating duplicates.

**Profile Name Conflict**

The name '**John Heldens**' may match the existing profile below:

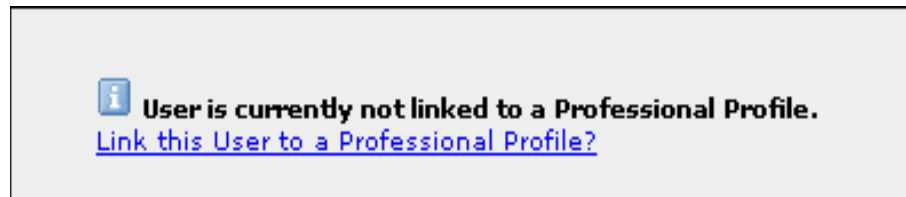
Name	Organization	Department
<b>John Heldens</b>	University of Cayuse	Neurology

If you need access to a profile, please contact the department admin.

# Link User to Professional Profile

Now that the profile has been created, the person's user account should be linked to the profile.

1. Click the **Settings** tab
2. Click **Link this User to a Professional Profile?**



3. Select the new professional profile from the list.
4. The user is now linked and can participate in routing and easily find their own profile.

# Funding Opportunities

# Module 4 Objectives

In this module you will learn:

- What an opportunity is
- How to determine if an opportunity has already been downloaded into Cayuse 424
- How to download opportunities from Grants.gov into Cayuse 424
- How to create a proposal using an opportunity

# Opportunities

- An opportunity is a grant application package that includes forms and information to submit to Grants.gov.
- Proposals can be created using an opportunity once the opportunity has been downloaded into Cayuse 424.
- Before starting your proposal, review the opportunities list to determine if the opportunity has already been retrieved.

# The Opportunity List

1. Click the Opportunities tab.
2. Cayuse 424 displays the opportunities that have already been downloaded.
  - Usually you will only see opportunities that are still open.
  - To show closed opportunities, click the checkbox.

Overview **Opportunities** Proposals Routing People Institutions Reports Admin (cwest) [ Sign out ]

Opportunities

Search Download Opportunities  Show Closed Opportunities

25 Page 1 of 7 Displaying 1 to 25 of 166 items

	Opportunity Num	Title	Comp. ID	Agency	CFDA	Opens	Closes	Downloaded	
+	PA-12-028	Effects of Adolescent Binge	ADOBE-FORMS-	National Institute	93.273	01-16-2012	05-07-2015	12-07-2011	X
+	DHS-14-GPD	Grants.gov Test Solicitation		Department of Hc	97.067	12-23-2014	05-31-2015	04-02-2015	X
+	PA-B2A-R01	G.g AT07 and NIH Ext-UAT 1	ADOBE-FORMS-	National Institute	93.838	06-22-2011	06-21-2015	10-14-2014	X




# The Opportunity List

- Search for opportunities using the search box.
- Sort the list by clicking any of the column headings.
- Click the blue info icon to see detailed opportunity information.

Overview **Opportunities** Proposals Routing People Institutions Reports Admin (cwest) [ Sign out ]

Opportunities

Search 1   Show Closed Opportunities

25 Page 1 of 7 Displaying 1 to 25 of 166 items

Opportunity Num	Title	Comp. ID	Agency	CFDA	Opens	Closes	Downloaded
PA-12-028	Effects of Adolescent Binge	ADOBE-FORMS-	National Institute	93.273	01-16-2012	05-07-2015	12-07-2011
DHS-14-GPD	Grants.gov Test Solicitation		Department of Hc	97.067	12-23-2014	05-31-2015	04-02-2015
PA-B2A-R01	G.g AT07 and NIH Ext-UAT 1	ADOBE-FORMS-	National Institute	93.838	06-22-2011	06-21-2015	10-14-2014

# The Opportunity List

- The opportunity information popup contains several useful tidbits, including the agency contact, a link to the instructions, and the form list.

**Opportunity Details**

**Opportunity Number:** PA-12-028  
**Opportunity Title:** Effects of Adolescent Binge Drinking on Brain Development (R21)  
**Competition Id:** ADOBE-FORMS-B2  
**CFDA Number:** 93.273  
**CFDA Description:** Alcohol Research Programs  
**Offering Agency:** National Institutes of Health

→ **Agency Contact:** Grants Info  
Grants Information  
E-mail: GrantsInfo@nih.gov  
Phone: 301-435-0714

**Opening Date:** 2012-01-16 00:00:00.0  
**Closing Date:** 2015-05-07 00:00:00.0

**Schema:** [oppPA-12-028-cfda93.273-cidADOBE-FORMS-B2.xsd](#)

→ **Instructions:** [oppPA-12-028-cfda93.273-cidADOBE-FORMS-B2-instructions.pdf](#)  
**PDF:** [oppPA-12-028-cfda93.273-cidADOBE-FORMS-B2.pdf](#)

**Forms**

→ **Supported Mandatory**

Supported Mandatory	Namespace URI
*	http://apply.grants.gov/forms/RR_OtherProjectInfo_1_3-V1.3
*	http://apply.grants.gov/forms/RR_KeyPersonExpanded_1_2-V1.2
*	http://apply.grants.gov/forms/PerformanceSite_1_4-V1.4
*	http://apply.grants.gov/forms/PHS398_ResearchPlan_1_3-V1.3
*	http://apply.grants.gov/forms/RR_Budget-V1.1

# Finding Opportunities

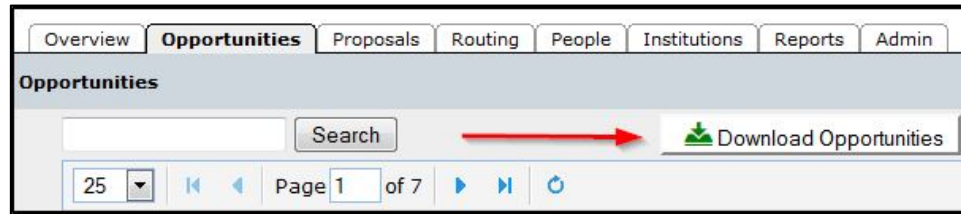
- If you find the opportunity you are looking for in the list, there is no need to download the opportunity again.
- If you can't find the opportunity, try downloading it.
- Some institutions centrally control opportunity retrieval.
  - If this is the case at your institution, contact a local administrator to request that they retrieve the opportunity for you.

# Downloading an Opportunity

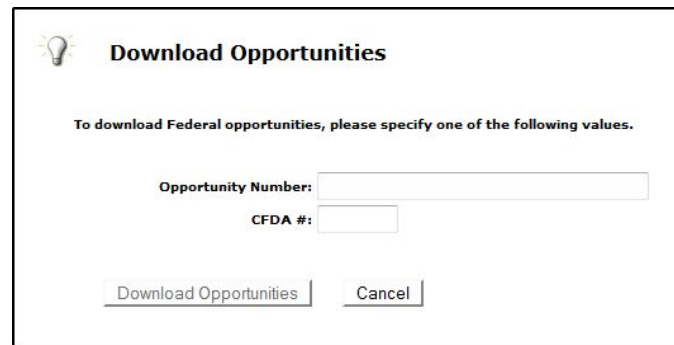
- To download an opportunity from Grants.gov you need the Funding Opportunity Number or CFDA Number.
- You can find the Funding Opportunity Number by going to [www.grants.gov](http://www.grants.gov) and using the **Search Grant Opportunities** box or button.

# Downloading an Opportunity

1. In the Opportunities tab, click **Download Opportunities**.



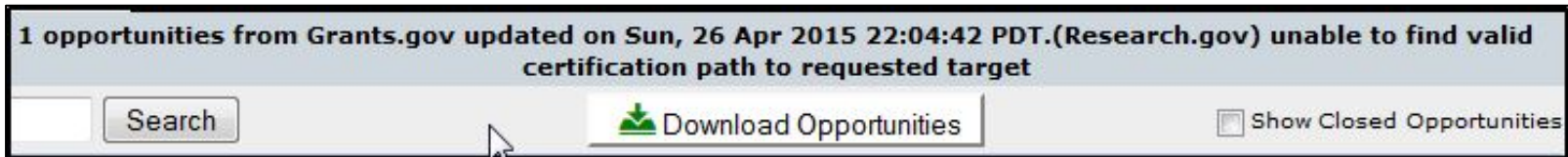
2. Enter the opportunity number or CFDA number into the corresponding field in the pop-up dialog. The opportunity number should be entered exactly as shown on Grants.gov, including any dashes.

A screenshot of a pop-up dialog box titled 'Download Opportunities' with a lightbulb icon. The dialog contains the text: 'To download Federal opportunities, please specify one of the following values.' Below this text are two input fields: 'Opportunity Number:' followed by a long text input field, and 'CFDA #:' followed by a shorter text input field. At the bottom of the dialog are two buttons: 'Download Opportunities' and 'Cancel'.

3. Click **Download Opportunities**.

# Downloading an Opportunity

- Cayuse 424 will check Grants.gov for an opportunity package.
- If the download is successful, you will see that one or more opportunities were updated.



- If you don't see the opportunity, you can search for it.
- If no opportunities were updated, verify the number you entered, and check that an application package is available on Grants.gov.
  - Cayuse 424 cannot download anything if a package is not available.

# Using Opportunities

- Click the green plus symbol next to the opportunity to create a proposal using that opportunity.
- Refer to the **Proposal Creation** module for more details.

# Proposal Creation












# Module 5 Objectives

In this module you will learn how to:

- Create a new proposal
- Navigate the proposal
- Assign proposal permissions
- Track proposal history
- Validate the proposal
- Use the proposal lock and break the lock
- Copy and transform proposals

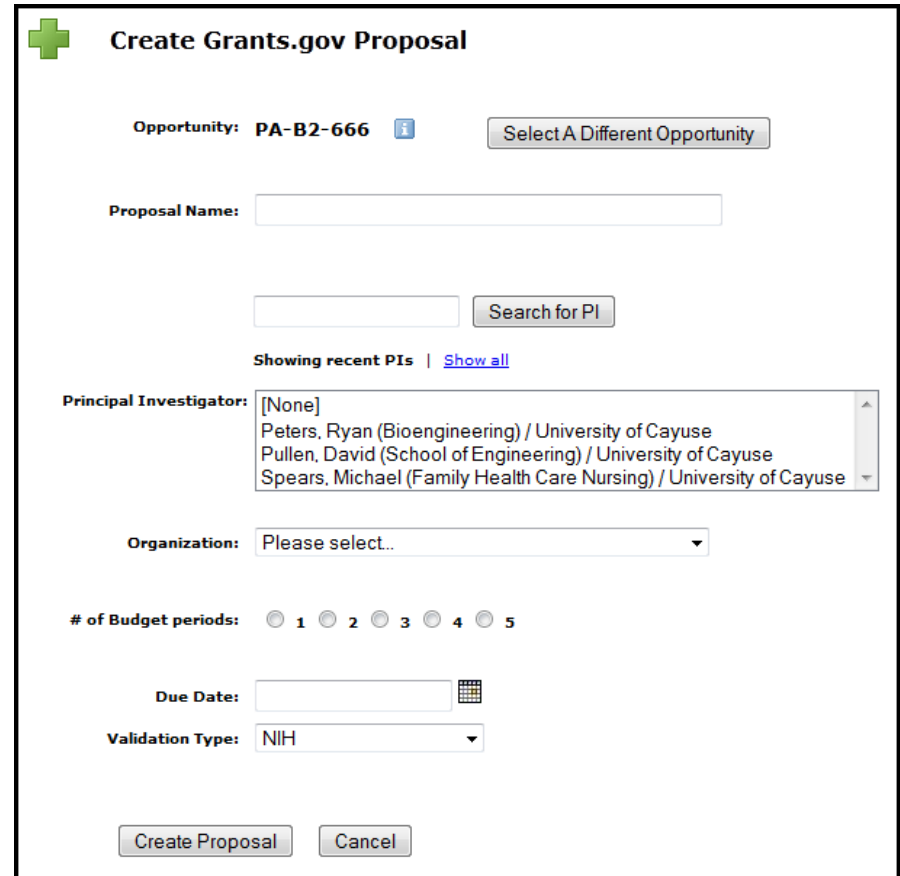
# Creating a New Proposal

1. In the opportunities list, click the green plus button next to the opportunity you want to use.

	↑Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved	
	 PA-BB-C06	G.g AT07 and NIH Ext-UAT Test FOA (C06)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-10-05	2012-10-05	2010-02-18	
	 PA-BB-D43	G.g AT07 and NIH Ext-UAT Test FOA (D43)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-12-09	2012-12-09	2010-02-18	
	 PA-BB-D71	G.g AT07 and NIH Ext-UAT Test FOA (D71)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-12-09	2012-12-09	2010-02-18	

# Creating a New Proposal

2. Enter a **Proposal Name**.
3. Select a **Principal Investigator** using the provided list and search.
4. Select the organization.
5. Choose the **# of Budget Periods**.
6. Choose a **Validation Type**.
  - Determines which agency validations will be used.
7. Click **Create Proposal**.
8. Cayuse 424 creates a proposal using the forms required by the opportunity.





The screenshot shows the 'Create Grants.gov Proposal' form. It includes the following fields and options:

- Opportunity:** PA-B2-666 (with an information icon) and a button 'Select A Different Opportunity'.
- Proposal Name:** A text input field.
- Search for PI:** A text input field with a 'Search for PI' button.
- Showing recent PIs | [Show all](#)**
- Principal Investigator:** A dropdown menu with options: [None], Peters, Ryan (Bioengineering) / University of Cayuse, Pullen, David (School of Engineering) / University of Cayuse, and Spears, Michael (Family Health Care Nursing) / University of Cayuse.
- Organization:** A dropdown menu with the text 'Please select..'.
- # of Budget periods:** Radio buttons for 1, 2, 3, 4, and 5.
- Due Date:** A date input field with a calendar icon.
- Validation Type:** A dropdown menu with 'NIH' selected.
- Buttons:** 'Create Proposal' and 'Cancel'.

# Proposal Name

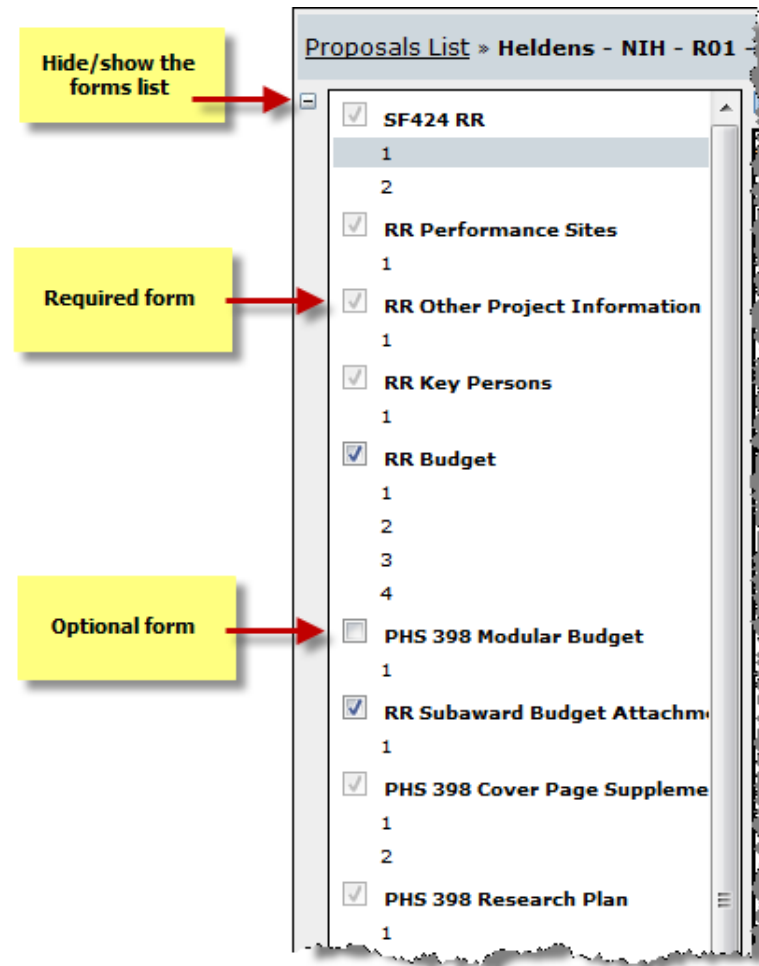
Give some thought to how you name your proposals.

- Consider using a naming convention that will make your proposal easy to locate in the future.
- Your local administrators may suggest a naming convention.
- You can rename the proposal later by clicking in the name field and entering a new name.

  Heldens, John 4/24/15		
APPLICATION FOR FEDERAL ASSISTANCE <b>SF 424 (R&amp;R)</b>	2. DATE SUBMITTED <input type="text"/>	Applicant Identifier <input type="text"/>
	3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>
1. * TYPE OF SUBMISSION <input type="radio"/> Pre-application <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	4. a. Federal Identifier <input type="text"/>	b. Agency Routing Number <input type="text"/>

# Navigating the Proposal

- Forms are listed in the left-side navigation bar.
- Checkboxes control which forms are submitted to the agency.
  - Mandatory forms are automatically checked and cannot be unchecked.
  - Optional forms can be checked to include them in the submission.
- Page numbers take you to each form page.



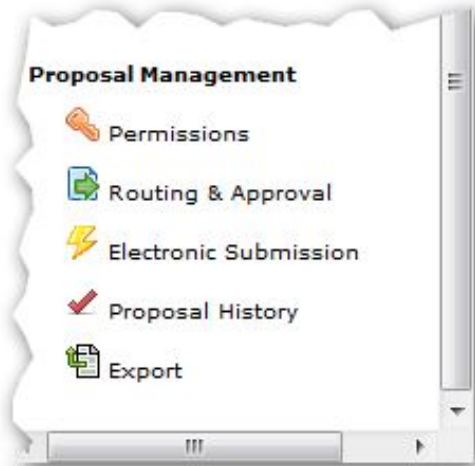
# Navigating the Proposal

The Proposal Management areas have special icons to manage your proposal:

- Upper right corner



- Lower left sidebar



# Proposal Permissions

- Proposal permissions are different from professional profile permissions.
- The proposal creator is given full permissions.
- Proposal permissions must be given to other users who need access to the proposal, such as:
  - Principal Investigators
  - Research Administrators
  - Reviewers

# Adding Permissions

1. To give permissions to other Cayuse 424 users, click the **permissions key**:
2. Click **Add user**.
3. Select a user from the list, or search by **first name**, **last name** or **username**.
4. Click the username in your search results to add the user to the permissions.
5. Click **Close**.



Add Security Principal close

[Show All](#)

Select *Users* below to provide access to this Proposal.



**Recently Used:** 5 principals

Type	User	Profile Name
U	rpeters	Peters, Ryan
U	kbaker	Baker, Kim
U	ktobin	Tobin, Katherine
U	sweaver	Weaver, Stephen
U	callen	Allen, Cuba



# Adding Permissions

- Once the user is added, check or uncheck specific permission(s) as needed:

		List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User	Remove User	Submit
	PI, PI (PI)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Spears, Michael (mspears)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Permissions are mostly independent, so be sure to give each user every permission they will need.

# Permission Definitions

List

Can see the proposal in lists, but cannot view or modify the details of the proposal.

Read

Can view the details of the proposal.

Write

Can modify all data within the proposal and run Final Review.

Attach

Can attach documents to the proposal.

Break Lock

Can take write access while another user is in the proposal.

# Permission Definitions

Delete	Can delete the proposal.
Print	Can print the proposal.
Change Permissions	Can change security permissions for the proposal.
Add/Remove User	Can add or remove other users from the profile permissions.
Submit	Can submit the proposal to Grants.gov.

# Proposal History

Proposal History logs include the date and time, username, and a summary for the following actions:

- Create Proposal
- Upload/Delete Attachment
- Save Proposal (includes form changes)
- Approve/Retract Proposal (routing comments are logged)
- Validate Proposal

The Proposal History can be filtered by date and/or exported as a Comma Separated Values (CSV) file.

# Proposal History

## Proposal History

Show activity from:  to:

[Show All](#)

Page: **1** [2](#) [3](#) [4](#) [5](#) (showing results 1 - 30)

<a href="#">Date/Time:</a>	<a href="#">Username:</a>	<a href="#">Person:</a>	<a href="#">Action:</a>	<a href="#">Summary:</a>
2012-07-19 13:06	cayuseadmin	Cayuse Admin	Save Proposal	
2012-07-19 13:06	cayuseadmin	Cayuse Admin	View Proposal	Opened for edit
2012-07-19 12:05	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Upload Attachment	RR Other Project Information: MentoringPlan (PDF)
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Upload Attachment	RR Other Project Information: DataManagementPlan (PDF)
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Upload Attachment	RR Other Project Information: Datamanagementplan (PDF)
2012-07-19 12:03	cayuseadmin	Cayuse Admin	Save Proposal	
2012-07-19 12:03	cayuseadmin	Cayuse Admin	View Proposal	Opened for edit
2012-07-19 11:56	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 11:55	cayuseadmin	Cayuse Admin	Delete Attachment	RR Other Project Information: DataManagementPlan

# Proposal Validation

- Cayuse 424 keeps a running total of all errors and warnings.
- As you correct errors and warnings, the running total decreases.
- Proposals that are submitted with errors will be rejected by Grants.gov or the granting agency unless your opportunity specifically instructs you to the contrary.
- Be sure if you are submitting a proposal with warnings that you have determined the warning will not cause the proposal to be rejected or delayed by the granting agency.
- Info items offer advice for successful application completion and submission.

# Proposal Validation

- Click the **Error/Warning/Info** button at the bottom of the proposal page to display more details.
- If you click the [linked text](#), Cayuse 424 will take you directly to the field that is causing the message to appear.


Error (52) / Warning (6) / Info (2)	NIH
<b>Error:</b> [Cover Page Supplement 1.3] Applicant Organization Contact's <a href="#">Title</a> is required	
<b>Error:</b> [Cover Page Supplement 2.4] Answer <a href="#">HESC involved</a> question	
<b>Error:</b> [Research Plan 2.2][NIH] The <a href="#">Specific Aims</a> is required	
<b>Error:</b> <a href="#">Research Plan 2.3</a>	[NIH] <a href="#">Research Strategy</a> attachment is required.
<b>Error:</b> [PHS 398 Checklist 2.4] Answer to <a href="#">Program Income</a> question is required	
<b>Error:</b> [PHS 398 Checklist 2.5] Answer to <a href="#">Disclosure Permission</a> question is required	

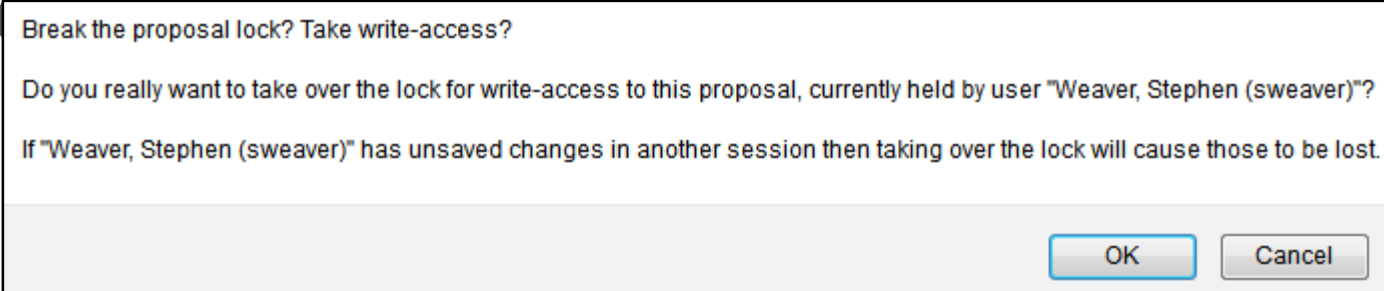
# Proposal Locking

- When you are working in a proposal, other users who can see that proposal will see the lock icon next to it in the Proposals List, followed by your username.
  - This indicates that the proposal is locked and you are working in the proposal.
- Only users with the “Break Lock” permission for the proposal can open the proposal for editing when it is locked by another user.
- Others can open the proposal in read-only mode.
  - They will not be able to enter data or add attachments.



# Breaking the Lock

- If you have “break lock” permissions, you can “take the lock” from another user working in the proposal.
  - This will cause them to lose any unsaved data.
  - Contact the user first if possible to ensure they have saved their work.
- 1. Open the proposal from the list using the read-only icon  .
- 2. Click the lock icon at the top of the proposal.

3. 

# Copying or Transforming a Proposal

- Copying creates a duplicate copy of an existing proposal.
- Transforming pulls data from an existing proposal into a new proposal for a different opportunity.

To begin the process:

1. Click on the **Proposals** tab and locate the proposal you would like to copy or transform.
2. Click the **Copy/Transform** icon to the right of the proposal.

Proposal	Title	PI	Modified	Type	Deadline	
 <a href="#">Heldens, John 4/24/15</a>		Heldens, John	04-26-2015	Effects of Adolescent Binge	04-30-2015	 
 <a href="#">Mushu Pork</a>		PI, PI	04-24-2015	NLM Grants for Scholarly Wc	02-11-2015	 
 <a href="#">reproduce FTF-8638 in Chrome 40, Cay</a>	reproduce FTF-8638 in Chrome 40, Cay	Connet, Carlee	04-24-2015	08212013-KV-CO-AFRI-TIT		 

# Copy Proposal

3. To copy the proposal, click **Copy Proposal** in the dialog.



The dialog box is titled "Proposal Copy/Transform" and contains the text: "Copy the current proposal, or 'transform' it to a different Opportunity?". At the bottom, there are three buttons: "Copy Proposal", "Transform Proposal", and "Cancel".

4. Give the proposal a new name and due date.

5. Click **Copy Proposal**.

6. You'll see both the original and the copy in the Proposals List.



The dialog box is titled "Copy Proposal" and contains the following fields and controls:

- Opportunity: PA-12-028
- NEW Proposal Name: Copy of Heldens, John 4/24/15
- Copy Attachments?
- Due Date: [calendar icon]
- Buttons: Copy Proposal, Cancel

# Transform Proposal

3. To transform the proposal, click **Transform Proposal**.



4. Select a new opportunity from the list using the green plus icon.

- You can search for the new opportunity.
- Or download a new one.

**+** **Transform Proposal...**

Search [Download Opportunities](#)

25 Page 1 of 13

Opportunity Number	Title	Comp. ID	Agency
<b>+</b> PA-12-028	Effects of Adolescent Binge Drinking on Brain Develop	ADOBE-FORMS-B2	National I
<b>+</b> DHS-14-GPD-067-000-03	Grants.gov Test Solicitation Do Not Use for ND Grants		Departme
<b>+</b> PA-B2A-R01	G.g AT07 and NIH Ext-UAT Test FOA (R01)	ADOBE-FORMS-B2A	National I
<b>+</b> PA-B2A-R03	G.g AT07 and NIH Ext-UAT Test FOA (R03)	ADOBE-FORMS-B2A	National I
<b>+</b> PA-B2A-R15	G.g AT07 and NIH Ext-UAT Test FOA (R15)	ADOBE-FORMS-B2A	National I
<b>+</b> PA-B2A-R21	G.g AT07 and NIH Ext-UAT Test FOA (R21)	ADOBE-FORMS-B2A	National I
<b>+</b> PA-B2A-R01	G.g AT07 and NIH Ext-UAT Test FOA (R01)	ADOBE-FORMS-B2A	National I
<b>+</b> PA-B2A-R03	G.g AT07 and NIH Ext-UAT Test FOA (R03)	ADOBE-FORMS-B2A	National I
<b>+</b> PA-B2A-R15	G.g AT07 and NIH Ext-UAT Test FOA (R15)	ADOBE-FORMS-B2A	National I
<b>+</b> PA-B2A-R21	G.g AT07 and NIH Ext-UAT Test FOA (R21)	ADOBE-FORMS-B2A	National I
<b>+</b> PA-B2-U44	G.g. AT07 and NIH Ext-UAT Test FOA (U44)	ADOBE-FORMS-B2	National I

# Transform Proposal

5. Give the proposal a new name and due date.
6. Click **Transform Proposal**.
7. You'll see both the original and the transformed proposal in the Proposals List.

The transformed proposal will contain data from any forms that the opportunities have in common.



The screenshot shows a dialog box titled "Transform Proposal" with a document icon. It contains the following fields and controls:

- Opportunity:** PA-12-028 (with an information icon) and a button labeled "Select A Different Opportunity".
- NEW Proposal Name:** A text input field containing "Transform of Heldens, John 4/24/15" and a help icon.
- Copy Attachments?:** A checked checkbox.
- Due Date:** An empty date input field with a calendar icon.
- Validation Type:** A dropdown menu with "NIH" selected.
- At the bottom, there are two buttons: "Transform Proposal" and "Cancel".

# Conclusion

In this module you learned how to:

- Create a new proposal
- Navigate the proposal
- Assign proposal permissions
- Track proposal history
- Validate the proposal
- Use the proposal lock and break the lock
- Copy and transform proposals

# Developing Your Proposal



# Module 6 Objectives

In this module you will learn how to:


- Autofill data into the proposal
- Add Performance Sites
- Add and sort Key Persons
- Attach biosketches




# Autofill

- Use the autofill pencil icon  to autofill fields.
- Autofilled information comes from professional or institutional profiles.
- If profile information changes during the proposal preparation process, you  re-autofill to import the most recent information using the green refresh arrows.
- When you add a person or institution using autofill, Cayuse 424 also autofills other logically connected fields.
  - Applicant Organization and Principal Investigator data are usually autofilled during proposal creation.

# Using Autofill

1. Locate the section of the proposal you would like to autofill (e.g. Authorized Representative – Box 19 on the SF 424 Face Page).
2. Click the autofill pencil 

**19. Authorized Representative** 

Prefix:  \* First Name:  Middle Name:  \* Last Name:  Suffix:

\* Position/Title:  \* Organization:

Department:  Division:

\* Street1:  Street2:

\* City:  County:

\* State/Province:  \* Zip/Postal Code:

\* Country:

\* Phone Number:  Fax Number:  \* Email:

\* Signature of Authorized Representative  \* Date Signed

# Using Autofill

3. Select the person you want to autofill.
  - Use Show All or search if you don't see their name.
4. Click **Add Authorized Representative**.

**Add Authorized Representative to Proposal** Close

Search ?

[Show All](#)

**3 Recently Autofilled Authorized Representatives:**

- Jackson, Adrian - U of C: Office of Sponsored Research
- Powell, Ron - U of C: Office Sponsored Research
- Soto, Ernesto - U of C: Office Sponsored Research

Add Authorized Representative

# Using Autofill

## 5. The person's data is autofilled into Box 19:

**19. Authorized Representative** ✖ 🗨



**5**

Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:
Mr. ▼	Andrew		Hoff	▼
* Position/Title:	Director	* Organization:	University of Cayuse	
Department:	Office of Sponsored Research	Division:	Office of Research	
* Street1:	10700 SW Beaverton-Hillsdale Hwy.	Street2:	Bldg. II, Ste. 4	
* City:	Beaverton	County:	Washington	
* State/Province:	Oregon ▼	* Zip/Postal Code:	97005	
* Country:	United States of America ▼			
* Phone Number:	503-123-4567	Fax Number:	503-765-4321	* Email:
				jcolley@cayuse.com
* Signature of Authorized Representative				* Date Signed
<input type="text"/>				<input type="text"/>

# Autofill: Performance Sites

1. Add an existing performance site by selecting the autofill pencil.

### Project/Performance Site Location(s)

Project/Performance Site Primary Location  

Organization:

DUNS Number:

\* Street1:  Street2:

\* City:  County/Parish:

\* State/Province:  \* Zip/Postal Code:

\* Country:

\* Project/Performance Site Congressional District:

2. Select a site from a professional profile:


### Primary Performance Site Autofill

Also show available **Institutional Profiles**

# Autofill: Performance Sites

- If you don't see a performance site for a key person, make sure their professional profile has performance site information and the site is marked as active:

U of Cayuse School of Minds (Anesthesia and Perioperative)

**Performance Site**  Active 

**Organization Name:**

**Street 1:**

**Street 2:**

**City:**

**State/Province:**

**Zip/Postal Code:**

**County:**

**Country:**

**Organization DUNS:**

**Congressional District:**

# Senior/Key Persons Form

- Add, edit, or autofill Senior/Key Persons
  - Adds Key Personnel on the budget form when they are autofilled into the Key Persons form
- You can add as many Senior/Key Persons as are allowed
  - Cayuse 424 auto-generates an overflow PDF for any key persons beyond the number of slots on the form and attaches it to the proposal
- Sort button automatically orders the Key Persons list by role and name on the Key Persons form.

# Autofill: Senior/Key Persons

1. Navigate to the **Key Persons** form.
2. Click the autofill icon to add a new person.

RESEARCH & RELATED Senior/Key Person Profile	
PROFILE - Project Director/Principal Investigator	
Powell, Ron - <i>University of Cayuse</i>	
PROFILE - Senior/Key Person	
0 Senior/Key Persons <a href="#">expand all</a> / <a href="#">collapse all</a>	Manage Key Persons <b>2</b>



# Autofill: Senior/Key Persons

3. Search for or select the person you want to add.
4. Click **Add Selected Key Person**.

**Add Key Person to Proposal** Close

Search eRA Role Filter: Any/all (unfiltered) ?

[Show Recently Used](#)

**All 29 Available Professional Profiles:**


- DeMarco, Mary Kate - U of C
- Hammer, Armand - U of C
- Hammer, MC - U of C
- Harmon, Sean - U of C: Medicine
- Hawthorne, Rufus D. - U of C: Bob
- Heldens, John - U of C: Neurology
- Hoff, Andrew - U of C: Office of Sponsored Research
- Hopkins, Virginia - University of Denver: Psychiatry
- Jackson, Adrian - U of C: Office of Sponsored Research
- Jacobson, Jodi - U of C: Medicine
- LaLonde, David - U of C: Surgery
- Memba, Alejandro - U of C: Office of Sponsored Research
- Mupparapu, Sanjay - U of C
- Powell, Ron - U of C: Office Sponsored Research
- Salazar, Sharon - U of C: Biochemistry
- Sanchez, Sarah - U of C: Cardiovascular Research Inst.
- Soto, Ernesto - U of C: Office Sponsored Research**
- Test, Nate - U of C
- Tosta, Patti - U of C: Surgery
- Turner, Shah - University of Denver

4 Add Selected Key Person




Or... + Create New Professional Profile

# Autofill: Senior/Key Persons

- Key person data can be edited in the Manage Key Person window:

 **Manage Principal Investigator** Close

---


   Heldens, John - University of Cayuse Budget Periods:  1  2  3  4

Include Performance Site

**Attach Biosketch** (no pdf) (no src)

**Role:**  **Other Project Role Category:**

**Appointment type (months):** Calendar:  Academic:  Summer:

 Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	100,119	0	0	9.000			75,089	45,053	120,142
prd 2	100,119	0	0	6.000			50,060	30,036	80,096
prd 3	100,119	0	0	3.000			25,030	15,018	40,048
prd 4	100,119	0	0	1.000			8,343	5,006	13,349


# Autofill: Senior/Key Persons

In the Manage Key Persons window you can:




- Re-autofill from a professional profile.
- Change the Project Role.
- Select budget periods on which the Key Person will be named by checking or un-checking the **Budget Period** boxes.
- Attach biosketches.
- Change effort and salary information.
- Copy salary information across budget periods or automatically escalate it (see Module 7 – Proposal Budgets).
- Change the Key Person's appointment type.
- Include/exclude a Key Person's active Performance Site.

# Autofill: Senior/Key Persons

- If you enter base salary numbers, fringe rates, and effort months, Cayuse 424 auto-calculates **Requested Salary**, **Fringe Benefits** and **Funds Requested**.

 **Manage Principal Investigator** Close

---


   Heldens, John - University of Cayuse Budget Periods:  1  2  3  4

Include Performance Site

**Attach Biosketch** (no pdf) (no src)


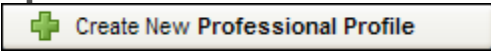
**Role:**  **Other Project Role Category:**

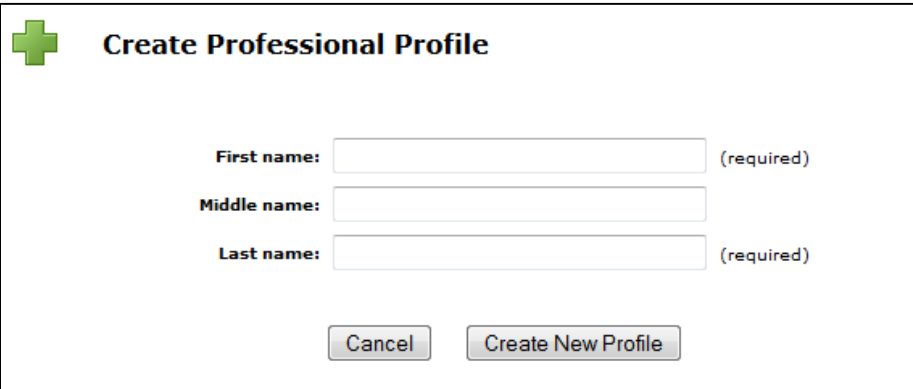
**Appointment type (months):** Calendar:  Academic:  Summer:


 Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	100,119	0	0	9.000			75,089	45,053	120,142
prd 2	100,119	0	0	6.000			50,060	30,036	80,096
prd 3	100,119	0	0	3.000			25,030	15,018	40,048
prd 4	100,119	0	0	1.000			8,343	5,006	13,349

# Adding Senior/Key Persons “On the Fly”

Adding a Senior/Key Person “on the fly” allows you to quickly create a Professional Profile from within the proposal.

1. From the **Key Persons** form (or the Key Persons section of the detailed budget form), click the autofill  pencil .
2. Click the **Create New Professional Profile** button in the Add Key Person window .
3. Enter the first and last names and click the **Create New Profile** button:



 **Create Professional Profile**

**First name:**  (required)

**Middle name:**

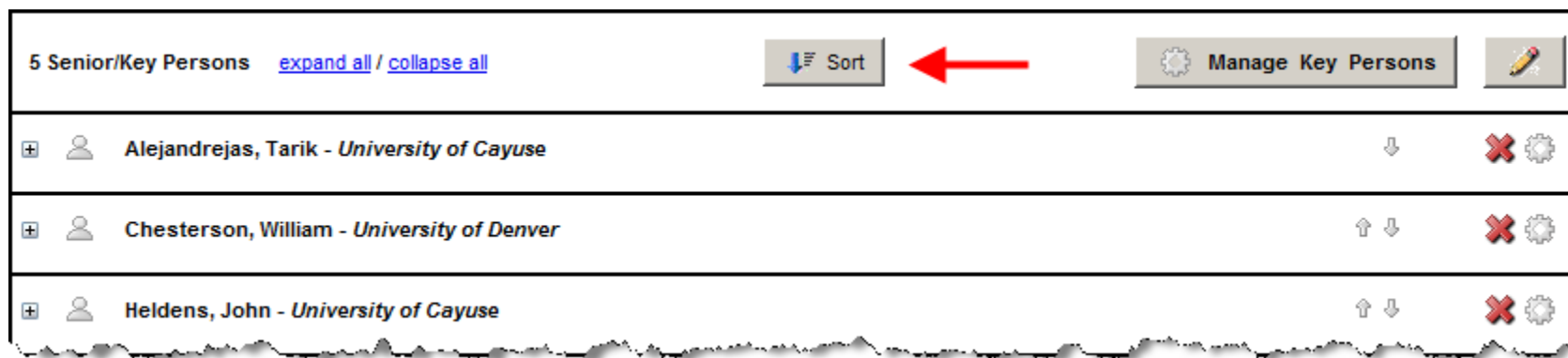
**Last name:**  (required)

# Adding Senior/Key Persons “On the Fly”

4. Fill out the **Create New Key Person** form and click the **Save Key Person** button.
5. A professional profile will be created and the person will be added to the Senior/Key Persons form and the budget form.

# Sorting Senior/Key Persons

- Once you have added all key persons, click the **Sort** button to order your list.
  - PD/PI roles will appear first.
  - OSC roles will appear last.
  - Other people will be in alphabetical order.



The screenshot shows a web interface for managing key persons. At the top, it displays "5 Senior/Key Persons" with links for "expand all" and "collapse all". To the right of this text is a "Sort" button with a downward arrow icon, which is highlighted by a red arrow. Further right is a "Manage Key Persons" button with a gear icon and a pencil icon. Below the header is a table with three rows, each representing a person. Each row includes a plus icon, a person icon, the person's name and affiliation, and action icons (up/down arrows, a red X, and a gear).

5 Senior/Key Persons <a href="#">expand all</a> / <a href="#">collapse all</a>		Sort	Manage Key Persons
+	Alejandrojas, Tarik - <i>University of Cayuse</i>	↓	✕ ⚙
+	Chesterson, William - <i>University of Denver</i>	↑ ↓	✕ ⚙
+	Heldens, John - <i>University of Cayuse</i>	↑ ↓	✕ ⚙

# Attaching Biosketches

1. Expand the key person's listing by clicking on the plus

**RESEARCH & RELATED Senior/Key Person Profile**  
PROFILE - Project Director/Principal Investigator

⊕ Powell, Ron - University of Cayuse

PROFILE - Senior/Key Person

3 Senior/Key Persons [expand all](#) / [collapse all](#) Sort Manage Key Persons

⊕ Cullina, Matthew - University of Denver ↓

⊕ Heldens, John - University of Cayuse ↑ ↓

2. **Biographical**



# Attaching Biosketches to the Proposal

3. From the **Attach Biosketch** window, you can attach the PDF and the Source (Word) file from:

1. The professional profile (top)
2. A file on your local computer (bottom)

**Attach biosketch**

Choose a biosketch: Heldens\_NIH.pdf  Include pdf source

1 Attach Cancel

**Upload attachment**

Name: KeyPersonBioSketch do not use: / \ : \* " < > |

2 PDF file: Browse\_ No file selected.

Source of PDF: (optional) Browse\_ No file selected.

Upload Cancel

# Conclusion

In this module you have learned how to:

- Autofill data into the proposal
- Add Performance Sites
- Add and sort Key Persons
- Attach biosketches

# Proposal Budgets

# Module 7 Objectives

In this module you will learn:

- Basic budget concepts that apply to all types of budgets
- How to use Cayuse 424 to create a:
  - Detailed budget
  - Modular budget
  - Subaward budget
  - Multi-Project Proposal budget

# Basic Budget Concepts

- Senior/Key Persons information, including salary, appointment type, and fringe rate amount, is autofilled from professional profiles when available.
- Automatic budget calculations are made once salary, effort, and other amounts are specified.
- Users can override autofilled or calculated data in most fields.
- Cost replication and escalation for all budget categories on multiple budget periods is quick and easy with Replicate/Escalate.

# Key Person Budget Information

- Salary and fringe information for PIs and Senior/Key Persons can be added to the professional profile.
- Enter the appointment months and the corresponding salary based on appointment type.
- Select fringe rates from the institutional profile, or enter individual Fringe manually.
  - Use Add New Row for additional rates.

University of Cayuse (Neurology)  
Salary / Appointment type

Employee ID:

Appt Type:

	Months	Salary
Calendar:	<input type="text" value="12.0"/>	<input type="text" value="147000"/>
Academic:	<input type="text"/>	<input type="text"/>
Summer:	<input type="text"/>	<input type="text"/>

Fringe Worksheet

Category	Entry (\$)	Factor (%)
<input type="text" value="Faculty"/>	<input type="text"/>	<input type="text" value="20.0"/>

Base Fringe Rate:

Fringe Rate Total:

# Key Person Budget Information

- When adding Key Persons to the proposal, their appointment and salary data will be included.
- Use Manage Key Persons to indicate appropriate effort:

**Appointment type (months):** Calendar:  Academic:  Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	0	90,000	30,000		1.000	0.500	15,000	9,000	24,000
prd 2	0	90,000	30,000		1.500	0.500	20,000	12,000	32,000
prd 3	0	90,000	30,000		1.000	0.500	15,000	9,000	24,000


- You can manually change autofilled or calculated information in Manage Key Persons or on the budget:










A. Senior/Key Persons in Budget Period 1 of 5 Manage Key Persons

First Name	Mid. Name	Last Name	Project Suf.	Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
Dr. John		Helden	Ph	PD/PI	147,000	147,000	0	0	3.00			38,900	7,780	46,680
Dr. Sarah		Sanche	Ph	Faculty	150,000	150,000	0	0	2.00			25,000	5,000	30,000
Dr. Michael		Spears	Ph	Faculty	135,000	135,000	0	0	5.50			61,875	12,375	74,250

# Key Person Budget Information

- If you override a calculated field, the system will insert a red star adjacent to the field.
- Once a field has been overwritten, the calculated value will no longer show in that field.
  - Delete the entered value and click out of the field to see the calculated value again.

A. Senior/Key Persons in Budget Period 1 of 5 Manage Key Persons 

	First	Mid.	Last	Project	Base	Cal.	Acad.	Sum.	Cal.	Acad.	Sum.	Requested	Fringe	Funds	
	Pref. Name	Name	Name	Suf. Role	Salary (\$)	Salary (\$)	Salary (\$)	Salary (\$)	Mons	Mons	Mons	Salary (\$)	Benefits (\$)	Req. (\$)	
	Dr. John		Helden	Ph <input type="checkbox"/> PD/PI	147,000	147,000	0	0	3.00			38,900 *	7,780	46,680	 
	Dr. Sarah		Sanche	Ph <input type="checkbox"/> Faculty	150,000	150,000	0	0	2.00			25,000	5,000	30,000	 
	Dr. Michael		Spears	Ph <input type="checkbox"/> Faculty	135,000	135,000	0	0	5.50			61,875	12,375	74,250	 



# Budget Components: Indirect Costs

- Indirect Cost types and rates are stored in the institutional profile:

Indirect Costs

I. Define Indirect Cost Types

This Institutional Profile has 4 Indirect Cost Types. [+ New Type](#)

(Select type to view/edit.)

- Instruction
- Off Campus
- Organized Research On Campus
- Other Sponsored Activities

[✖ Delete "Instruction"](#)

[✎ Rename "Instruction"](#)

To define cost type "Instruction", enter starting dates and percentage rates below.

Entry #1: Period Start Date: 07/01/2013 [📅](#) Rate: 8.0 % [✖](#)

[+ New Date and Rate](#)

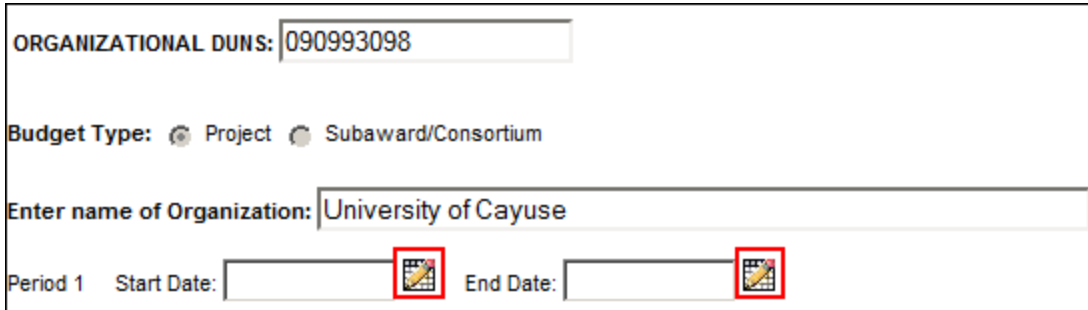
- If the organization you selected for the proposal has indirect cost types, those will be available to you for selection when you are creating your budget.

# Budget Components: Budget Periods

- Cayuse 424 supports up to ten budget periods.
  - The maximum available for an opportunity is dependent on the form included in the opportunity.
- The number of Budget Periods can be changed after the proposal is created.
- When working with multiple budget periods, it is important to enter or select the correct data for all budget periods.

# Managing Budget Periods



- Click on a calendar icon to manage the budget periods:



ORGANIZATIONAL DUNS:

Budget Type:  Project  Subaward/Consortium

Enter name of Organization:

Period 1 Start Date:   End Date:  

- You can select your project dates in several places:
  - Detailed budget form
  - Modular budget form
  - SF424 R&R Page 1

# Managing Budget Periods

1. You can change the number of budget periods if necessary.
2. Select the **Period Length** using the drop-down menu. **Custom** is available for unusual budget period lengths.
3. Click on the calendar icon to select a date.
4. Click the **Update Periods** button to update the proposal.

**Manage Budget Periods**

Copy dates from another proposal...

1 Number of periods:  1  2  3  4  5

2 Period length: 1 year

	Start Date		End Date
1	06/01/2010	3	05/31/2011
2	06/01/2011		05/31/2012
3	06/01/2012		05/31/2013
4	06/01/2013		05/31/2014
5	06/01/2014		05/31/2015

4 Update Periods Cancel

# Managing Budget Periods

- Use the **Budget Period** drop down menu or navigation arrows to view and edit different budget periods:

The screenshot displays a web application interface for managing budget periods. At the top, there is a header bar with the text "Proposals List" and several icons (a key, a refresh symbol, a lightning bolt, and a printer). Below the header, a user profile section shows "Heldens, John R01". The main content area is titled "RESEARCH & RELATED BUDGET - SECTION A & B". A dropdown menu is open, showing a list of budget periods: "Budget Period 1 of 5", "Budget Period 2 of 5" (which is highlighted in blue), "Budget Period 3 of 5", "Budget Period 4 of 5", and "Budget Period 5 of 5". To the right of the dropdown menu are navigation arrows (left and right) and a search icon. Below the dropdown menu, there is a text input field labeled "ORGANIZATIONAL DUNS:" with the value "090993098". At the bottom left, there is a "Budget Type:" section with two radio buttons: "Project" (which is selected) and "Subaward/Consortium".

# Section B: Other Personnel

Manually enter:

- Number of Personnel
- Role
- Effort Months
- Requested Salary
- Fringe Benefits

B. Other Personnel								
* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)	
2	Post Doctoral Associates	12.00			36,600	6,250	42,850	
1	Graduate Students	3.00			6,500	425	6,925	

Cayuse 424 automatically calculates the Funds Requested value.

# Section B: Adding Other Personnel

- Select the **Indirect Cost Type for Sections A and B** using the drop-down menu.

Indirect Cost Type for Sections A and B Above	Sponsored Research On Campus	<b>Total Other Personnel</b>	94,475
	excluded	<b>Total Salary, Wages and Fringe Benefits (A+B)</b>	107,975
	Sponsored Research On Campus	RELATED Budget (A-B) (Funds Requested)	
	Sponsored Research Instruction	OMB Number: 4040-0001	
	Sponsored Research Off Campus		

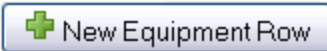
- The default indirect cost type for this section (if one is defined in the institutional profile) is autofilled during proposal creation.
- This selection is necessary to calculate the budget totals.

# Section C: Equipment

1. Click **New Equipment Row**.
2. Enter the **Equipment Item**.
3. Enter **Funds Requested**.
4. Select the **Indirect Cost Type** using the drop-down menu. (The default is usually **excluded**.)

**C. Equipment Description**

List items and dollar amount for each item exceeding \$5,000

Equipment item	* Funds Requested (\$)
1 Microscope 2	3 5,000 ✖
1 	

Indirect Cost Type  4  Total Equipment



# Sections D, E, F and J : Additional Funds

1. Select the correct **Indirect Cost Type** using the drop-down menu.
  - The default indirect cost type for this section (if one is defined in the institutional profile) is autofilled during proposal creation.
2. Enter **Funds Requested (\$)** for each applicable line item.

F. Other Direct Costs	Indirect Cost Type	Funds Requested (\$)
1. Materials and Supplies	Sponsored Research On Campus	5,250
2. Publication Costs	Sponsored Research On Campus	1,000
3. Consultant Services	Sponsored Research On Campus	

# Section H: Indirect Costs


Select any additional **Indirect Cost Types** in the proposal using the drop-down menu.

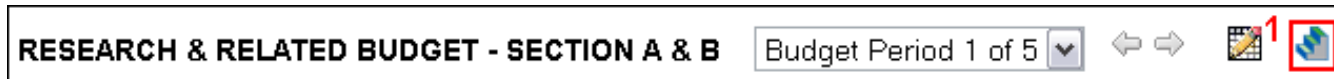
- The default indirect cost type selecting during proposal creation is autofilled here.

When an indirect cost type is selected:

- The indirect cost rate and base will be filled in.
  - This may be a composite rate if the IDC rate is escalating.
- Funds Requested (\$) will update.
- The values will be included in the cumulative budget calculations.

# Replicating Budget Data

- If you are requesting funds for specific budget line items and would like to replicate that data across multiple budget periods, you can do so by following these steps:
  1. Click  on the **SF424 RR Budget** page



# Replicating Budget Data

2. Check the box next to the budget category or categories you want to replicate.
3. Select the budget period(s) you want to include that data.
4. Click **Replicate Starting Budget Period Without Escalation**.
  - The first period numbers for the selected category replicate into the budget periods you chose.

Enabled	Budget Category
<input checked="" type="checkbox"/> 2	A.) Senior/Key Persons
<input type="checkbox"/>	B.) Other Personnel - Salary
<input type="checkbox"/>	Other Personnel - Fringe Benefits
<input type="checkbox"/>	D.) Travel
<input type="checkbox"/>	E.) Participant/Trainee Support Costs
<input checked="" type="checkbox"/>	F.1) Materials and Supplies

3 Start Period: Budget Period 1 thru End Period: Budget Period 1

Pre-Escalate Budget Period 1 Salaries ?


4

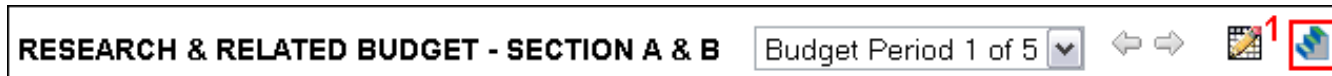
Escalate Selected Categories

Replicate Selected Categories

Cancel

# Escalating Budget Data

- Escalation is like replication, but uses a percentage increase per budget period.
- The procedure is similar to data replication.
- 1. Click  on the **SF424 RR Budget** page



# Escalating Budget Data

2. Check the box next to the budget category or categories you want to escalate.
  - If necessary, change the rate to what you want.
3. Select the budget periods that you want to escalate to.
4. Click **Escalate Selected Categories**.
  - The first period numbers for the selected category escalate into the budget periods you chose.

Enabled	Budget Category	Rate (%)
<input type="checkbox"/>	A.) Senior/Key Persons	3.0
<input type="checkbox"/>	B.) Other Personnel - Salary	3.0
<input type="checkbox"/>	Other Personnel - Fringe Benefits	3.0
<input type="checkbox"/>	Travel	3.0

<b>3</b>	BP 1	BP 2	BP 3	BP 4	BP 5
Begin/End:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<b>4</b>	<input type="button" value="Escalate Selected Categories"/>
----------	---

# The Cumulative Budget Page

- The **Cumulative Budget** page displays totals for all categories and expenditures indicated in the detailed budget pages.
- Cumulative budget totals are calculated by the system and cannot be overridden.
  - If you find an error, correct it on the source page and the cumulative budget number will automatically be updated.

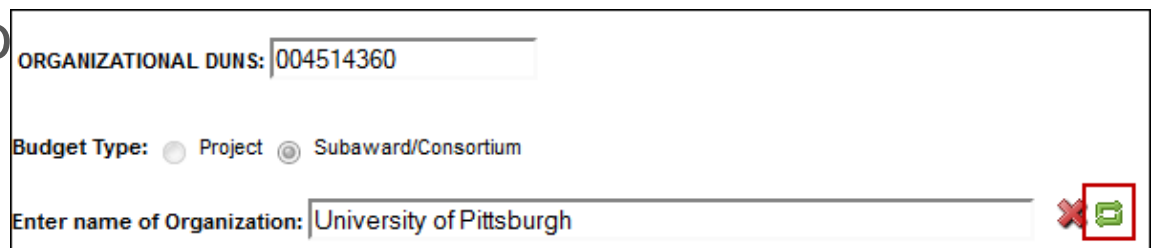
# The Modular Budget

- Creating the detailed budget in Cayuse 424 will automatically create a modular budget and round up to the nearest module.
  - We recommend using this method to create a modular budget.
- You can also enter modular budget figures directly into the Modular Budget page.
- If you are submitting a modular budget, you cannot submit subawards as well. Use the Worksheet Rows function described in **Module 8 – Subawards** to help with your calculations.




# The Subaward Budget

- The Subaward Budget form behaves exactly like the detailed budget form, including getting Key Person information from the Key Persons form.
- The most common budget issue in subawards is missing indirect cost types.
  - If you can't select different indirect cost types, the subaward organization probably does not have them.
    - At most institutions, you'll need to contact an administrator to add cost types to the subaward organization's institutional profile.
  - After they are added, use the green arrows to re-autofill the organization



ORGANIZATIONAL DUNS:

Budget Type:  Project  Subaward/Consortium

Enter name of Organization:  

# Conclusion

In this module you learned:

- Basic budget concepts that apply to all types of budgets
- How to use Cayuse 424 to create a:
  - Detailed budget
  - Modular budget
  - Subaward budget

# Subawards

# Module 8 Objectives


In this module you will learn how to:

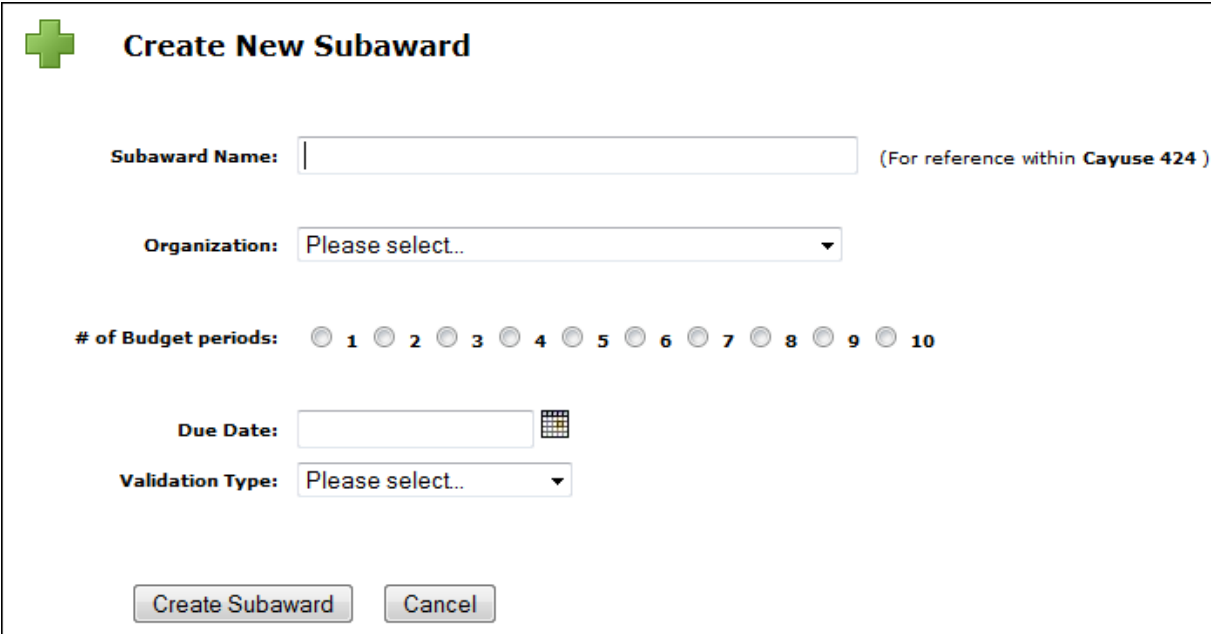
- Create a subaward
- Link a subaward to a prime proposal
- Import a subaward
- Export a subaward

# Including Subaward Information

- Cayuse 424 allows you to include subaward information on your prime proposal in three ways:
  - By linking to an existing subaward
  - By importing a subaward
  - By creating a worksheet row
- Once subaward information is linked, imported or created, it will automatically flow into the prime proposal.
- You can also export subaward information for another Cayuse 424 customer to use.

# Creating a Subaward

1. Navigate to the Proposals tab and click 
2. Select either “**Research**” or “**Training**” **Subaward Proposal**, and click **Create**.
3. In the Create New Subaward dialog, enter a **Subaward**




**+** **Create New Subaward**

**Subaward Name:**  (For reference within **Cayuse 424**)

**Organization:**

**# of Budget periods:**  1  2  3  4  5  6  7  8  9  10

**Due Date:**  

**Validation Type:**

# Creating a Subaward


4. Select an **Organization**.
  - If your subaward organization is not available, you can skip this for now.
5. Select the **# of Budget Periods**.
6. Select a **Validation Type** (e.g., NIH).
7. Click **Create Subaward**.


# Creating a Subaward

- A subaward includes:
  - A Performance Sites form
  - A Key Persons form
  - A detailed budget form
- Usually these are R&R forms, but Cayuse 424 also supports the Fed/Non-fed budget form and Training Subawards.
- See **Module 6: Proposal Basics** and **Module 7: Proposal Budgets** to learn more about filling out these forms.



# Linking to an Existing Subaward

1. Open the prime proposal you want to link the subaward to.
2. Navigate to the **Subaward Budget Attachment** form.
3. Click 
4. In the dialog, select the subaward you want to link using the list or search.
5. Align the budget periods.
6. Click **Link in Subaward**.

**Link in Subaward Proposal**  
  
[Show All](#)  
**Showing Recent Subawards**  
Select a subaward to link:  

- University of Evisions
- Ziggy Stardust**

Ensure subaward periods align with those of the prime:

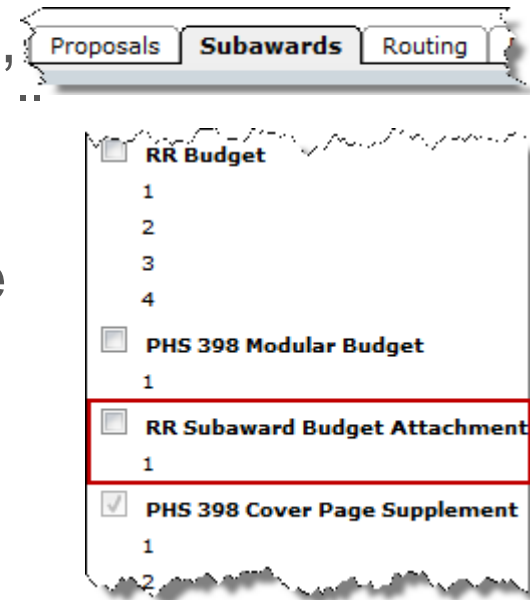
	Prime		Subaward	
Period	Start Date	Start Date	End Date	
1	04/27/2015	12/01/2016	02/28/2017	
2	04/27/2016	03/01/2017	05/31/2017	
3	04/27/2017	06/01/2017	08/31/2017	
4	04/27/2018	09/01/2017	11/30/2017	



Linking will update subaward dates to match the prime.

*Note:* If we have the IDC rate schedule for the subaward budget, indirect costs and totals will be recalculated upon subaward open.


# Linking to an Existing Subaward

- When the link of personnel and budget information is complete, click **Finish**. You'll see the subaward in the **Subawards** tab.
- The subaward budget figures show in the prime and in the Subaward Budget Attachment form.
- To view or edit the subaward, click its name in the Subawards tab or in the form.



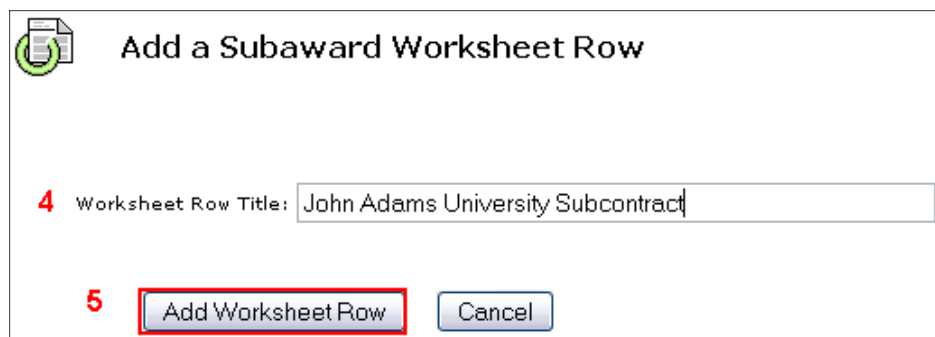
Period	In-active	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs	Allocated to IDC base
+ AdobeSubawardDemo Denver		Error(24) / Warning(9)  			
Total		157,186	13,769	170,955	25,000
+ All Subawards					
Total		157,186	13,769	170,955	25,000


# Creating a Worksheet Row

- A worksheet row allows you to manually enter only budget information for a subaward.
  - This is particularly useful if submitting a modular budget since you cannot submit subawards with a modular budget.
1. Open the prime proposal.
  2. Navigate to the **Subaward Budget Attachment** form.
  3. Click  Worksheet Row

# Creating a Worksheet Row

4. Enter the **Worksheet Row Title**.
5. Click **Add Worksheet Row**.



 Add a Subaward Worksheet Row

4 Worksheet Row Title:

5

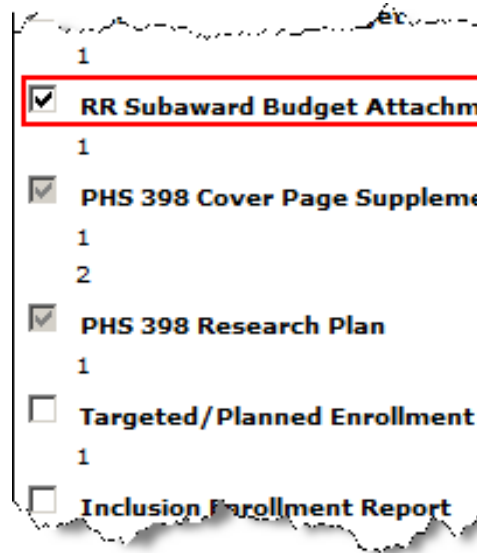
# Create an Unlinked Worksheet Row

- Expand the row using the plus sign to enter **Direct Costs** and **Indirect Costs** for all budget periods.
- Cayuse 424 auto-calculates **Allocated to IDC Base**.
- These costs will be auto-populated to the Detailed and Modular Budgets.

Period	In- active <sup>6</sup>	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs <sup>7</sup>	Allocated to IDC base
John Adams University Subcontract					✖
1	<input type="checkbox"/>	10,386	5,268	15,654	15,654
2	<input type="checkbox"/>	11,556	5,892	17,448	9,346
3	<input type="checkbox"/>	12,786	6,214	19,000	0
4	<input type="checkbox"/>	11,500	5,800	17,300	0
5	<input type="checkbox"/>	9,673	4,966	14,639	0
Total		55,901	28,140	84,041	25,000

# Include Subawards for Submission

As with other forms, you include subawards by clicking the check box adjacent to the Subaward Budget Attachment form in the left sidebar.

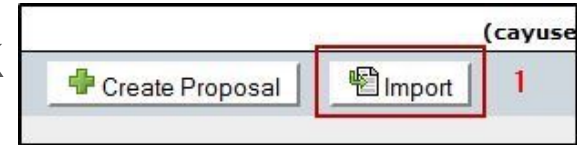


# Importing a Subaward

- In order to import a subaward, your subcontractor must create the subaward using **Cayuse 424**, **Subawards.com**, or **Adobe forms** and send the exportable file to you.
- You can import the subaward proposal either directly into the prime proposal or into the Proposals List.

# Importing to the Proposals List

1. Go to the **Proposals** tab and click



2. Enter a name for the subaward.

3. Browse for the subaward file on your computer.

4. Click **Import Subaward**.



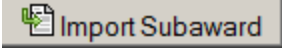

5. The imported subaward will appear in the Proposals List.

Proposal	Title	PI	Modifi	Type	Deadline	
 <a href="#">Imported Sub</a>	Miniature r	Moore, Tirin	04-27-	Research Subaward (imported)	02-05-2015	 
 <a href="#">Heldens, John 4/24/15</a>		Heldens, John	04-27-	Effects of Adolescent Binge Dri	04-30-2015	 
 <a href="#">University of Evisions</a>		[Unassigned]	04-27-	Research Subaward	10-29-2014	 





# Importing to a Prime Proposal

Importing a subaward into a prime proposal combines importing to the Proposals List with linking a subaward to a prime proposal.

1. Open the prime proposal.
2. Go to the **Subaward Budget Attachment** form.  

3. Click
4. Enter a name for the subaward, and browse for the file on your computer.
5. Align the budget periods as needed.  

6. Click

# Exporting a Subaward Proposal

If you are working on a subaward to send to another institution, you can create and export a standalone (unlinked) subaward to another Cayuse 424 customer institution.

1. After creating your Subaward Proposal, click  at the upper right corner of the window to export the data.
2. Enter a name for the exported file.
3. Click .
4. Save the exported subaward file to a location on your computer or network.
5. Send the file to your collaborating institution.

# Export Tips

- Internal documentation (e.g. signed Face Pages, Letters of Support, Letters of Collaboration, etc.) can be added to the Documents page under Proposal Summary. These will be exported with the subaward.
- We recommend validating the subaward before exporting it to prevent incorrect data from being exported.

# NIH Requirements for Subawards

- For Opportunities that require a full budget, you must attach the completed subaward proposal.
  - NIH cannot compare your grant costs correctly to the direct cost limitation without the complete subaward budget.
  - NIH cannot calculate the indirect costs on subawards without the attachment.
- If this information isn't provided, your proposal may be rejected or delayed after submission.
- If the proposal has a Modular Budget, you can use the Worksheet Rows function to determine the costs correctly.

# Conclusion

In this module you learned how to:

- Create a subaward
- Link a subaward to a prime proposal
- Import a subaward
- Export a subaward

# Attaching Documents

# Module 9 Objectives

In this module you will learn how to:

- Attach documents to your grant proposal
- Follow Grants.gov and NIH attachment guidelines
- Attach your Research Plan using the “Exploder”
- Attach Letters of Support
- View proposal forms and attachments in PDF format

# Commonly Required Attachments

- PHS 398 attachments for NIH and other PHS agencies only

Form Set	Attachment
<b>SF424 RR, page 2</b>	<ul style="list-style-type: none"> <li>• Pre-application</li> <li>• SFLL</li> <li>• Other Explanatory Documentation</li> </ul>
<b>SF424 RR, Other Project Information</b>	<ul style="list-style-type: none"> <li>• Project Summary/Abstract</li> <li>• Project Narrative</li> <li>• Bibliography and References Cited</li> <li>• Facilities and Other Resources</li> <li>• Equipment</li> <li>• Other</li> </ul>
<b>SF424 RR, Key Persons</b>	<ul style="list-style-type: none"> <li>• Biographical Sketch</li> <li>• Current and Pending Support</li> </ul>
<b>SF424 RR Budget, page 3</b>	<ul style="list-style-type: none"> <li>• Budget Justification</li> </ul>
<b>Modular Budget</b>	<ul style="list-style-type: none"> <li>• Personnel Justification</li> <li>• Consortium Justification</li> <li>• Additional Narrative Justification</li> </ul>
<b>PHS 398 Research Plan</b>	<ul style="list-style-type: none"> <li>• Research Plan</li> </ul>

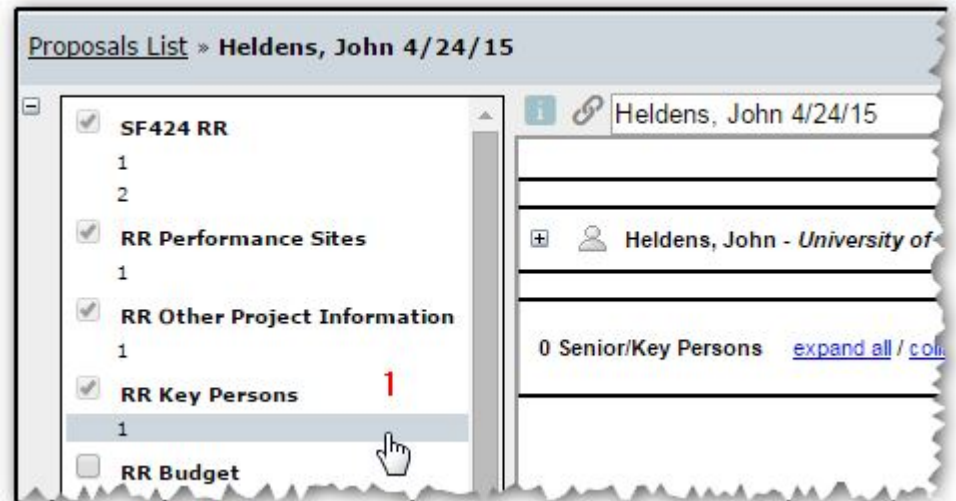


# Attaching Documents

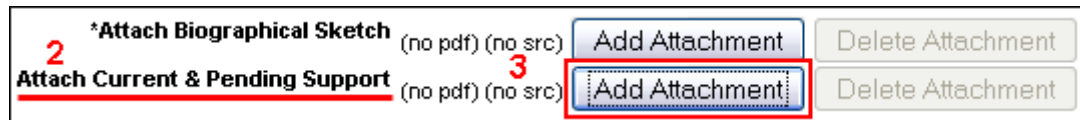
1. Locate the appropriate page of the form you need to attach the document to.

2. Locate the attachment point by the label.

Current & Pending Support  
is shown below.



1. Click **Add Attachment**.



# Attaching Documents

4. In the **Upload Attachment** popup, click **Browse** next to the **PDF file** slot.

5. Select the PDF file in the file browser and click

■ **Open** The PDF file is the file that will be submitted to Grants.gov.

■ If your Opportunity requires a non-PDF file be submitted, please contact your local administrator.

6. If desired, do the same for the Source file (e.g. Word format).

■ This is not required and will not be submitted, but makes it easy to change the file if modifications are needed.

**Upload attachment 4**

After uploading, please view the uploaded attachment to verify its correctness.

Name:

5 PDF file:  No file selected.

6 Source of PDF: (optional)  No file selected.

# Attaching Documents

7. Once you've added the desired file(s), click **Upload**.

**Upload attachment**

After uploading, please view the uploaded attachment to verify its correctness.

---

Name:

PDF file:  Budget Justification Sub.pdf

Source of PDF: (optional)  Budget Justification.docx

8. The files have been uploaded when **PDF** (and **SRC** if you included a source file) are blue links.

K. \* Budget Justification (Only attach one file.) Budget Justification Sub [pdf src](#)

# PDF Attachment Guidelines

Grants.gov and NIH both maintain guidelines on successfully submitting PDF attachments.

- Convert 'active' form field PDFs to 'flat' (static) PDFs using a PDF converter, unless instructions in the attachment form state otherwise. Some attachment points require fillable (active) PDFs.
- Names should be less than 50 characters.
  - The real limit is 36 characters because the file will be appended.
- Create PDFs using creation software, not by scanning a printed document.
- Disable any security features in the document.
- Do not include stamps or annotations.
- Make sure your page size is 8.5" x 11" letter (do not use A4).

These guidelines apply to most opportunities, but always verify your FOA instructions if you have any questions.

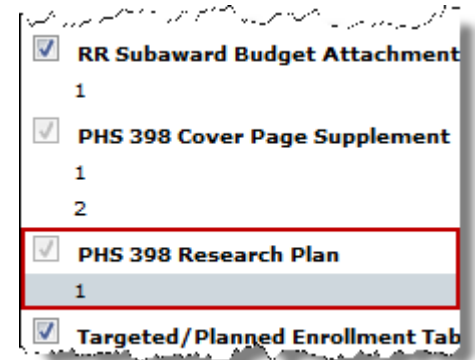
# Attaching the Research Plan

The Research Plan can be attached manually using the previous steps, but Cayuse 424 also allows you to upload just one document and get all your attachments in the right place!

1. Create a properly formatted Research Plan.
  - See the SF 424 R&R Application Guide for NIH for details.
2. Insert a page break at each section header (e.g. Introduction, Specific Aims).
3. Create a PDF of your Research Plan file using the PDF creation software of your choice.

# Using the “Exploder”

4. Navigate to the PHS 398 Research Plan form of your proposal.
5. Upload your Research Plan PDF file to the **0. Composite PDF** slot.



**2. Research Plan Attachments:**  
Please attach applicable sections of the research plan, below.

0. Composite PDF.	(no pdf) (no src)	Add	Delete
1. Introduction to Application (for RESUBMISSION or REVISION only)	(no pdf) (no src)	Add	Delete
2. Specific Aims	(no pdf) (no src)	Add	Delete
3. * Research Strategy	(no pdf) (no src)	Add	Delete
4. Inclusion Enrollment Report (IER)	<a href="#">View Generated Attachment</a>	Override	Revert
5. Progress Report Publication List	(no pdf) (no src)	Add	Delete

# Using the “Exploder”

5. You should see that the division of the file has been successful.
6. Your attachment points will have PDF attachments associated with them.

Breaking apart the research plan succeeded:

Bookmarks Added to PDF:

Introduction to Research Plan  
Specific Aims  
Research Strategy  
Progress Report Publication List  
Protection of Human Subjects  
Inclusion of Women and Minorities  
Inclusion of Children  
Vertebrate Animals  
Select Agent Research  
Multiple PD/PI Leadership Plan  
Consortium/Contractual Arrangements  
Resource Sharing Plan(s)

The following recognized bookmarks were found and used to create the associated research plan sections:

<u>Pg</u>	<u>Title</u>
1	Introduction to Research Plan
2	Specific Aims
3	Research Strategy
4	Progress Report Publication List
5	Protection of Human Subjects
6	Inclusion of Women and Minorities
7	Inclusion of Children
8	Vertebrate Animals
9	Select Agent Research
10	Multiple PD/PI Leadership Plan
11	Consortium/Contractual Arrangements
12	Resource Sharing Plan(s)

# Attaching Letters of Support

- Cayuse 424 offers an Append function to put several letters of support together without bundling.




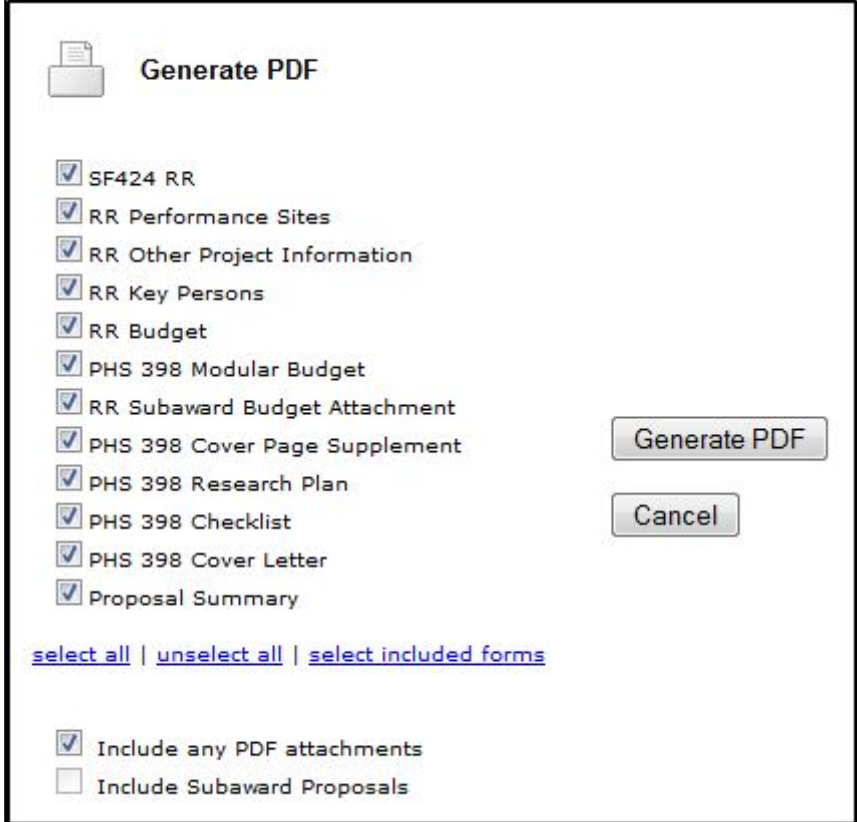
- Use the **Add** button to add the first letter.
- For subsequent letters, use the **Append** button.
  - A source file cannot be added for additional letters.
- Selecting **Delete** will delete all items.



# Viewing Proposals in PDF Format

You can generate a PDF to see how your proposal looks at any time.

1. Click the printer icon  at the top right.
2. Check any form you want to print. You can select as many or as few forms as you need.
3. If you want to see the attachments to the form as well, check **Include any attachments**.
4. Click **Generate PDF**. Save or print the generated file.



**Generate PDF**

- SF424 RR
- RR Performance Sites
- RR Other Project Information
- RR Key Persons
- RR Budget
- PHS 398 Modular Budget
- RR Subaward Budget Attachment
- PHS 398 Cover Page Supplement
- PHS 398 Research Plan
- PHS 398 Checklist
- PHS 398 Cover Letter
- Proposal Summary

[select all](#) | [unselect all](#) | [select included forms](#)

Include any PDF attachments  
 Include Subaward Proposals

Generate PDF  
Cancel

# Conclusion

In this module you learned how to:

- Attach documents to your grant proposal
- Follow Grants.gov and NIH attachment guidelines
- Attach your Research Plan using the “Exploder”
- Attach Letters of Support
- View proposal forms and attachments in PDF format

# Proposal Routing

# Module 10 Objectives

In this module you will learn:


- Basic routing concepts
- How to create and edit a routing chain
- How to initiate routing
- How to use the Routing Hot List
- How to approve the proposal
- How to retract or recall the proposal
- How to use routing profiles

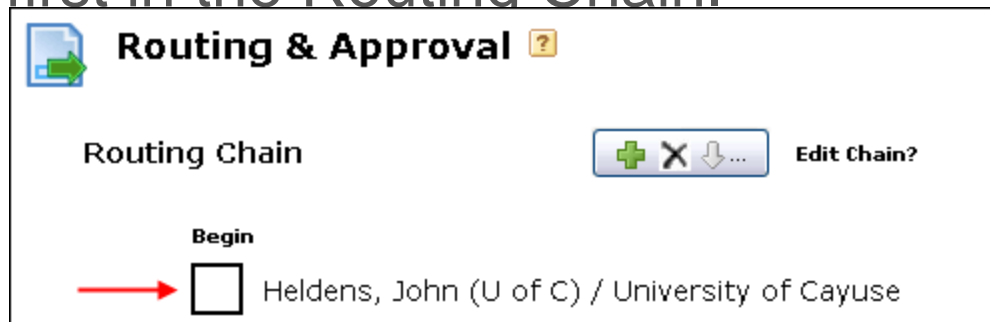
# Basic Concepts

- In Cayuse 424, routing can proceed one step at a time.
- The next approval step can be selected or changed during the previous step.
- The assumptions are:
  - People in a routing chain usually know where a proposal should go next.
  - The actual route taken can vary by proposal.

# Creating a Routing Chain


Whoever creates the proposal can specify the review and approval route by setting up the Routing Chain for the proposal.

1. Open the  prime proposal and click the Routing and Approval button: .
2. For most institutions, the proposal's PI automatically appears first in the Routing Chain.

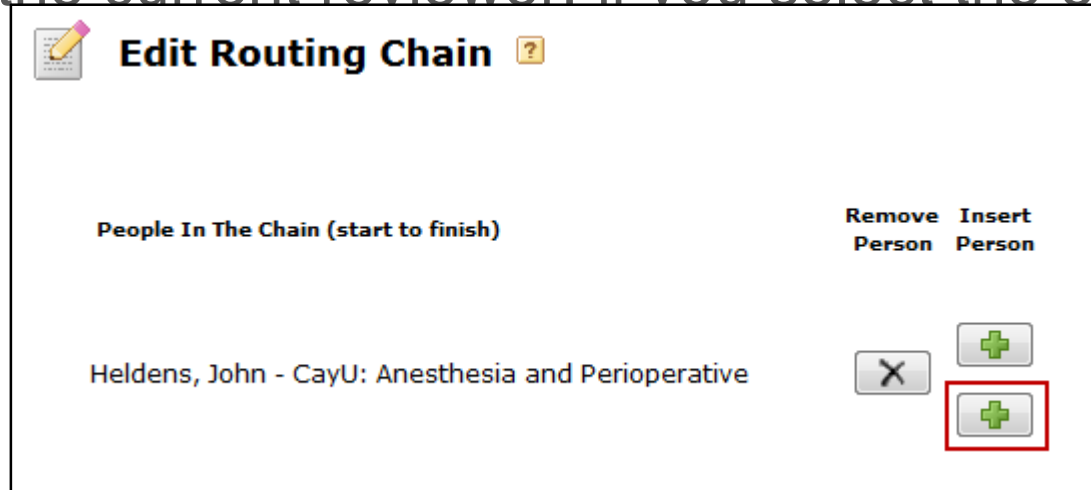


# Creating a Routing Chain

3. Add reviewers by clicking the Edit Chain button 

4. Insert a person into the chain by clicking the  icon above or below an existing reviewer.

- If you select the icon above, the new reviewer will be before the current reviewer; if you select the one below, after.



# Creating a Routing Chain

5. Select the person you want to include in the Add to Routing Chain dialog:



**+** **Add to Routing Chain**

  
[Show All](#)

**Recently Added**

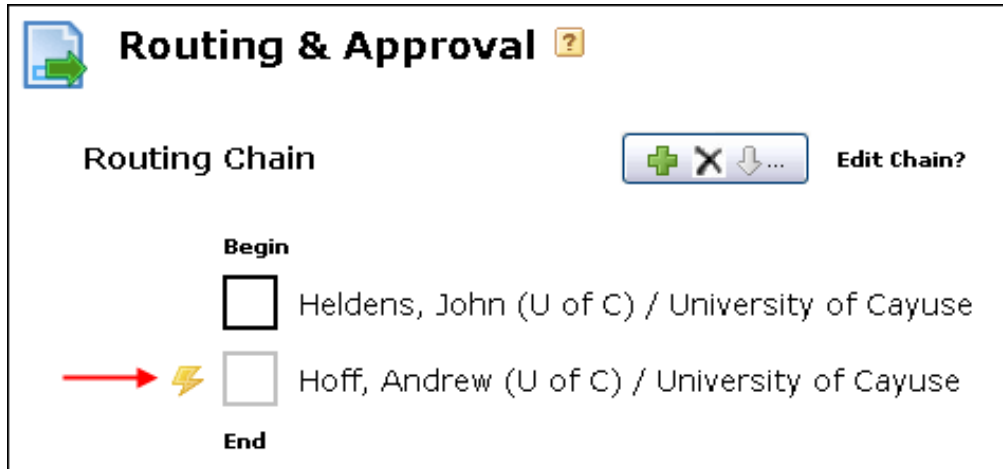
- Heldens, John - CayU: Anesthesia and Perioperative
- Sousa, Bill - CayU:
- Frantz, Ian - CayU: Office of Sponsored Research
- Weaver, Stephen - CayU: Oral Maxillofacial Surgery
- Wakeling, David - CayU: Electrical Engineering
- \*Hoff, Andrew - CayU: Office of Sponsored Research
- Spruss, Michael - CayU: Faculty Health & Core Nursing

6. Click **Add to Chain**.



# Creating a Routing Chain

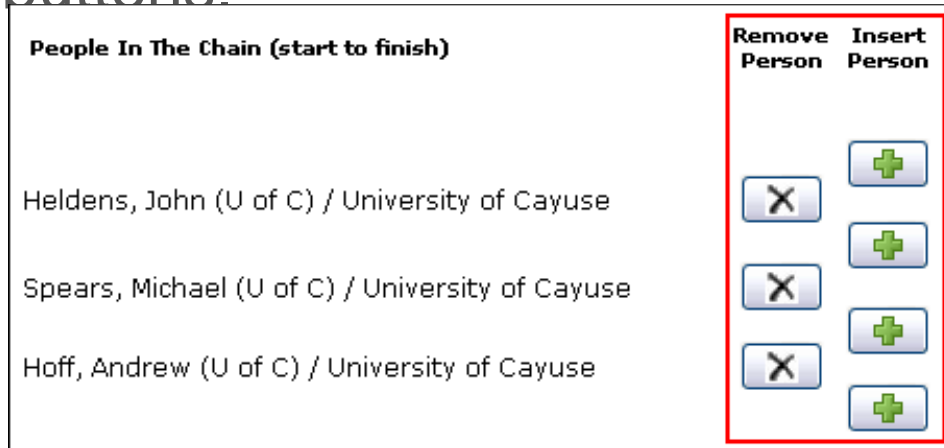
- Andrew Hoff has been added to the Routing Chain.



- Repeat these steps to add additional reviewers.
- Usually, the routing chain should contain an AOR, so that the proposal can be submitted to Grants.gov.
  - An AOR is designated by the lightning bolt icon.

# Editing the Routing Chain

- Once you've added people to the routing chain, you can also remove them if necessary using the **Remove Person** buttons, and add others using the **Insert Person** buttons.



- When deleting, you will need to confirm the deletion, and can add a comment indicating why they were removed.

# Initiating Routing

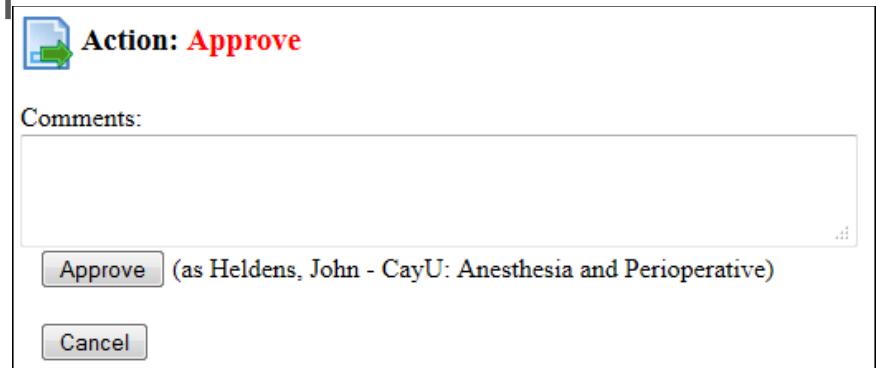
Once the proposal is ready for institutional routing, the PI (or the first reviewer on the chain) can start the routing process by:

1. Clicking the **Routing & Approval** icon and Approval area.



The screenshot shows a window titled "Routing & Approval" with a help icon. Below the title is a "Routing Chain" section. To the right of this section are three icons: a green plus sign, a grey X, and a grey downward arrow with three dots, followed by the text "Edit Chain?". Below the "Routing Chain" section is a "Begin" label and a checkbox. The checkbox is currently unchecked. To the right of the checkbox is the text "Heldens, John - CayU: Anesthesia and Perioperative".

2. Checking the box next to their name.
3. Entering any necessary comments.
4. Clicking **Approve**.



The screenshot shows a dialog box titled "Action: Approve" with a green arrow icon. Below the title is a "Comments:" label and a text input field. Below the input field are two buttons: "Approve" and "Cancel". The "Approve" button has the text "(as Heldens, John - CayU: Anesthesia and Perioperative)" next to it.

# Initiating Routing

Once routing is initiated, three things happen:

1. An email is sent to the next reviewer on the list notifying them that they need to review the proposal.
2. Everyone who has been given **Write** permission to the proposal loses that permission.
  - People can still attach documents to the proposal.
3. The proposal is added to the Routing Hot List (on the **Routing** tab) of all the reviewers on the chain.

# Routing Hot List

Each person has their own Routing Hot List that is accessed from the Routing tab.

- All proposals the person is requested to review are listed.
- Each proposal shows how long it's been in the review process.
- Click on the link to review the proposal.



117 proposals which may soon require action... 

Don't show entries older than: No limit ▾


	Proposal	Steps away	Days old
*	<a href="#">Effects of sunshine related absenteeism</a>	0	384
*	<a href="#">Test Proposal</a>	0	369
*	<a href="#">Test</a>	0	356

# Routing Process

- The proposal must be approved by each reviewer before it can proceed to the next one.
  - Reviewers can access and edit a proposal once it hits their Routing List, but they cannot approve it until the previous reviewers on the routing chain have approved it.
- During routing, Cayuse 424 grants temporary permission to reviewers and their delegates to access the proposal. More on delegates later in the presentation.
- In case of an emergency a reviewer may be deleted from the chain, but it is preferable to set up a system of routing delegates.

# Approving the Proposal

- Reviewers approve the proposal by checking the box next to their name.
- The next reviewer on the routing chain is notified via email.
- When the AOR approves, an email is sent to **everyone** on the routing chain, and electronic submission to Grants.gov can proceed.



**Routing & Approval** ?

Routing Chain + X ↓... [Edit Chain?](#)

**Begin**

<input checked="" type="checkbox"/>	Heldens, John (U of C) / University of Cayuse
<input checked="" type="checkbox"/>	Spears, Michael (U of C) / University of Cayuse
<input checked="" type="checkbox"/>	Hoff, Andrew (U of C) / University of Cayuse

**End**

# Retracting Approval

- Approval can be retracted by un-checking the box next to a name.
- The proposal will be sent back to that person for correction or review.
  - They will receive an email notifying them of the change.
- The initiator (PI) can recall the proposal to the beginning at any time.



The screenshot displays the 'Routing & Approval' interface. At the top, there is a 'Routing Chain' section with a '+ X ↓...' button and an 'Edit Chain?' link. Below this, a list of users is shown under the heading 'Begin'. The first two users, 'Heldens, John (U of C) / University of Cayuse' and another user, have their checkboxes checked. A tooltip is visible over the second checked checkbox, containing the text: 'Retract Approval? This proposal has been approved past this step. Click here to bring the approval process back to this step.' A red arrow points to the 'Retract Approval?' text in the tooltip. The third user in the list has an unchecked checkbox and a yellow lightning bolt icon next to it. The list ends with 'End'.



# Routing History

- All routing actions are logged in the proposal's Routing History in the Routing and Approval section.

username	person	type	date/time	comments
ahoff	Hoff, Andrew (U of C) / University of Cayuse	Approve	2008-08-25 13:53	
mspears	Spears, Michael (U of C) / University of Cayuse	Approve	2008-08-25 13:52	
jheldens	Heldens, John (U of C) / University of Cayuse	Approve	2008-08-25 13:52	
jheldens		Modify	2008-08-25 13:22	
jheldens		Modify	2008-08-25 13:22	

- The action shows the user and their profile, the type of action taken, and the date and time.
- Any comments provided during review can be found in the Comments column.

# Routing Profiles

- Although the Cayuse 424 routing system is flexible on a per-proposal basis, it can be easier to have routing chains set up automatically if they are frequently similar.
- If each person in the chain has a Next Reviewer in their routing profile, the chain can be “auto-built” when the proposal is created by going from the first reviewer through all the Next Reviewers.
  - Often the Next Reviewer is a reviewer for the parent unit.
- Routing delegates can take on the functions of a reviewer when the reviewer is absent, making auto-building a chain more feasible since anyone can have a stand-in.

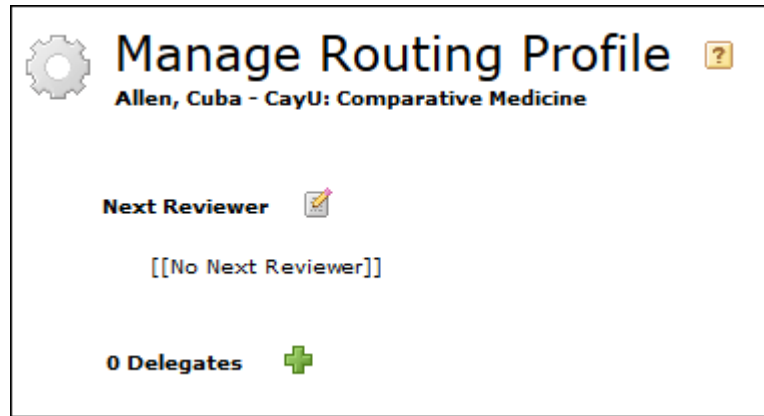
# Editing the Routing Profile

1. Go to the People tab.
2. Access your professional profile, or the one you want to edit.
3. Click the **Profile** button:



# Editing the Routing Profile

4. In the Manage Routing Profile window, click the  icon to add a Next Reviewer, or the  button to add a delegate.



5. Use the list or search to select a person to add.
  - You can only add one Next Reviewer.
  - You can add as many delegates as you need.
6. Use the delete button to remove people.

# Routing Profiles: Next Reviewer

- If each person has a Next Reviewer, when the proposal is created, the routing chain will automatically be built right up to the top.
- The chain can also be rebuilt later after Next Reviewers have been added using the Auto-build button in the



- You can auto-build from any point in the chain.
- An auto-built routing chain can be edited by hand as well.

# Routing Profiles: Delegates

If a reviewer has named delegate(s) in the Routing Profile of their Professional Profiles, the following rules apply:

- Delegates receive the same notifications and can perform the same actions as the primary reviewer.
- Multiple delegates are allowed.
- Delegates must communicate to determine who will act on the reviewer's behalf.

# Conclusion

In this module you have learned:

- Basic routing concepts
- How to create and edit a routing chain
- How to initiate routing
- How to use the Routing Hot List
- How to approve the proposal
- How to retract or recall the proposal
- How to use routing profiles

# Submitting to Grants.gov



# Module 11 Objectives

In this module you will learn how to:

- Assess a proposal's readiness for submission
- Determine who can submit proposals
- Submit a proposal to Grants.gov
- Track the proposal's submission status

# Assessing Readiness to Submit

Your proposal is ready to be submitted when:

- All required forms have been completed.
- All required attachments, such as the budget justification and biosketches are present.
  - For NIH proposals, check for the Research Plan.
- All opportunity, agency, and Grants.gov validations have been met.
  - We recommend checking all [Info] validation tips.
  - And clicking “Final Review” to confirm all budget calculations.
- All review authorities (including the AOR) have approved the proposal.

# Locating the Proposal

1. Click the **Proposals** tab.
2. Look for the proposal in your list, or search for it.
3. Click the blue link to open the proposal.


The screenshot shows the Cayuse Admin interface with the 'Proposals' tab selected. The page title is 'Cayuse Admin (cayuseadmin) [ Sign out ]'. Below the navigation tabs, there are buttons for 'Create Proposal' and 'Import'. A search bar is present with a 'Search' button and a link for 'Show Recently Viewed'. The 'View by date:' dropdown is set to 'All Dates'. There are checkboxes for 'Include submitted proposals' (checked), 'Show only locked proposals' (unchecked), and 'Make Show All the default view' (checked). A link for 'Expand All / Collapse All' is also visible.

The 'Proposals List' table displays the following data:

Proposal	Title	PI	Modified Type	Deadli
<a href="#">Heldens, John 4/24/15</a>		Heldens, John	04-27-2 Effects of Adolescer	04-30-2
<a href="#">Imported Sub</a>	Miniature microscopes for im	Moore, Tirin	04-27-2 Research Subaward	02-05-2
<a href="#">University of Evisions</a>		[Unassigned]	04-27-2 Research Subaward	10-29-2
<a href="#">Mushu Pork</a>		PI, PI	04-24-2 NLM Grants for Schc	02-11-2
<a href="#">reproduce FTF-8638 in Ch</a>	reproduce FTF-8638 in Chro	Connet, Carlee	04-24-2 08212013-KV-CO-A	
<a href="#">Routing Test Proposal</a>	The Dearth of Mirth	Weaver, Stephe	04-21-2 Mentored Research	10-30-2

# Electronic Submission Page

4. Once the proposal is open, click the **Submission** icon ⚡ in the upper right or lower left proposal management area.

 **Electronic Submission**

---

⊕ **Opportunity Details**

---

⊖ **Proposal Submission History**

S2S portal Tracking	Received Date/Time	Submitter	Message
<a href="#">GRANT00553135</a>	2012-02-24 13:37:34 PST	pmcnulty	Successfully received by S2S portal

---

⊖ **Electronic Submission**

<b>Submission Target</b>	https://at07ws.grants.gov:446/grantsws-applicant/services/v2/ApplicantWebServicesSoapPort
--------------------------	---

To submit this proposal electronically, press the button below. Please be prepared to wait for the submission to complete before continuing work on this proposal. Your submission will be recorded in the Proposal Submission History above

(Run final validation checks - **recommended**.)

5. If you can submit the proposal, the validate and Submit to Grants.gov button will be enabled.

# Electronic Submission Page

- The Electronic Submission page contains:
  - Opportunity Details
  - Proposal Submission History
  - Electronic Submission information
- Click the plus sign [+] next to **Proposal Submission History** to see any past submissions.
- If the proposal has been submitted, click the **Grants.gov Tracking Number** hyperlink to view the current status of the proposal at the portal.

# Determining Who Can Submit

- At some institutions, anyone can submit once the proposal has been approved.
- In other cases, only research office staff can submit.
  - If this is the case, the button will be disabled and you will not be able to perform the submission.

**Electronic Submission**

Submission Target	<a href="https://at07ws.grants.gov:446/grantsws-applicant/services/v2/ApplicantWebServicesSoapPort">https://at07ws.grants.gov:446/grantsws-applicant/services/v2/ApplicantWebServicesSoapPort</a>
-------------------	---

To submit this proposal electronically, press the button below. Please be prepared to wait for the submission to complete before continuing work on this proposal. Your submission will be recorded in the Proposal Submission History above

(Run final validation checks - **recommended**.)

(You are not currently authorized to submit proposals.)

- Contact your central office and request that they submit the proposal for you.

# Submitting Your Proposal

1. Click **Validate Proposal**. Cayuse 424 will perform a final error check.
2. If errors are found during validation, correct them before submitting, or your proposal will be rejected by Grants.gov.
3. We recommend calling Support so we can help you fix the problem.



**Electronic Submission**

Submission Target	<a href="https://at07ws.grants.gov:446/grantsws-applicant/serv">https://at07ws.grants.gov:446/grantsws-applicant/serv</a>
-------------------	---

To submit this proposal electronically, press the button below. Please be prepared to submit; your submission will be recorded in the Proposal Submission History above

(Run final validation checks - **recommended**.)



**Electronic Submission**

There are problems with this proposal (see below). It will be rejected by the portal.

---

**Validate Proposal Results**

**Proposal Does Not Conform To Requirements**

The portal will reject this proposal! Contact Support (ResearchSuiteSupport@Evisions.com, 503.297.2108 x201) if you need help.

**The proposal has 27 errors:**

# Submitting Your Proposal

4. Once any errors have been corrected, click **Validate and Submit to Grants.gov**.



**Electronic Submission**

Submission Target <https://at07ws.grants.gov:446/grantsws-applicant/service>

To submit this proposal electronically, press the button below. Please be prepared to submission will be recorded in the Proposal Submission History above

(Run final validation checks - **recommended**.)

5. Click **Submit** in the submission confirmation window.



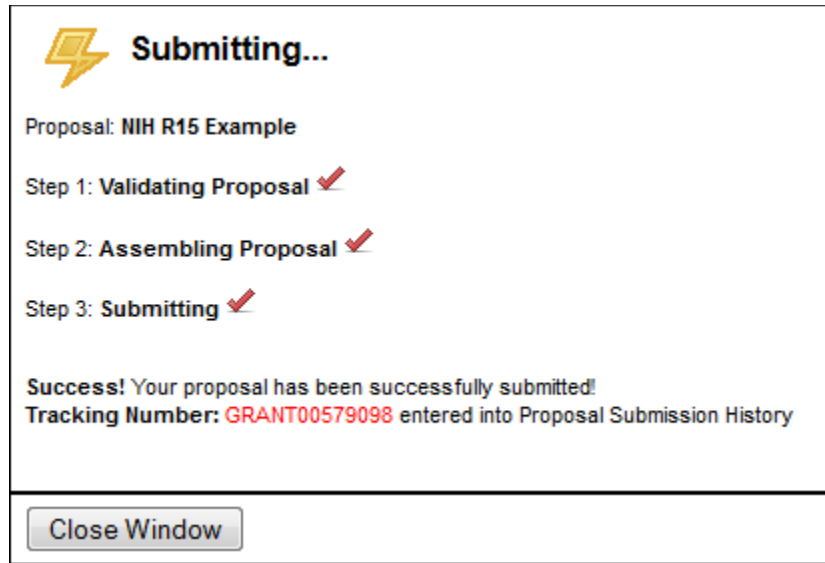
**Electronic Submission**

Submit this proposal electronically?



# Submitting Your Proposal

6. Click **Close Window** after the proposal submission is complete.



# Submission Status

- Once the submission is complete, a Grants.gov tracking number will be displayed along with the date and time of the submission and the submitter's username. This can be instant or take several hours depending on submission traffic.
- Your institution will receive a series of emails from Grants.gov and the federal funding agency indicating status.
- Receipt does not mean acceptance. Be vigilant about reviewing the proposal status until you are sure it has been accepted by the agency.

# Submission Status



## Electronic Submission

### + Opportunity Details

### - Proposal Submission History

S2S portal Tracking	Received Date/Time	Submitter	Message
<a href="#">GRANT00553135</a>	2012-02-24 13:37:34 PST	pmcnulty	Successfully received by S2S portal


### - Electronic Submission

Submission Target	<a href="https://at07ws.grants.gov:446/grantsws-applicant/services/v2/ApplicantWebServicesSoapPort">https://at07ws.grants.gov:446/grantsws-applicant/services/v2/ApplicantWebServicesSoapPort</a>
-------------------	---

To submit this proposal electronically, press the button below. Please be prepared to wait for the submission to complete before continuing work on this proposal. Your submission will be recorded in the Proposal Submission History above

(Run final validation checks - **recommended**.)

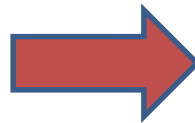
# Submission Status

 **Electronic Submission**

+ Proposal Details

Proposal Submission History

Grants.gov Tracking Number	Date/Time (CST)
<a href="#">GRANT00101339</a>	2007-11-13 11:11:11



https://[redacted].cayuse424.com:8131/981/getSubmission...

~~https://[redacted].cayuse424.com:8131/981/getSubmissionDe~~

**An Agency Tracking  
Number has been Assigned.**

Close Window

# Conclusion

In this module you have learned how to:

- Assess a proposal's readiness for submission
- Determine who can submit proposals
- Submit a proposal to Grants.gov
- Track the proposal's submission status