10 Quick Steps to Building a Proposal in Cayuse 424

Step 1: Log in to Cayuse 424.
   a. Enter your Cayuse 424 URL:  http://highpoint.cayuse424.com
   b. Enter your Username and Password.  Click Sign in.
      a. The Username is the first part of your email address (lower case).
      b. If you forgot your Password or if this is your first time signing in, click the
         appropriate link on the Sign in screen to retrieve a new password.  If you
         are unable to set a password, please contact the Office of Research
         Administration and Sponsored Programs at 841.9313 or
         rasp@highpoint.edu.

Step 2: Set up or update your Professional Profile.
Professional Profiles have been set up under the People tab for all current PIs.  It is
your responsibility to keep your profile updated.  Only you have access to change your
profile information, unless you grant permission to others.  You may upload and store
multiple biosketches in your Professional Profile.  Any PI without a Professional Profile
must create one prior to starting a grant application.  Key persons and other significant
contributors must have a Professional Profile as well.

Step 3: Find an Opportunity.
The Opportunities tab displays a list of federal funding Opportunities that have been
downloaded into Cayuse 424 from Grants.gov.  To retrieve an Opportunity from
Grants.gov, you must know the Opportunity Number or CFDA Number.  Once you have
one of these numbers:
   a. On the Opportunities tab, click Retrieve Opportunities.
   b. Enter the Opportunity Number or CFDA Number.
   c. Click Retrieve Opportunities.
Click the Opportunity Details icon to the left of the Opportunity Number for more
information about the Opportunity.  Click the Create Proposal icon to create a
proposal using that Opportunity.

Step 4: Create your proposal.
There are two ways to create a proposal:  (a) On the Opportunities tab, click the Create
Proposal icon to the left of an Opportunity; or (b) On the Proposals tab, click Create
Proposal at the top of the screen.

Per RASP policy, your proposal must be named as follows:  [PI Last Name]-[Sponsor]-
[Due Date].  For example:  Smith-NIH-11/15/11

Step 5: Grant proposal permissions to the appropriate people.
The proposal creator is automatically granted full permissions to the proposal.  The
proposal creator is the only user that can initially grant proposal permissions to other
users.  As the proposal creator, you must grant the appropriate permissions to other
users who require access to the proposal, including other principal investigators and
department administrators.  Please remember to provide access to the Tim Linker.
Step 6: Complete the forms and attach necessary documents.
All forms in the Opportunity are located in the navigation bar on the left side of the screen. Mandatory forms are automatically checked and cannot be unchecked. Optional forms may be checked if you wish to submit those forms to the sponsor.

Step 7: Build the budget.
Check your proposal solicitation for specific budgetary requirements (i.e., whether to build a detailed budget, modular budget, or subaward budget). You may specify up to ten (10) budget periods. Cayuse 424 performs budget calculations after you enter salary, personnel effort, fringe benefits, and other required amounts. Cayuse 424 can also perform cost replication and escalation for all budget categories.

Step 8: Check for errors and warnings in the proposal.
Cayuse 424 keeps a running list of errors and warnings. Errors reflect problems that will impose a hard-stop rejection at Grants.gov or the funding agency. Errors must be corrected prior to submitting the proposal. Warnings are not critical, but they may cause a proposal to be rejected from the funding agency. Items labeled “Info” are tips and recommendations from Cayuse; they will not prevent the proposal from being submitted.

Click the Error / Warning / Info button at the bottom of the proposal to display the validations panel. Click the hyperlink in the validation message to be taken to the field in question. Cayuse 424 will highlight the field that contains the error or warning. The number of Error / Warning / Info messages decreases as you correct the issues.

Step 9: Route the proposal and notify RASP that your proposal is ready for review.
After you have completed the required SF424 forms, uploaded documents in PDF format, and fixed any errors or warnings, please notify your next reviewer and RASP that your proposal is ready for review.

RASP will submit your proposal after all reviews are completed.

Step 10: Track your proposal after it's submitted to Grants.gov.
When the proposal is submitted, a Grants.gov tracking number is recorded in the Proposal Submission History. Click the Submission icon 🕵️‍♀️ to view the Grants.gov tracking number, date and time of receipt, and submitter.

RASP receives a series of emails from Grants.gov indicating receipt and acceptance or rejection of the application. The PI receives an email regarding the status of the proposal. Sometimes this email requests the PI to review and approve the proposal on the funding agency website.

Questions? Please contact the RASP at 841.9313 or rasp@highpoint.edu

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