HPU Training

Tim Linker

Director

Research Administration and Sponsored Programs
Why Cayuse 424?

- Downloads funding opportunities directly from Grants.gov
- Provides autofill and data reuse capability
- Automatically tracks errors and warnings
- Electronic routing
- Easy navigation between forms
- Stores proposal documents and attachments
- Tracks proposal submission status
cayuse 424

Getting Started
Supported Browsers

Mozilla Firefox and Internet Explorer

- Firefox is the recommended browser for Cayuse 424
- Has the fastest load & response times
- Firefox recommended use on Apple products
- No Chrome or Safari
Browser Configuration

Here are the main configuration items for your browser:

- JavaScript Enabled
- Cookies Enabled
- Pop-ups Allowed

Visit [http://support.cayuse.com/docs/browser-support-configuration](http://support.cayuse.com/docs/browser-support-configuration) for detailed instructions on browser configuration
Signing in to Cayuse424

- To sign in to Cayuse 424:
  1. Go to highpoint.cayuse424.com
  2. Enter your username and password
  3. Click Sign In
Navigation
Tabbed Navigation

- **Opportunities** tab
  - Browse downloaded opportunities
  - Download new opportunities
  - Create new proposals from downloaded opportunities

- **Proposals** tab
  - Create/edit a grant proposal
  - Create/edit a subaward proposal
  - Import a subaward proposal

- **Routing** tab
  - View and access proposals that require your review and approval
Tabbed Navigation

- **People** tab
  - Create/edit a professional profile
  - View a professional profile

- **Institutions** tab
  - View the primary institutional profile
  - Create profiles for subcontracting institutions

- **Reports** tab
  - Submission report
  - Unlinked Profiles Report
Tabbed Navigation

- **Settings/Admin** tab
  - Change your password and email address
- **Support** link (on the **Overview** tab)
  - Latest documentation
  - Cayuse listserv
  - Data Integration Tools
  - Training modules
Navigation Features

- Breadcrumb trails provides a quick way to navigate between screens within a tab
- Drop down menus allow quick access to additional information stored in the database
Icons

- Icons perform key tasks
- Hover your cursor over an icon to determine its function
- Click the icon and Cayuse424 will respond with prompts, forms changes, etc. to support performance of the activity
Cayuse 424 Tips

- When exiting pop-up windows always click the Close button; don't use your browser's "back" function.
- Be careful when copying and pasting to your proposal -- special characters (e.g., umlauts) will cause funding agencies to reject your proposal.
- Don’t leave Cayuse 424 running overnight.
Professional Profiles
Professional Profiles

- Professional Profiles capture and store data about Principal Investigators, Key Personal, Other Significant Contributors, AORS, Signing Officials, etc.

- Before you create a grant proposal a Professional Profile for the grant’s Principal Investigator must be created
Salary/Fringe Worksheet

- Salary and Fringe Worksheet
  - If Appointment type is not entered into the Professional Profile, Cayuse424 will not be able to auto-calculate salary on the budget pages
  - Base Fringe Rate and Fringe Rate Total can be imported from the Institutional Profile by clicking the **Import Institutional Rates** button
  - To add additional Fringe Rates click **New Row** and follow system prompts
Routing

- **Routing Profile**: Used when “Routing” is turned on (Institutional Preference)
  - **Next Reviewer**: Used when someone requires a specified individual to be the next reviewer during the proposal routing process. Next reviewer can be changed or disabled.
  - **Add Delegate**: Used to specify a delegate when unavailable to review proposal(s). Delegates have all review powers of PI, Chair, etc. Multiple delegates can be added. Any delegate can be removed.
Biosketches

1. To upload a Biosketch to the Professional Profile click the
2. Type in a name for the Biosketch and click Next
Biosketches

3. Click **Browse** to locate PDF version of Biosketch you’ve previously created

4. Click **Next**

5. Repeat Step 3 to attach Source (Word) version of Biosketch (optional)

6. Click **Done**
The Attached Biosketch

- Multiple Biosketches can be created and stored in each Professional Profile
- Once Biosketches are attached to the Professional Profile they can be easily attached to the proposal on the Senior/Key Persons page
Managing 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 using that profile.
- The profile creator can share the profile with other users by granting appropriate permissions.
- Permissions can be changed or removed.
Adding Permissions

3. Enter a **First name**, **Last name** or **User name**

4. Select the user from your search results

5. Click **Close**
Adding Permissions

- Once the user is added, check or uncheck permissions, as desired
Funding Opportunities
An opportunity is a grant application package that is downloaded, completed and routed for review prior to submitting to Grants.gov

New proposals can be built once the Opportunity (i.e. FOA) has been downloaded into Cayuse424

Before you start to build your proposal you need to determine if the opportunity you are applying for has already been downloaded

You do this by reviewing the Opportunity List
Reviewing the Opportunity List

- Click the Opportunities Tab
- Cayuse424 displays a list of opportunities already downloaded
The Opportunity List

- Filter the list using the Keyword Filter
- Sort the list by clicking any of the column headings
- Click the Info Button for Opportunity Details
Managing Opportunities

- If you locate the opportunity you are applying for in Cayuse424, you do not need to download that opportunity again.
- If your opportunity has not been previously downloaded, it must be before you can proceed.
- Some institutions centrally control the downloading of opportunities. If this is the case, you will not be able to perform the download yourself. You must contact the appropriate AOR or System Administrator and request that they download the opportunity for you.
Finding Opportunities

- To retrieve an opportunity from Grants.gov you must know the Opportunity Number or CFDA#.
- You can obtain the Funding Opportunity number by going to [www.grants.gov](http://www.grants.gov) and using the **Find Grant Opportunities** link.
How to Download an Opportunity

1. Click the **Opportunities** tab
2. Click the **Retrieve Opportunities** button
3. Enter the Opportunity Number or CFDA # into the respective fields
4. Click **Retrieve Opportunities**
Using Opportunities

- Simply select the opportunity using the green plus symbol.
- Refer to the **Proposal Creation** training module for more details.
Creating a New Proposal

- Log in to Cayuse424
- Click the **Opportunities** tab
- Click the opportunity’s corresponding **Creation** button

<table>
<thead>
<tr>
<th>Opportunity Number</th>
<th>Title</th>
<th>Comp. ID</th>
<th>Agency</th>
<th>CFDA #</th>
<th>Opens</th>
<th>Closes</th>
<th>Retrieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA-BB-C06</td>
<td>G.g AT07 and NIH Ext-UAT Test FOA (C06)</td>
<td>ADOBE-FORMS-B</td>
<td>National Institutes of Health Stage</td>
<td>93.838</td>
<td>2009-10-05</td>
<td>2012-10-05</td>
<td>2010-02-18</td>
</tr>
<tr>
<td>PA-BB-D43</td>
<td>G.g AT07 and NIH Ext-UAT Test FOA (D43)</td>
<td>ADOBE-FORMS-B</td>
<td>National Institutes of Health Stage</td>
<td>93.838</td>
<td>2009-12-09</td>
<td>2012-12-09</td>
<td>2010-02-18</td>
</tr>
<tr>
<td>PA-BB-D71</td>
<td>G.g AT07 and NIH Ext-UAT Test FOA (D71)</td>
<td>ADOBE-FORMS-B</td>
<td>National Institutes of Health Stage</td>
<td>93.838</td>
<td>2009-12-09</td>
<td>2012-12-09</td>
<td>2010-02-18</td>
</tr>
</tbody>
</table>
Creating a New Proposal

- Type internal **Proposal Name**
- Select **Principal Investigator** using the text menu
- Choose **# of Budget Periods**
- Choose **Validation Type**: This setting determines which agency validations will be used on the form set
- Click **Create Proposal**: Cayuse424 creates the SF424 form set required by the opportunity

See next slide for screen shot
Creating a New Proposal

“Create Proposal” popup window
Internal Proposal Title

Name Your Proposal

- Use the naming convention Last Name-Sponsor-DD/MM/YR
- You can easily rename the proposal by clicking on the name field and typing in a new title
Navigating the Proposal

- All forms are listed in the navigation bar on the left side of the screen.
- The checkboxes control which forms are submitted electronically to the agency:
  - Mandatory forms are automatically checked and cannot be unchecked.
  - Optional forms can be checked to include in the proposal submission (e.g., Detailed vs. Modular Budget pages).
- The page numbers are links to form pages.
Navigating the Proposal

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

- Upper right corner
- Lower left corner
Managing Proposal Permissions

- Proposal Permissions are separate and distinct from Professional Profile permissions
- Whoever creates the proposal is given full permissions
- Only the proposal creator can initially grant permission(s) to other users
- Appropriate proposal permissions must be granted to other users who must have access to the proposal. Typically, that includes:
  - Principal Investigators
  - Research Administrators
  - Reviewers
Adding Permissions

- To grant permission(s) to other Cayuse424 users click the **Proposal Permissions** icon:
  - Click **Add User/Group**
  - Enter a **First name**, **Last name** or **User name**
  - Select the user from your search results
  - Click on their record to add them
  - Click **Close**
Adding Permissions

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

<table>
<thead>
<tr>
<th></th>
<th>List</th>
<th>Read</th>
<th>Write</th>
<th>Attach</th>
<th>Break Lock</th>
<th>Delete</th>
<th>Print</th>
<th>Change Permissions</th>
<th>Add User/Group</th>
<th>Remove User/Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heldens, John</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>(jheldens)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spears, Michael</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>(mspears)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Permission Definitions

<table>
<thead>
<tr>
<th>Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>List</td>
<td>See the proposal in a list of proposals</td>
</tr>
<tr>
<td>Read</td>
<td>Read the contents of a proposal</td>
</tr>
<tr>
<td>Write</td>
<td>Add, change or delete information on a proposal, and run the Final Review</td>
</tr>
<tr>
<td>Attach</td>
<td>Attach documents to the proposal</td>
</tr>
<tr>
<td>Break Lock</td>
<td>Take write access while another user is in the proposal</td>
</tr>
</tbody>
</table>
## Permission Definitions

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Delete a proposal</td>
</tr>
<tr>
<td>Print</td>
<td>Print the proposal</td>
</tr>
<tr>
<td>Change Permissions</td>
<td>Change security permissions on a proposal</td>
</tr>
<tr>
<td>Add User/Group</td>
<td>Add other users to the proposal</td>
</tr>
<tr>
<td>Remove User/Group</td>
<td>Delete other users from the proposal</td>
</tr>
<tr>
<td>Submit</td>
<td>Submit a proposal to Grants.gov</td>
</tr>
</tbody>
</table>
Proposal History

The proposal activity logged includes the Date/Time, username and a summary for the following actions:

- Create Proposal
- Upload/Delete Attachment
- Save Proposal (which 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.csv file.

See next slide for screen shot
Proposal History

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Username</th>
<th>Person</th>
<th>Action</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-07-19 13:06</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td></td>
</tr>
<tr>
<td>2012-07-19 13:06</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>View Proposal</td>
<td></td>
</tr>
<tr>
<td>2012-07-19 12:05</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td>RR_OtherProjectInfo</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Upload Attachment</td>
<td>RR_Other Project Information: MentoringPlan (PDF)</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td>RR_OtherProjectInfo</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Upload Attachment</td>
<td>RR_Other Project Information: DataManagementPlan (PDF)</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td>RR_OtherProjectInfo</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Upload Attachment</td>
<td>RR_Other Project Information: DataManagementplan (PDF)</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td></td>
</tr>
<tr>
<td>2012-07-19 12:03</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>View Proposal</td>
<td>Opened for edit</td>
</tr>
<tr>
<td>2012-07-19 11:56</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td>RR_OtherProjectInfo</td>
</tr>
<tr>
<td>2012-07-19 11:55</td>
<td>cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Delete Attachment</td>
<td>RR_Other Project Information: DataManagementPlan</td>
</tr>
</tbody>
</table>
Validation and Error Tracking

- Cayuse424 keeps a running total of all errors and warnings
- As you correct errors and warnings, the running total decreases
- Errors are fatal. Any proposal that is submitted with errors will be rejected by Grants.gov or the granting agency
- Warnings are not fatal; but 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
- Any items labeled “Info” are special pieces of information and advice that we believe might be useful to the application submission process.
Displaying Errors, Warnings and Info

- Click the **Error/Warning/Info** button at the bottom of the proposal page to display details.
- Click the hyperlink. Cayuse424 will display the page on which the Error/Warning occurs and highlight the field that contains the Error/Warning.
Proposal Lock Feature

- When you are working in a proposal, all other users who have permission to that proposal will see the lock icon adjacent to that proposal when they log in to Cayuse424.
- The 🗝️ icon signifies that the proposal is locked.
- Only persons who have been granted permission to “break-lock” can break your lock.
- Persons without the break-lock authority can still open the proposal in read-only format.
- They will not be able to enter data or add attachments.
The Copy/Transform feature allows users to:

- Create a duplicate copy of an existing proposal; or
- Transform data from an existing proposal into a new grant proposal for a different opportunity

Once copied or transformed the new proposal can be renamed, edited and submitted electronically to Grants.gov
How to Make a Copy of a Proposal

- Click on the **Proposals** tab and locate the proposal you would like to copy
- Click the **Copy/Transform** icon to the right of the proposal
- A popup window will open (continued on next page)
Copy Proposal

- Edit the new Proposal name
- Click **Copy Proposal:**

![Copy Proposal window]

- **Opportunity:** PA-07-070
- **NEW Proposal Name:** Copy of Heldens, John 2/5/09 (For reference within Cayuse 424)
- **Copy Attachments?**

[Buttons: Copy Proposal, Cancel]
Copy Proposal

Note that both the original and a copy are now in your Proposals List:

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Title</th>
<th>PI</th>
<th>Modified</th>
<th>Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Heldens, John 2/5/09</td>
<td>Heldens, John</td>
<td>2008-08-07</td>
<td>Research R01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heldens, John 2/5/09</td>
<td>Heldens, John</td>
<td>2008-08-07</td>
<td>Research R01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John's R15</td>
<td>Analysis of Reading Comprehension</td>
<td>Heldens, John</td>
<td>2008-08-07</td>
<td>Academic (R15)</td>
<td>2008-03-15</td>
</tr>
<tr>
<td>U of D Subcontract</td>
<td>Cullina, Matthew</td>
<td>2008-01-15</td>
<td></td>
<td>Subaward</td>
<td></td>
</tr>
</tbody>
</table>
How to Transform a Proposal

- Click on the **Proposals** tab and locate the proposal you would like to copy
- Click the **Copy/Transform** icon to the right of the proposal
- Click the **Transform Proposal** button

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Title</th>
<th>PI</th>
<th>Modified</th>
<th>Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heldens, John 2/5/09</strong></td>
<td></td>
<td><strong>Heldens, John</strong></td>
<td>2008-08-07</td>
<td>Researcher (R01)</td>
<td></td>
</tr>
<tr>
<td><strong>John’s R15</strong></td>
<td><strong>Analysis of Reading Comprehension</strong></td>
<td><strong>Heldens, John</strong></td>
<td>2008-08-07</td>
<td>Academic (R15)</td>
<td>2008-03-15</td>
</tr>
<tr>
<td><strong>U of D Subcontract</strong></td>
<td></td>
<td><strong>Cullina, Matthew</strong></td>
<td>2008-01-15</td>
<td>Subaward</td>
<td></td>
</tr>
</tbody>
</table>
How to Transform a Proposal

- Select new **Opportunity** from the list that appears
- Rename proposal if desired
- Change the **Validation Type** if necessary
- Click the **Copy (Transform) Proposal** button

See next slide for screen shot
How to Transform a Proposal

Transform Proposal popup
How to Transform a Proposal

- Note that both the original and transformed copy are now in your proposals list.
- Data from the original proposal is automatically copied into the SF424 form set required for a NSF Opportunity.
cayuse 424

Proposal Basics
Autofill Functionality

- Use the icon to autofill fields
- Autofilled information is extracted from either the Professional or Institutional Profile(s)
- If profile information changes during the proposal preparation process, you can autofill again to import the most recent information
- When you autofill certain sections, Cayuse424 also autofills other logically-connected fields
- When the proposal is created and displayed for the first time:
  - Applicant Organization data has already been autofilled
  - Principal Investigator data has already been autofilled
Using the Autofill Function

1. Locate the section of the proposal you would like to autofill (e.g. Authorized Representative – Box #19 on the Face Page)
2. Click the 🖋️ icon
Using the Autofill Function

3. Select the appropriate data to be autofilled
4. Click **Close Autofill Window**
Using the Autofill Function

5. Notice data has been autofilled into section
Adding Performance Sites

1. If adding a new site, complete form manually or...
2. Add a pre-existing Performance Site by selecting the **Autofill Pencil** and Key Person
Adding Performance Sites

- Performance sites can be added and made “Active” within each Professional Profile to be autofilled.
Senior/Key Persons Page

- Provides the ability to add/autofill/edit and delete Senior/Key Persons
- Allows you to add as many Senior/Key Persons as you need
- Handles the overflow (8 or 40) by auto-generating an overflow PDF and attaching it to the proposal
- Provides a sort button that automatically alphabetizes the final list
- Autofills Senior/Key persons and salary information on the budget pages when you add them on the SF424 Key Persons page
Adding Senior/Key Persons

1. Navigate to the **SF424 RR Key Persons** page
2. Click the pencil icon to add a new person
Adding Senior/Key Persons

3. Scroll down the Key Persons window and select the person you wish to add

4. Click Add Selected Key Person
Adding Senior/Key Persons

5. The selected key person may now be modified within the Manage Key Person window.
Adding Senior/Key Persons

- In the Manage Key Persons window you can:
  - Autofill from a Professional Profile
  - Edit Role
  - Define budget periods during which Key Person will be named in the grant. By checking or un-checking the **Budget Period** boxes you can control whether or not the name and salary information autofills onto the budget page
  - Attach biosketch
  - Edit appointment type and salary
  - Escalate salary
  - Enter level of effort
Adding Senior/Key Persons

- Once you enter level of effort, Cayuse424 auto-calculates **Requested Salary, Fringe Benefits** and **Funds Requested**
- You can also manually input this information into the budget page for each budget period (see **Budget** module for details)
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 SF424 RR Key Person page (or Detailed Budget page), click the icon to add a new person.
2. Click the Create New Professional Profile in the Add Key Person window.
Adding Senior/Key Persons “On-the-Fly”

3. Enter First and Last Name
4. Click the **Create New Profile** button
Adding Senior/Key Persons “On-the-Fly”

5. Fill out the Create New Key Person form and click the Save Key Person button

6. A Professional Profile will be created in addition to the Key Person being added to the Senior/Key Person page and Detailed Budget page
Once you have added all key persons, click the Sort button to alphabetize your list. Key Persons will be sorted first while Other Significant Contributors will appear at the bottom of the list.
Attaching Biosketches to the Proposal

1. Navigate to the **SF424 RR Key Persons** page
2. Expand the Key Person Profile and use the **Add Attachment** button to upload a Biosketch
Attaching Biosketches to the Proposal

- The **Attach Biosketch** window enables you to attach the PDF and the Source (Word) file from the:
  1. Professional Profile
  2. Another location using the Browse button
Targeted/Planned Enrollment Table

- Automatically calculates the totals
- Uploads this form in PDF format to the Research Plan section of the grant proposal
- The checkbox on the navigation bar must be checked in order to send this form to Grants.gov
Inclusion Enrollment Report

- Automatically calculates the totals
- Uploads this form in PDF format to the Research Plan section of the grant proposal
- The checkbox on the navigation bar **must be checked** in order to send this form to Grants.gov
Overriding the Enrollment Tables

- There may be occasions when you have completed the enrollment tables separately; or you have multiple pages of each enrollment table.
- When this is the case you may override the generated attachment and attach your own document(s).
- When uploading your own Enrollment tables make sure you uncheck the inclusion box to ensure your uploaded forms are submitted, rather than the generated forms.
Overriding the Enrollment Tables

1. Navigate to the Research Plan page in Cayuse424
2. Click the Override button next to the appropriate Enrollment table
Enrollment Forms

3. Click the **Browse** button to locate the appropriate Enrollment table and click **Open**

4. Click **Upload**
   - Enrollment table is now attached
Proposal Budgets
Basic Budget Concepts

- Cayuse424 allows you to start building your budget at any point in the form set, including the:
  - SF424 RR Budget pages
  - Modular Budget page
  - Subaward Budget page

- Autofills Senior/Key Persons information, including salary, appointment type and fringe rate amount from their Professional Profiles

- Performs budget calculations once salary, effort and other requested fund amounts are specified

- Allows users to override auto-filled salary amounts if necessary

- Performs cost replication and escalation for all budget categories on multiple budget periods
Budget Components: Salary

- If Appointment Type is not entered into the Professional Profile, Cayuse424 will not be able to auto-calculate salary on the budget pages.
- Salary for Principal Investigators is autofilled on the budget pages when the proposal is created (if applicable).
- Salary for Senior/Key Persons can be autofilled once they are added to the proposal.
- In the event salary data cannot be retrieved from the Professional Profile it can be manually entered into the appropriate field(s) on the budget pages.
Budget Components: Fringe Rates

- Institutional Fringe Rates and Benefits are set in the Institutional Profile
- Default rates for individuals can be set once they are affiliated with an institution
- Fringe rates specific to an individual can be added in their Professional Profile
- Pertinent fringe rates are applied automatically to all salary calculations
- Autofilled fringe rates can be overridden if necessary
Budget Components: Indirect Costs

- Indirect Costs types/rates are set in the Institutional Profile
- When you create a proposal, all indirect cost types/rates associated with that institution will be used as a basis for calculating the budget
Budget Components: Budget Periods

- Up to ten budget periods can be specified
- The number of Budget Periods can be changed once the proposal is created
- When working with multiple budget periods, it is important to ensure that the correct data (e.g., months of effort, IDC rates, travel expenses, etc.) is input for all relevant budget periods; otherwise the proper calculations will not occur
The Detailed Budget
Detailed or Modular Budget?

- You must choose a budget type, neither is checked by Cayuse 424
- Always create a detailed budget
- If necessary, a modular budget is easily created from the detailed budget
Managing Budget Periods

- Click on the calendar icon to set **Start Date** and **End Date** of proposal.

- Cayuse424 allows you to set and edit the period start and end dates in several places, including the **SF424 RR Budget**, **Modular Budget**, and **SF424 RR Face Page**.
Managing Budget Periods

- Click the Budget Period Editor icon at the upper right corner of the screen.

1. The number of periods is predefined when you create the proposal. Edit if required.

2. Select Period Length using drop-down menu.

3. Click on calendar icon to set dates.

4. Click the Update Periods button.

- Cayuse424 autofills start and end dates for all budget periods based on selections.
Managing Budget Periods

- Use the **Budget Period** drop down menu or navigation arrows to navigate, view and edit different budget periods
Adding Key Persons to the Budget Page

- Key Persons are generally added on the SF424 RR Key Persons page, however, you can also add them and edit the data on Section A of the budget form.
- To add Senior/Key Persons to the Budget please see Module 6: Adding Senior Key/Persons & Adding Senior/Key Persons “On-the-Fly”
Managing Senior/Key Personnel

- Edit Key Persons fields (if necessary)
  - Once data is autofilled you can manually change any field
  - If you override a calculated field, the system will insert a red star adjacent to the field
  - Once a field has been over written the auto-calculated number will no longer show in that field
Section B: Adding Other Personnel

- Manually enter:
  - Number of Personnel
  - Role
  - Months
  - Requested Salary
  - Fringe Benefits

<table>
<thead>
<tr>
<th>* Number of Personnel</th>
<th>* Project Role</th>
<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Sum. Months</th>
<th>* Requested Salary ($)</th>
<th>* Fringe Benefits Requested ($)</th>
<th>* Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Post Doctoral Associates</td>
<td>12.00</td>
<td></td>
<td></td>
<td>36,600</td>
<td>6,250</td>
<td>42,850</td>
</tr>
<tr>
<td>1</td>
<td>Graduate Students</td>
<td>3.00</td>
<td></td>
<td></td>
<td>6,500</td>
<td>425</td>
<td>6,925</td>
</tr>
</tbody>
</table>
Select **Indirect Cost Type for Sections A and B** using drop down menu

- The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
- Cayuse424 applies the correct rate to Key/Senior Persons and Other Personnel and auto-calculates **Funds Requested ($)** and **Total Salary, Wage and Fringe Benefits**

![Image of indirect cost type selection and calculation results]
Section C: Adding Equipment

1. Click **New Equipment Row**
2. Enter **Equipment Item**
3. Enter **Funds Requested**
4. Select **Indirect Cost Type** using drop down menu (excluded set as default)
Sections D, E, F and J : Requesting Funds

1. Select **Indirect Cost Type** using drop down menu
   - The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
2. Enter **Funds Requested ($)** for each applicable line item

<table>
<thead>
<tr>
<th>F. Other Direct Costs</th>
<th>Indirect Cost Type</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Materials and Supplies</td>
<td>Sponsored Research On Campus</td>
<td></td>
</tr>
<tr>
<td>2. Publication Costs</td>
<td>Sponsored Research On Campus</td>
<td>1,000</td>
</tr>
<tr>
<td>3. Consultant Services</td>
<td>Sponsored Research On Campus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5,250</td>
</tr>
</tbody>
</table>
Section H: Indirect Costs

1. Select the **Indirect Cost Type**, using the drop down menu
   - The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation

   - Once the appropriate indirect cost type is selected Cayuse424 will automatically:
     - Enter the indirect cost rate (%)
       - This may be a composite rate if the IDC rate is escalating
     - Calculate the indirect cost base ($)
     - Update Funds Requested ($)
     - Autofill cumulative budget page
Section H: Indirect Costs

<table>
<thead>
<tr>
<th>Indirect Cost Type</th>
<th>Indirect Cost Rate (%)</th>
<th>Indirect Cost Base ($)</th>
<th>* Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sponsored Research On Campus</td>
<td>54.5</td>
<td>114,225</td>
<td>62,253</td>
</tr>
<tr>
<td>2. Sponsored Research On Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Sponsored Research Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Sponsored Research Off Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Indirect Costs: 62,253
If you are requesting funds for a specific budget line item(s) and would like to replicate that data on multiple budget periods, you can do so by following these steps:

1. Click on the SF424 RR Budget page.
Replicating Budget Data

2. Enable the budget category you wish to replicate by clicking on the check box adjacent to the budget category

3. Select the budget periods which you would like the replicated data to be copied to

4. Click Replicate Starting Budget Period Without Escalation
   - Cayuse424 will automatically copy first period numbers for that budget category into any budget periods you specified
Escalating Budget Data

- If you are requesting funds for a specific budget line item(s) and would like to escalate that data on multiple budget periods, you can do so by following these steps:

1. Click on the **SF424 RR Budget** page
Escalating Budget Data

2. Enable the budget category you wish to escalate by clicking on the check box adjacent to the budget category.

3. Select the budget periods that you would like to escalate.

4. Click **Escalate Selected Categories**

   - Cayuse424 will automatically escalate the budget category(s) into any budget periods you specified.
The Cumulative Budget Page

- The **Cumulative Budget** page displays totals for all categories and costs/expenses, etc., 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.
cayuse 424

The Subaward Budget
Creating Subaward Budgets

- Cayuse424 allows you to create one or more subaward budgets by:
  - Creating an unlinked worksheet row
  - Linking to an existing subaward proposal
  - Importing a subaward proposal

- Once subaward budget figures are linked, imported or created, they will automatically be displayed on the Cumulative Budget page
Create an Unlinked Worksheet Row

- Create and manually enter budget information for a subaward proposal. This is particularly useful if submitting a Modular Budget

1. Open prime proposal
2. Navigate to **Subaward Budget** Page
3. Click ![Worksheet Row]
Create an Unlinked Worksheet Row

4. Enter **Worksheet Row Title**
5. Click **Add Worksheet Row**
Create an Unlinked Worksheet Row

6. Enter **Subaward Direct Costs** and **Indirect Costs** for all budget periods.

7. Cayuse424 auto-calculates **Allocated to IDC Base**
   - These costs will be auto-populated to the Detailed and Modular Budgets.

<table>
<thead>
<tr>
<th>Period</th>
<th>Inactive</th>
<th><strong>Subaward Direct Costs</strong></th>
<th><strong>Subaward Indirect Costs</strong></th>
<th><strong>Subaward Costs</strong></th>
<th>Allocated to IDC base</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>10,386</td>
<td>5,268</td>
<td>15,654</td>
<td>15,654</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>11,556</td>
<td>5,892</td>
<td>17,448</td>
<td>9,346</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>12,786</td>
<td>6,214</td>
<td>19,000</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>11,500</td>
<td>5,800</td>
<td>17,300</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>9,673</td>
<td>4,966</td>
<td>14,639</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>55,901</strong></td>
<td><strong>28,140</strong></td>
<td><strong>84,041</strong></td>
<td><strong>25,000</strong></td>
</tr>
</tbody>
</table>
Creating a Subaward Budget/Proposal

1. Navigate to the Proposals tab and click
2. Select **Subaward Proposal** and click **Create**
3. Type **Subaward Name**
4. Select **Organization**
5. Indicate **# of Budget Periods**
6. Select **Validation Type** (e.g., NIH)
7. Click **Create Subaward**
   - See next slide for screen shot
Creating a Subaward Budget/Proposal

![Create New Subaward Form](image)

3. Subaward Name: 

4. Organization: Please select...

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

6. Validation Type: Please select...

7. [Create Subaward] [Cancel]
Creating a Subaward Budget/Proposal

- Cayuse424 creates the Subaward Proposal that includes:
  - Performance Site page
  - Key Persons page
  - SF424 R&R Budget Page

- See Module 6: Proposal Basics and Module 7: Proposal Budgets to learn how to fill out these forms
1. Open prime proposal
2. Navigate to **Subaward Budget** Page
3. Click ![Link Subaward](image)
4. Select the appropriate Subaward from the list
5. Click **Link in Subaward**
   - Note: These steps are not necessary if the Subaward Proposal was created in the Subaward Budget Page. In that case, the link will automatically occur
   - See next slide for screen shot
Link to an Existing Subaward Proposal

### Link in Subaward Proposal

Select a subaward to link:
- Adobe Smokescreen Import Test
- Copy of Mikes Long Subaward for Linking
- Demo 10-yr sub
- From Prime
- MCHammer Explicit All Perms Sub
- Performance Site Test

Ensure subaward periods align with those of the prime:

<table>
<thead>
<tr>
<th>Prime</th>
<th>Start Date</th>
<th>Subaward Start Date</th>
<th>Subaward End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>06/07/2010</td>
<td>09/14/2011</td>
<td>09/13/2012</td>
</tr>
<tr>
<td>2</td>
<td>06/07/2011</td>
<td>09/14/2012</td>
<td>09/13/2013</td>
</tr>
<tr>
<td>3</td>
<td>06/07/2012</td>
<td>09/14/2013</td>
<td>09/13/2014</td>
</tr>
<tr>
<td>4</td>
<td>06/07/2013</td>
<td>09/14/2014</td>
<td>09/13/2015</td>
</tr>
<tr>
<td>5</td>
<td>06/07/2014</td>
<td>09/14/2015</td>
<td>09/13/2016</td>
</tr>
</tbody>
</table>

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.

4. Select the subaward to link.
5. Link in Subaward
1. Note: Subawards tab has been added with access to Subaward proposal
2. The subaward budget figures are now displayed in the primary proposal subaward budget page
3. To view or edit the subaward simply click on the subaward proposal in either the Subawards tab or the Subaward Budget page in the prime proposal

See next slide for screen shot
Link to an Existing Subaward Proposal
Include Subaward Proposal for Submission

- Click the check box adjacent to the Subaward Budget on the navigation bar. This will ensure that the subaward budget will be included in the PDF you submit electronically to Grants.gov
Import a Subaward Proposal

In order to import a subaward proposal, your subcontractor must create the subaward proposal using Cayuse424, Subawards.com or Adobe and send the exportable file to you via email.

You can choose to import the subaward proposal to either the Proposals tab or directly into the prime proposal.
Importing to the Proposals Tab

1. Navigate to the **Proposals** tab and click
2. Enter internal subaward proposal name
3. Browse to location of exported subaward proposal
4. Click **Import Subaward**
Importing to the Proposals Tab

5. The imported subaward proposal will now appear in your list of proposals in the Proposals tab

6. Subawards imported from Adobe will be listed under the Type heading
Importing into the Prime Proposal

1. Open the Prime proposal
2. Navigate to the **Subaward Budget** page
3. Click
4. Enter name for imported subaward
5. Browse to location of exported subaward proposal
6. Click **Import Subaward**
7. Ensure subaward periods align with those of the prime, and then click **Link in Subaward**
   - **Importing Key Persons & Performance Sites** confirmation box will appear
   - Subaward costs will be auto-populated to the Detailed and Modular Budgets
   - **See next slide for screen shot**
Importing into the Prime Proposal

**Import Subaward**

Enter name for imported subaward: John Adams University Sub

Enter subaward file to import: browse...

**Link in Subaward Proposal**

Linking imported subaward:

Demo Subaward

Ensure subaward periods align with those of the prime:

<table>
<thead>
<tr>
<th>Prime</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02/15/2009</td>
<td>02/14/2010</td>
</tr>
<tr>
<td>2</td>
<td>02/15/2010</td>
<td>02/14/2011</td>
</tr>
<tr>
<td>3</td>
<td>02/15/2011</td>
<td>02/14/2012</td>
</tr>
<tr>
<td>4</td>
<td>02/15/2012</td>
<td>02/14/2013</td>
</tr>
<tr>
<td>5</td>
<td>02/15/2013</td>
<td>02/14/2014</td>
</tr>
</tbody>
</table>

Linking will clear 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.*
Exporting a Subaward Proposal

- In Cayuse424 you can create and export a subaward proposal to another Cayuse424 customer institution
  - See slides #32-34 in *Module 7: Proposal Budgets* to learn how to create a *Subaward Proposal*
Exporting a Subaward Proposal

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 exported subaward proposal to Desktop, folder or shared drive.
5. Attached exported file to an email and send to collaborator.
Exporting 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 proposal.

- Running the validation check is recommended prior to exporting.
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 subs without the attachment
- If this information isn’t provided your proposal may be rejected or delayed after submission
cayuse 424

Attaching Documents
All **required** attachments, per the FOA, should be un-encrypted PDFs

<table>
<thead>
<tr>
<th>Form Set</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF424 RR, page 2</td>
<td>• Pre-application</td>
</tr>
<tr>
<td></td>
<td>• List of Project Congressional Districts</td>
</tr>
<tr>
<td>SF424 RR, Other Project Information</td>
<td>• Project Summary/Abstract</td>
</tr>
<tr>
<td></td>
<td>• Project Narrative</td>
</tr>
<tr>
<td></td>
<td>• Bibliography and References Cited</td>
</tr>
<tr>
<td></td>
<td>• Facilities and Other Resources</td>
</tr>
<tr>
<td></td>
<td>• Equipment</td>
</tr>
<tr>
<td></td>
<td>• Other</td>
</tr>
<tr>
<td>SF424 RR, Key Persons</td>
<td>• Biographical Sketch</td>
</tr>
<tr>
<td></td>
<td>• Current and Pending Support</td>
</tr>
<tr>
<td>SF424 RR, Budget, page 3</td>
<td>• Budget Justifications</td>
</tr>
<tr>
<td>Modular Budget</td>
<td>• Budget Justifications</td>
</tr>
<tr>
<td>PHS 398 Research Plan</td>
<td>• Research Plan</td>
</tr>
<tr>
<td>PHS 398 Checklist</td>
<td>• Assurances/Certifications</td>
</tr>
<tr>
<td>PHS 398 Cover Letter</td>
<td>• Cover Letter</td>
</tr>
</tbody>
</table>
Attaching Documents

1. Go to the appropriate page on the form set (e.g. Key Persons page)
2. Locate attachment point (e.g. Current & Pending Support)
3. Click **Add Attachment**
Attaching Documents

4. The **Upload Attachment** window enables you to attach the PDF and the source (Word) files

- It is a good practice to upload both versions. Should the document require editing at a later time the source file is easily found by anyone working on the proposal

5. Click **Browse**
Attaching Documents

6. Locate the PDF version of the file you wish to attach
7. Click **Open**
8. Repeat for source file
Attaching Documents

9. Once you’ve added both files, click **Upload**
10. The files have been uploaded when you see PDF and SRC in blue.
Attaching the Research Plan

- To attach your Research Plan manually please follow the 10 steps in the previous slides
- To attach your Research Plan “all at once” you can use the “Exploder” process (described in the next several slides)
Using the “Exploder”

1. Take a properly formatted (see the Grants.gov Application Guide SF424 for details) Research Plan and insert a page break at each section header (e.g. Introduction, Specific Aims, Background & Significance, etc.)

2. Create a PDF of the Research Plan using a PDF generator of your choice (e.g. Acrobat, Word 2007, Word OS X, Cute PDF, etc.)
Using the “Exploder”

3. Login to Cayuse424, open your proposal and navigate to the PHS 398 Research Plan section
Using the “Exploder”

4. Upload your Research Plan PDF to “0. Composite PDF”
Using the “Exploder”

5. Success! Breaking apart the Research Plan succeeded!
Viewing Proposals in PDF Format

- You can generate a PDF to see how your proposal looks at any time
  1. Click **Print** icon at the top right hand side of the proposal
  2. Check all appropriate sections. You can select as many or as few sections as desired
  3. Click **Generate PDF**
     - Cayuse424 will generate a PDF of all selected sections
     - Save or print the generated PDF version
Routing, Review & Approval
Basic Concepts

- Routing is designed to be incremental moves up the academic chain:
  - Please choose your Department Head as the next reviewer
  - The remaining reviewers are set the in Cayuse 424
  - The routing chain is:
    - PI – Department Head – Dean – RASP
Routing Configuration: 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 as the Primary
  - Delegates can perform the same actions as the Primary
  - Multiple delegates are allowed
  - Delegates have to establish their own pecking order
  - Delegates must have Professional Profiles that can be viewed by the proposal initiator
Creating the Routing Chain

- Whoever creates the proposal can specify the review and approval route by setting up a Routing Chain in the proposal.
- Open the prime proposal and click 📄.
- The PI of the proposal automatically appears first in the Routing Chain.

![Routing & Approval](image.png)
Creating a Routing Chain

1. Add reviewers by clicking 📚

2. Insert a person into the chain by clicking ✦. Click on the appropriate icon to add above or below members of the existing chain

3. Choose the name of the required reviewer and click Add to Chain

4. Click Close Edit Chain Window
   - All reviewers must have an established Professional Profile, otherwise they will not be on the list
   - You can only select reviewers if you have permission to view their Professional Profile; therefore make sure that you have been granted permission to see their profile
   - See next slide for screen shot
Creating a Routing Chain

Add to Routing Chain

Add: [* = AOR]

Please select...

Please select...

University of Cayuse
- Belle, Lilly (U of C) / University of Cayuse
- Britto, Lucille (Anesthesia) / University of Cayuse
- Harmon, Sean (Medicine) / University of Cayuse
- Heldens, John (U of C) / University of Cayuse

3 * Hoff, Andrew (U of C) / University of Cayuse
- Jackson, Adrian (Office of Sponsored Research) / University of Cayuse
- Jacobson, Jodi (Medicine) / University of Cayuse
Creating a Routing Chain

- Andrew Hoff has been added to the Routing Chain
  - Repeat steps to add additional reviewers
Editing the Routing Chain

- On the Routing & Approval screen, click the Edit Chain button.
- You can insert or remove persons from the routing chain once it’s defined by clicking on the appropriate icon and following the system prompts.
### Initiating a Routing Chain

1. Once you have completed the routing chain, the PI or their delegate can initiate the chain by clicking the box adjacent to their name

   - Whenever a proposal is initiated or approved by someone on the routing chain Cayuse424 will prompt you to approve the action

2. Click **Approve**

   - See next slide for screen shot
Initiating a Routing Chain

![Routing Chain Diagram]

1. **Begin**
   - Heldens, John (U of C) / University of Cayuse
   - Spears, Michael (U of C) / University of Cayuse
   - Hoff, Andrew (U of C) / University of Cayuse

2. **Action:** Approve
   - Comments:
     - Approve (as Heldens, John (U of C) / University of Cayuse)
     - Cancel
Initiating a Routing Chain

- Once the Routing Chain is initiated three things happen:
  1. An email is sent to the next reviewer on the list notifying them of their turn to review the proposal
  2. "Write" permissions are taken away from all those who have permissions to the proposal
  3. The proposal is added to the Routing List of all the reviewers on the chain (the Routing List is found on the Routing tab)
Routing: Warm/Hot List

- Each user has their own Routing List that is accessed from the Routing tab
  - All proposals this reviewer is requested to review are listed
  - Each proposal shows how long it’s been in a review process
  - Click on the link to be given access to the proposal for review purposes only

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Steps away</th>
<th>Days old</th>
</tr>
</thead>
<tbody>
<tr>
<td>Britto, Lucile - NSF Proposal</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Copy of Lalonde, David R21</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Heldens, John 2/5/09</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
Routing: Rules

- Proposal approval must follow the routing chain. Reviewers can look at a proposal once it hits their Routing List, but they cannot approve it until the previous reviewers on the routing chain have signified their approval.
- Once a proposal is routed, Cayuse424 grants temporary permission to reviewers to access the proposal.
- In case of an emergency a reviewer may be deleted from the chain (or skipped).
- From the routing chain “initiator” perspective, the proposal becomes “read only” once routing is initiated.
Approving the Proposal

- Reviewers indicate their approval by checking the box adjacent to their name.
- Once approved, the next reviewer on the routing chain is notified via email.
- As soon as the AOR (or Delegate) checks their box an email is sent to everyone on the routing chain and electronic submission to Grants.gov can proceed.
Retracting Approval

- Once approval is given it can be retracted by un-checking the box next to the reviewers name. This will cause the proposal to be sent back for re-review and/or corrections.

- Once a routing chain is started, the initiator can Recall (cancel) the whole process by un-checking their box.

![Routing & Approval](image.png)
Routing: History

- All routing actions are logged in the proposal’s Routing History

<table>
<thead>
<tr>
<th>username</th>
<th>person</th>
<th>type</th>
<th>date/time</th>
<th>comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ahoff</td>
<td>Hoff, Andrew (U of C) / University of Cayuse</td>
<td>Approve</td>
<td>2008-08-25 13:53</td>
<td></td>
</tr>
<tr>
<td>mspears</td>
<td>Spears, Michael (U of C) / University of Cayuse</td>
<td>Approve</td>
<td>2008-08-25 13:52</td>
<td></td>
</tr>
<tr>
<td>jheldens</td>
<td>Heldens, John (U of C) / University of Cayuse</td>
<td>Approve</td>
<td>2008-08-25 13:52</td>
<td></td>
</tr>
<tr>
<td>jheldens</td>
<td></td>
<td>Modify</td>
<td>2008-08-25 13:22</td>
<td></td>
</tr>
<tr>
<td>jheldens</td>
<td></td>
<td>Modify</td>
<td>2008-08-25 13:22</td>
<td></td>
</tr>
</tbody>
</table>
Proposal Submission
Assessing Readiness to Submit

Your proposal is ready to be submitted when:

- All required SF424 forms have been completed
- The Research Plan has been attached
- All other documents (e.g., budget justification, Biosketches, etc.) have been attached
- All funding agency, funding opportunity, Grants.gov and Cayuse validations have been met
- All review authorities (including the AOR) have approved the proposal
Who Can Submit a Proposal?

- At High Point University, only the RASP Director can submit proposals
Locating the Proposal to Submit

1. Click the **Proposals** tab
2. Locate the proposal on your list
3. Open the proposal
Submitting Your Proposal

1. Once the proposal is open click the **Submission** icon [⚡] located in the upper right hand or lower left hand corner (in the proposal navigation window) of the proposal

2. Click **Validate Proposal**: Cayuse424 will perform a final error check. If errors are found, you must correct them before submitting, otherwise your proposal will be rejected once it is received by Grants.gov

   - The **Validate Proposal** function will automatically be run during the **Submission** process

3. Click **Validate and Submit to Grants.gov**

4. Click **Submit** on the submission confirmation prompt
Submitting Your Proposal

Electronic Submission

Opportunity Details
Proposal Submission History
Electronic Submission

Submission Target: https://at07.ws.grants.gov:446/app-a2s-server/services/ApplicantIntegrationSoapPort

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.

2 Validate Proposal (Run final validation checks - recommended.)

3 Validate and Submit to Grants.gov

4 Submit this proposal electronically to Grants.gov?

Submit Cancel
Submitting Your Proposal

- The submission status will be displayed

5. Click **Close Window** after the proposal is submitted
Submission Status

- Once the submission is complete, a Grants.gov tracking number is displayed along with date, time, and submitter.
- 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 status until you are sure it has been accepted by the agency.
Submission Status

<table>
<thead>
<tr>
<th>Grants.gov Tracking Number</th>
<th>Date/Time (According to Grants.gov)</th>
<th>Submitter</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANT00101339</td>
<td>2007-11-13 13:21:07 PST</td>
<td>jcolley</td>
</tr>
</tbody>
</table>

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.

- **Validate Proposal** *(Run final validation checks - recommended.)*
- **Submit to Grants.gov '06 Server**
Reviewing Tracking Information

- The Electronic Submission page contains:
  - Proposal Details
  - Proposal Submission History
  - Electronic Submission information

- Once the proposal is open, click the Submission icon [ ] located in the upper right hand or lower left hand corner (in the proposal navigation window) of the proposal

- Click the small “plus sign” [+] next to Proposal Submission History for submission status

- Click the Grants.gov Tracking Number hyperlink to view current status of proposal
View Status of Submitted Proposal

<table>
<thead>
<tr>
<th>Proposal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants.gov Tracking Number</td>
</tr>
<tr>
<td>-------------------------</td>
</tr>
<tr>
<td>GRANT00101339</td>
</tr>
</tbody>
</table>

An Agency Tracking Number has been Assigned.
Questions?

- Contact Tim Linker (RASP Director) at 841.9313 or email rasp@highpoint.edu