

CAYUSE AT EMORY

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Intro

What is Cayuse?

What is Cayuse 424?

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Cayuse424 is a web application created specifically to simplify the creation and electronic submission of federal proposal applications.



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Module 1

Desktop Readiness: what do I need to begin using CAYUSE?

Access

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- If you currently have access to the Grants module in Compass: automatic access to Cayuse.
- If you do not have access to the Grants module in Compass: complete the EPEX Access and the required EPEX

Forms can be located on the [EPEX](#) page. Cayuse access will be granted concurrently with access to Compass/EPEX.

Browser

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WINDOWS

- Recent versions of Mozilla Firefox, Google Chrome, or Microsoft Internet Explorer 11.
- Provisional support for Microsoft Edge.



MAC

- Provisional support for recent versions of Google Chrome and Apple Safari.

Browser Configuration

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□ You will need to configure your browser as follows:

- Cookies Enabled
- Pop-ups Allowed
- JavaScript Enabled

□ To obtain detailed instructions on how to configure your web browser:

Log-on to Cayuse424>Cayuse 424 Support >User Reference Manual>Web Browser Configuration

<https://support.cayuse.com/hc/en-us/articles/115014381248-Browser-Support-for-the-Research-Suite>



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Module 2

Navigation

Logging into Cayuse424

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- To log-in to Cayuse424: go to <http://emory.cayuse424.com/>, and using your EMORY log-in credentials.
- You will land on the on the Overview tab, a quick way to get to any other section of Cayuse 424.

Tabbed Navigation

There are 7 tabs in all:

1. **Opportunities** tab

- ▣ Browse downloaded opportunities
- ▣ Download new opportunities
- ▣ Create new proposals from downloaded opportunities

2. **Proposals** tab

- ▣ Create/edit a grant proposal
- ▣ Create/edit a subaward proposal
- ▣ Import a subaward proposal

Tabbed Navigation

3. **People** tab

- ▣ Create/edit a professional profile
- ▣ View a professional profile

4. **Institutions** tab

- ▣ View the primary institutional profile
- ▣ Create profiles for subcontracting institutions

Tabbed Navigation

5. **Reports** tab

- ▣ Submission report
- ▣ Unlinked Profiles Report

6. **Settings/Admin** tab

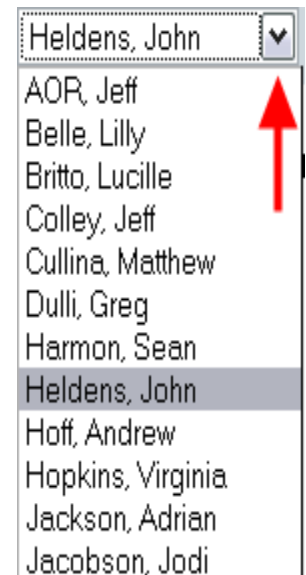
- ▣ Change your password and email address

Navigation Features

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



Icons

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Icons perform key tasks

Hover your cursor over an icon to determine its function





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Module 3

Professional Profiles

What is a Professional Profile?

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- Professional profiles contain the information that funding agencies require from Principal Investigators, Key Persons, Other Significant Contributors and Authorized Representatives.
- This information is added to the appropriate forms in a proposal when the person is autofilled into the proposal.

Profile Development Steps

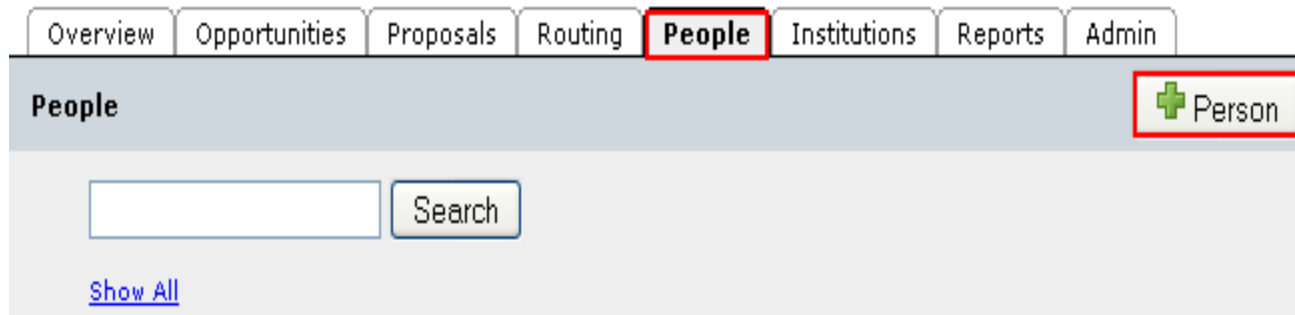
17

1. Create Professional Profile
2. Associating profile with Institution
3. Complete profile fields
4. Attach biosketches
5. Add permissions
6. Link User account to Professional Profile

Creating a Professional Profile

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1. Login to Cayuse424 and click the **People** tab
2. Click the  icon

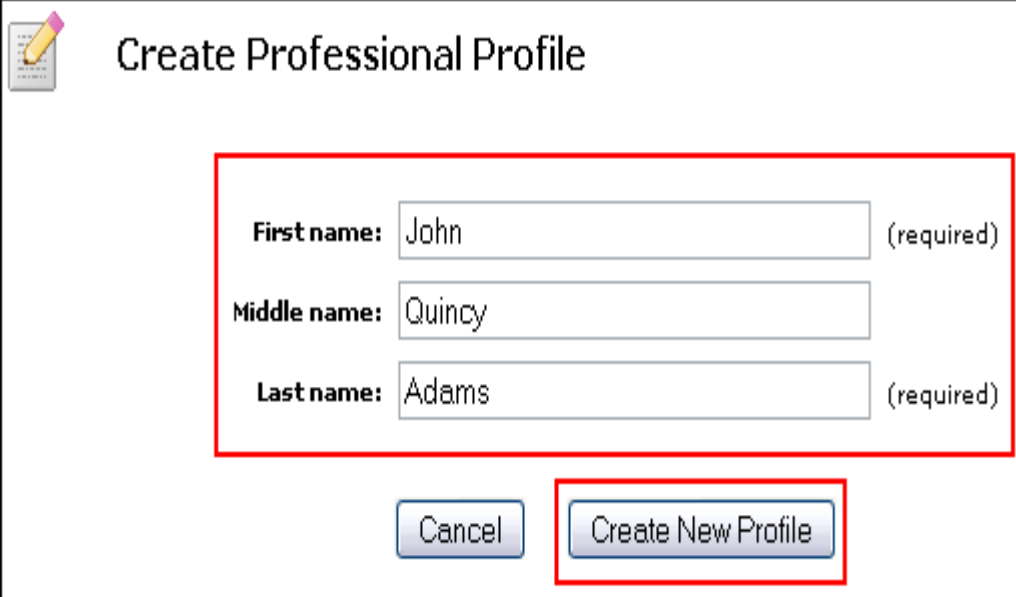



Creating a Professional Profile

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3. Enter First and Last Name

4. Click the **Create New Profile** button



 Create Professional Profile

First name: (required)

Middle name:


Last name: (required)

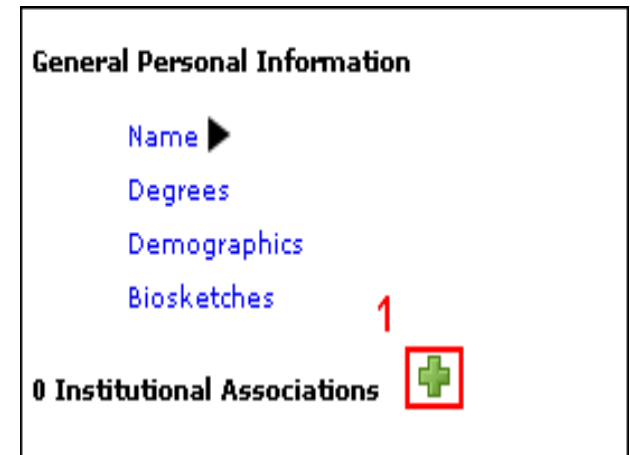
Institutional Association

- Once the Professional Profile is created it must be affiliated with an institution. This is achieved by linking the Professional Profile to an Institutional Profile
- Once an individual (Profile) is associated with an institution, basic institutional information (e.g., fringe rates) can be auto-filled into that individual's Professional Profile.

Creating an Institutional Association

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1. Click the  located next to **Institutional Associations** within the Professional Profile.
2. Select the Institution using the drop-down menu
3. Select an Institutional nickname (optional)
4. Click the **Create Institutional Association** button




General Personal Information

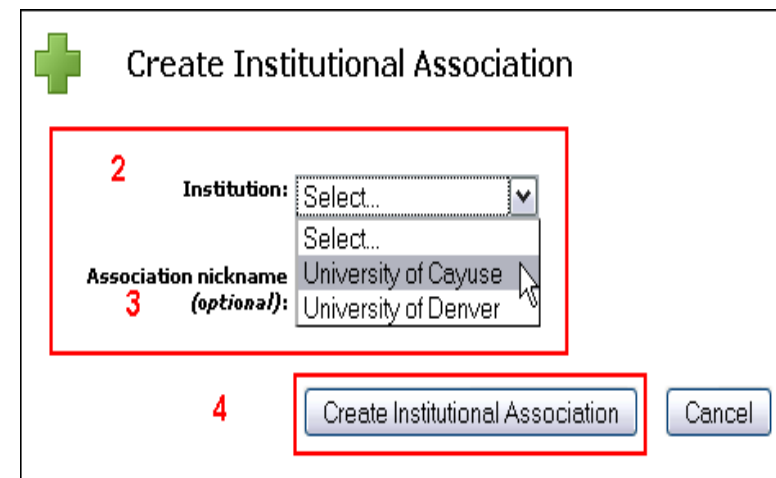
Name ▶


Degrees

Demographics

Biosketches

0 Institutional Associations 



 Create Institutional Association

2 Institution:

3 Association nickname (optional):

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Completing the Professional Profile

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- Complete the following fields by clicking on the associated hyperlinks:
 - Name
 - Degrees
 - Demographics
 - Contact Information
 - eRA Role
 - Dept/Division/Title


General Personal Information


[Name](#) ▶

[Degrees](#)

[Demographics](#)

[Biosketches](#)

1 Institutional Association 

 [U of C](#)

[Inst. association "nickname"](#)

[Contact Info](#)

[eRA Role](#)

[Dept / Division / Title](#)

[Salary and Fringe Worksheet](#)

Completing the Professional Profile


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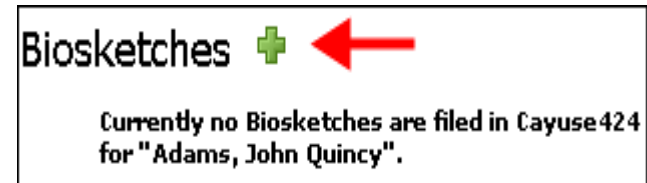
▣ Salary and Fringe Worksheet

- 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

Attaching Biosketches

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

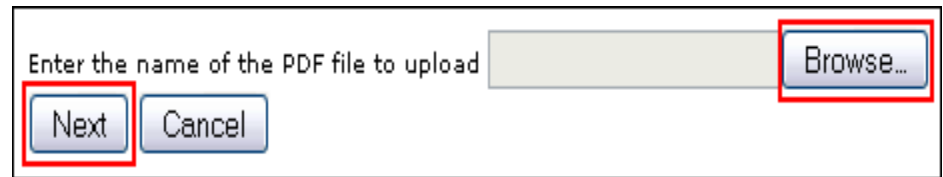


Enter a name for the new biographical sketch.

Attaching Biosketches

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

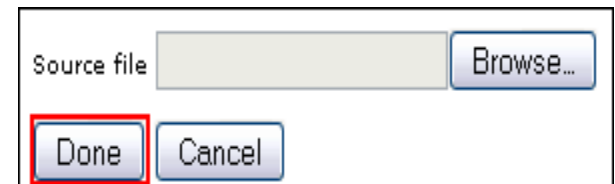


Enter the name of the PDF file to upload

4. Click **Next**

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

6. Click **Done**










Source file

The Attached Biosketch

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- 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

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

eRA Roles

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- Selecting a person's appropriate role helps to display their name for certain proposal fields.

University of Cayuse
eRA Role

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

eRA Roles

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- **Principal Investigator:** Shows this person's name as an option when selecting a PI.
- **Administrative Official:** Displays name for face page field - Person to be Contacted In Matters Involving this Application.
- **Signing Official / "AOR":** The default list for Field 19: Authorized Representative
- Assistant fields are available for sorting but are not used within applications.
- **Payee:** Displays the "Payee" for Environmental Protection Agency (EPA) proposals.

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

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1. To grant permission(s) to other Cayuse424 users click the  icon in the upper right

2. Click **Add user/group**

Permissions for Professional Profile: Adams, John Quincy

2 

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

4. Select the user from your search results

5. Click **Close** Click **Close**

Add Security Principal [close](#)

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

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

Showing **Search Results**: 1 principal available

Type	Group or User	Profile Name
U	mspears	Spears, Michael

Adding Permissions

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- Once the user is added, check or uncheck permissions, as desired

		List	Read	Write	Autofill	Delete	Change Permissions	Add User/Group	Remove User/Group
✘	(jcolley)	<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"/>
✘	AllUsers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>

Permission Definitions

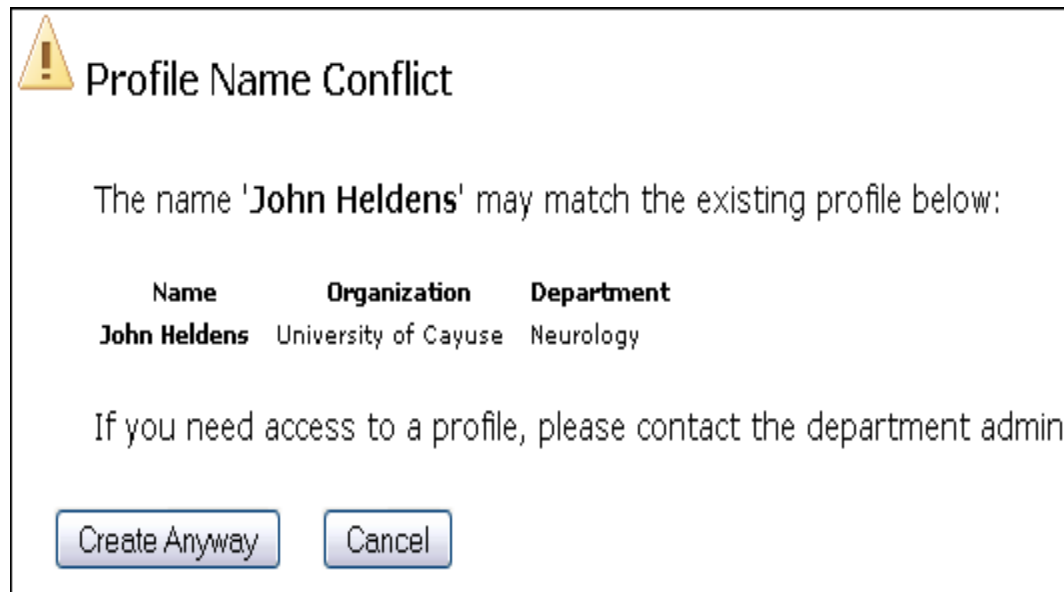
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List	Allows the “User” to view a profile on the Professional Profiles list
Read	Allows the “User” to read the details of a profile
Read/Write	Allows the “User” to add, change or delete information on a Professional Profile
Autofill	Allows the “User” to Autofill the Professional Profile onto a proposal
Delete	Allows the “User” to delete a Professional Profile
Change Permissions	Allows the “User” to change security permissions associated with the Professional Profile
Add User/Group	Allows the “User” to add other users to the Professional Profile
Remove/User Group	Allows the “User” to remove a user or group

Duplicate Professional Profiles

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- Cayuse424 provides tools to reduce the proliferation of duplicate profiles. When you create a new profile, you see potential matching names and are asked to verify before creating a potential duplicate.
- More control over the permissions and visibility of new profiles to further reduce the chance of creating duplicates.



Link User to Professional Profile

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- Now that the profile has been created the individual's Cayuse424 user account must be linked to the profile. To do so:
 1. Click the **Settings** tab
 2. Click **Link User to Professional Profile**
 3. Locate **User Account**
 4. Click **User Account**
 5. Select **User Profile**
 6. Cayuse424 reports a successful link



 User is currently not linked to a Professional Profile.
[Link this User to a Professional Profile?](#)

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Module 4

Funding Opportunities

The Opportunity

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- An opportunity is a grant application package that is downloaded, completed and submitted to Grants.gov
- New proposals can be built once the Opportunity 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 Opportunities list

Reviewing the Opportunity List

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The Opportunities Tab displays a list of opportunities already downloaded.

- Sort the list by clicking any of the column headings
- Search the list using the opportunity number, CFDA number, or words from the title of the opportunity into the search box.
- Click the Info Button for Opportunity Details

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

Opportunities

Search Download Opportunities Show Closed Opportunities

25 Page 1 of 3 Displaying 1 to 25 of 65 items

	Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	Opens	Closes	Downloaded	
+	PD-13-1517	Electronics, Photonics, and Magnetic Devices	[Research.gov]		National Science Foundation	47.041	01-07-2010	11-01-2016	02-29-2016	X
+	16-504	Industry/University Cooperative Research Centers Program	[Research.gov]		National Science Foundation	47.041	11-23-2015	07-11-2016	02-29-2016	X

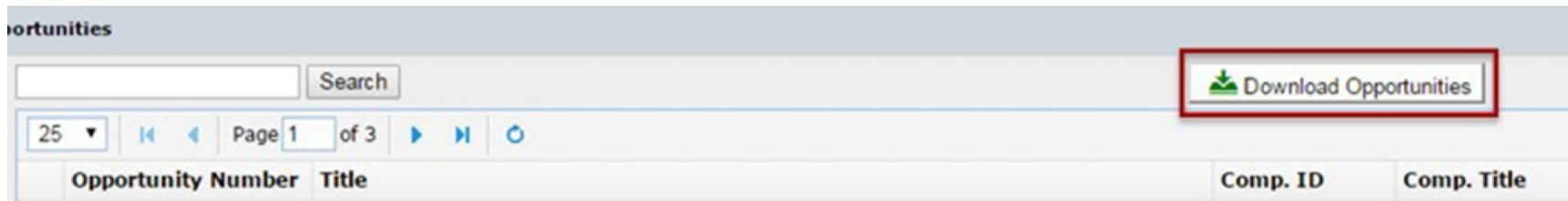
Managing Opportunities

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- If your opportunity has not been previously downloaded, it will not appear on the list.
- You need to download opportunities before you can proceed with the proposal preparation.

How to Download an Opportunity

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The screenshot shows a web interface for 'Opportunities'. At the top right, there is a button labeled 'Download Opportunities' with a green download icon, which is highlighted with a red rectangular box. Below the button is a search bar with a 'Search' button. Further down, there is a pagination control showing 'Page 1 of 3' and a table header with columns: 'Opportunity Number', 'Title', 'Comp. ID', and 'Comp. Title'.

1. Click the **Opportunities** tab
2. Click the **Download Opportunities** button
3. Enter Opportunity Number or CFDA #
4. Click **Download Opportunities**



Download Opportunities

To download Federal opportunities, please specify one of the following values.

Opportunity Number:

CFDA #:

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Module 5

Proposal Creation

Creating a New Proposal

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Once you locate the opportunity, click the green plus symbol next to it,  to create a proposal with this opportunity.

	↑ 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 New Proposal

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1. Internal Proposal Name

Proposal Name:



2. Principal Investigator

Principal Investigator:

Search for PI

Showing recent PIs | [Show all](#)

Adamson, Adam Chloe (Anatomy) / University of Cayuse
Amyson, Amy Cooper (Anesthesia and Perioperative) / University of Cayuse

3. # of Budget Periods

Organization:

University of Cayuse

Default IDC Rate:

Please select..

of Budget periods:

1 2 3 4 5

4. Validation Type

Due Date:



Validation Type:

NIH

5. Click Create Proposal

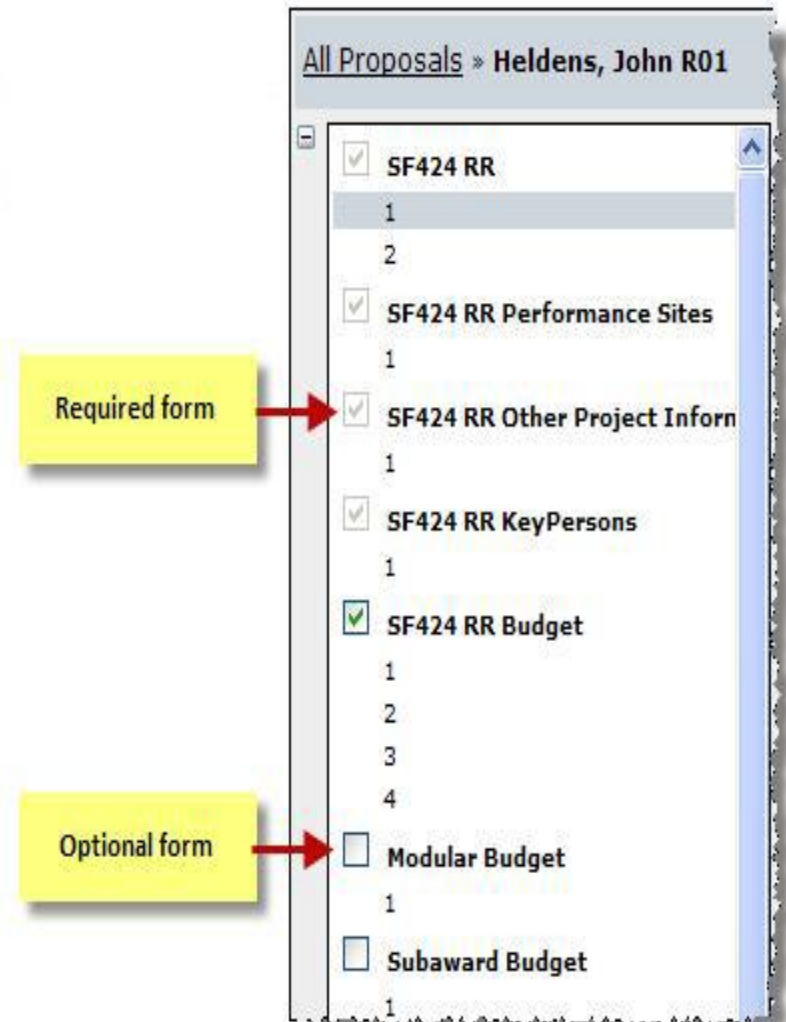
Create Proposal

Cancel

Navigating the Proposal

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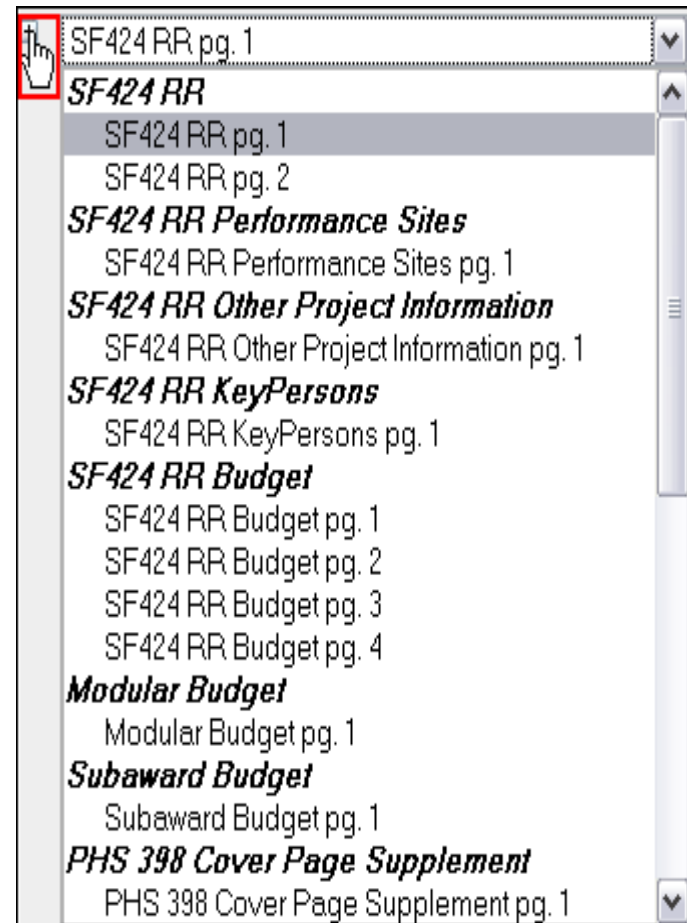
- All forms are listed in the navigation bar on the left of the screen
- The checkboxes control which forms are submitted electronically to the agency
 - ▣ Mandatory forms are automatically checked and cannot be unchecked
 - ▣ Optional forms can be checked to include in the proposal



Navigating the Proposal

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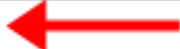
- Use the left panel to navigate the form set:
 - ▣ Click page numbers to display the page.
- Or click the minus sign to close the left navigation bar, then,
- Use the drop down menu to navigate form set.



Internal Proposal Title

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- Give some thought to how you name your proposal. Consider appropriate conventions that will make your proposal easy to locate once your inventory of proposals grows
- Once you name your proposal, you can easily rename it by clicking on the name field and typing in a new title

Heldens, John 2/5/09 		
APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)	2. DATE SUBMITTED <input type="text"/>	Applicant Identifier <input type="text"/>
	3. DATE RECEIVED BY STATE <input type="text"/>	State Application <input type="text"/>
1. * TYPE OF SUBMISSION <input type="radio"/> Pre-application <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	4. Federal Identifier <input type="text"/>	

Managing Proposal Permissions

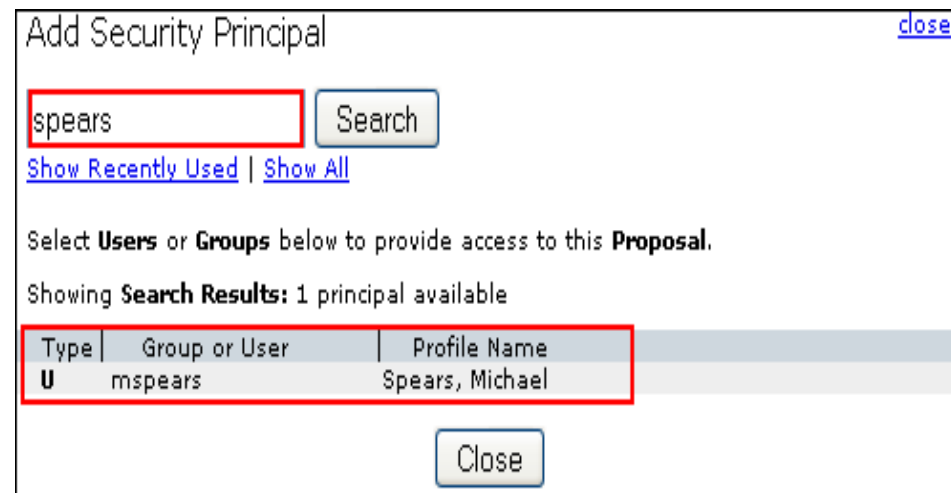
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- Proposal Permissions are separate and distinct from Professional Profile permissions
- Whoever creates the proposal is given full permissions
- Only the proposal creator can initially grant permission(s) to other users
- Appropriate proposal permissions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

Adding Permissions

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- 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 **Close**



Adding Permissions

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- Once the user is added, check or uncheck permissions, as desired

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

Permission Definitions

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List

Allows the “User” to see the proposal in a list of proposals

Read

Allows the “User” to read the contents of a proposal

Write

Allows the ability to add, change or delete information on a proposal, and run the Final Review

Attach

Allows the “User” the ability to attach documents to the proposal

Break Lock

Allows the “User” to gain write access while another user is in the proposal

Delete

Allows the “User” to delete a proposal

Print

Allows the “User” to print the proposal

Change Permissions

Allows the “User” to change security permissions on a proposal

Add User/Group

Allows the “User” to add other users to the proposal

Remove User/Group

Allows the “User” to delete other users from the proposal

Submit

Allows the “User” to submit a proposal to Grants.gov

Validation and Error Tracking

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- 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 just special pieces of information and advice that we believe might be useful to the application submission process.

Displaying Errors, Warnings and Info


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1. Click the **Error/Warning/Info** button at the bottom of the proposal page to display details
2. Click the [hyperlink](#). Cayuse424 will display the page on which the Error/Warning occurs and highlight the field that contains the Error/Warning

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

Proposal Lock Feature

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- 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-on to Cayuse424
- The icon signifies that the proposal is locked
- Only persons who you have been granted permission to “break-lock” can break your lock
- Persons without the break-lock authority can still open up the proposal in read-only format; but they will not be able to enter data or add attachments

Copy/Transform Proposal







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- 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

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1. Click on the **Proposal** tab and locate the proposal you would like to copy
2. Click the **Copy/Transform** icon adjacent to the proposal
3. Click the **Copy Proposal** button

↑ Proposal	Title	PI	Modified	Type	Deadline	
Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
John's R15	Analysis of Reading Comprehension	Heldens, John	2008-08-07	Acad...ward (R15)	2008-03-15	 
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward		 

Copy Proposal

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4. Edit the new Proposal name
5. Click **Copy Proposal**



 Copy Proposal

Opportunity: PA-07-070 









NEW Proposal Name: (For reference within **Cayuse424**)

Copy Attachments?

Copy Proposal

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

- Note that both the original and a copy are now in your proposals list

↑ Proposal	Title	PI	Modified	Type	Deadline	
Copy of Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
John's R15	Analysis of Reading Comprehension	Heldens, John	2008-08-07	Acad...ward (R15)	2008-03-15	 
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward		 

How to Transform a Proposal

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1. Click on the **Proposal** tab and locate the proposal you would like to copy
2. Click the **Copy/Transform** icon adjacent to the proposal
3. Click the **Transform Proposal** button

↑ Proposal	Title	PI	Modified	Type	Deadline	
Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
John's R15	Analysis of Reading Comprehension	Heldens, John	2008-08-07	Acad...ward (R15)	2008-03-15	 
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward		 


How to Transform a Proposal

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

How to Transform a Proposal

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Transform Proposal

Opportunity: PA-07-070 

NEW Proposal Name: (For reference within **Cayuse424**)









Copy Attachments?

Validation Type: 

How to Transform a Proposal

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- 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

↑ Proposal	Title	PI	Modified	Type	Deadline	
Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
Heldens, John 2/5/09 (NSF)		Heldens, John	2008-08-07	Scie...ng Centers		 
John's R15	Analysis of Reading Comprehension	Heldens, John	2008-08-07	Acad...ward (R15)	2008-03-15	 
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward		 


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Module 6

Proposal Basics


Autofill Functionality


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- 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

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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

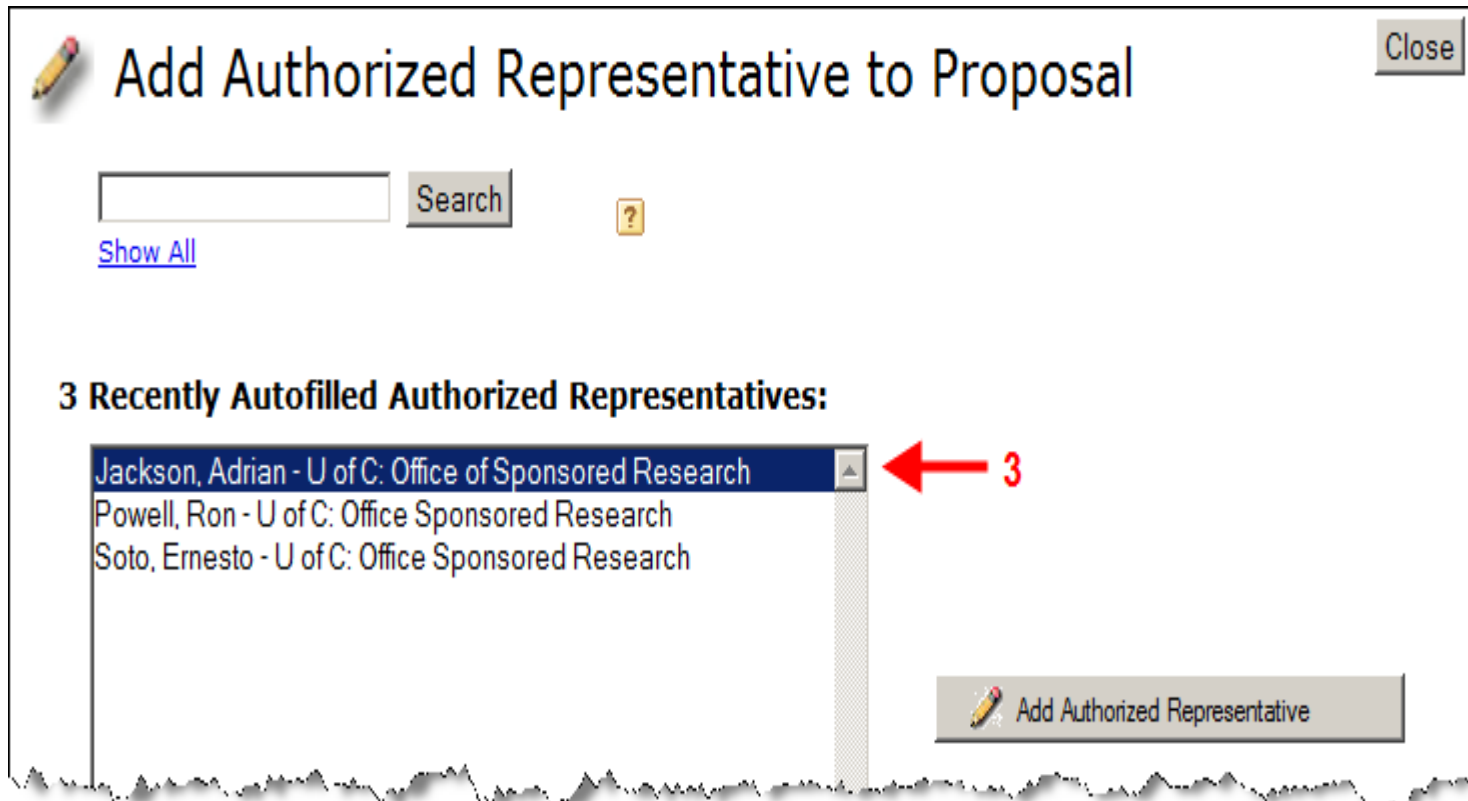
19. Authorized Representative 1 2 


Prefix:	* First Name:	Middle Name:	* Last Name:	Suffix:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Position/Title:	<input type="text"/>	* Organization:	<input type="text"/>	
Department:	<input type="text"/>	Division:	<input type="text"/>	
* Street1:	<input type="text"/>	Street2:	<input type="text"/>	
* City:	<input type="text"/>	County:	<input type="text"/>	
* State/Province:	<input type="text" value="Please Select.."/>	* Zip/Postal Code:	<input type="text"/>	
* Country:	<input type="text" value="Please Select.."/>			
* Phone Number:	<input type="text"/>	Fax Number:	<input type="text"/>	
* Signature of Authorized Representative <input type="text"/>			* Date Signed <input type="text"/>	


Using the Autofill Function

64

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



 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 the Autofill Function

65

5. Notice data has been autofilled into section

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:	Fax Number:	* Email:
503-123-4567	503-765-4321	jcolley@cayuse.com

* Signature of Authorized Representative	<input type="text"/>	* Date Signed	<input type="text"/>
--	----------------------	---------------	----------------------

Adding Performance Sites

66

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


Project/Performance Site Location(s)	
Project/Performance Site Primary Location  	
Organization: <input type="text" value="Enter Manually or Autofill"/>	
DUNS Number: <input type="text"/>	
* Street1: <input type="text"/>	Street2: <input type="text"/>
* City: <input type="text"/>	* County/Parish: <input type="text"/>
* State/Province: <input type="text" value="Please Select.."/>	* Zip/Postal Code: <input type="text"/>
* Country: <input type="text" value="Please Select.."/>	
* Project/Performance Site Congressional District: <input type="text"/>	
Other sites expand all / collapse all	 

Adding Performance Sites

67

- Performance sites can be added and made “Active” within each Professional Profile to be autofilled

University of Cayuse

Performance Site Active 

Organization Name:

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

County:

Country:

Organization DUNS:

Congressional District:

Senior/Key Persons Page







68

- 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

69

1. Navigate to the **SF424 RR Key Persons** page
2. Click the pencil 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 expand all / collapse all	 Manage Key Persons 

2



Adding Senior/Key Persons

70

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

4. Click **Add Selected Key Person**

Add Key Person to Proposal Close

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

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** ← 3
- 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

Adding Senior/Key Persons


72

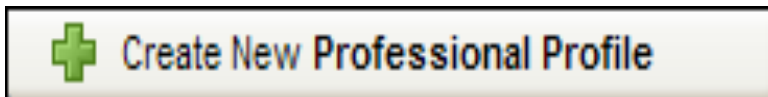
- In the Manage Key Persons window you can:
 - ▣ Autofill from a Professional Profile
 - ▣ Edit Role
 - ▣ Define budget periods during which Key Person will be named in the grant. By checking or un-checking the **Budget Period** boxes you can control whether or not the name and salary information autofills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

Adding Senior/Key Persons “On-the-Fly”

74

Adding a Senior/Key Person “On-the-Fly” allows you to quickly create a Professional Profile from within the proposal

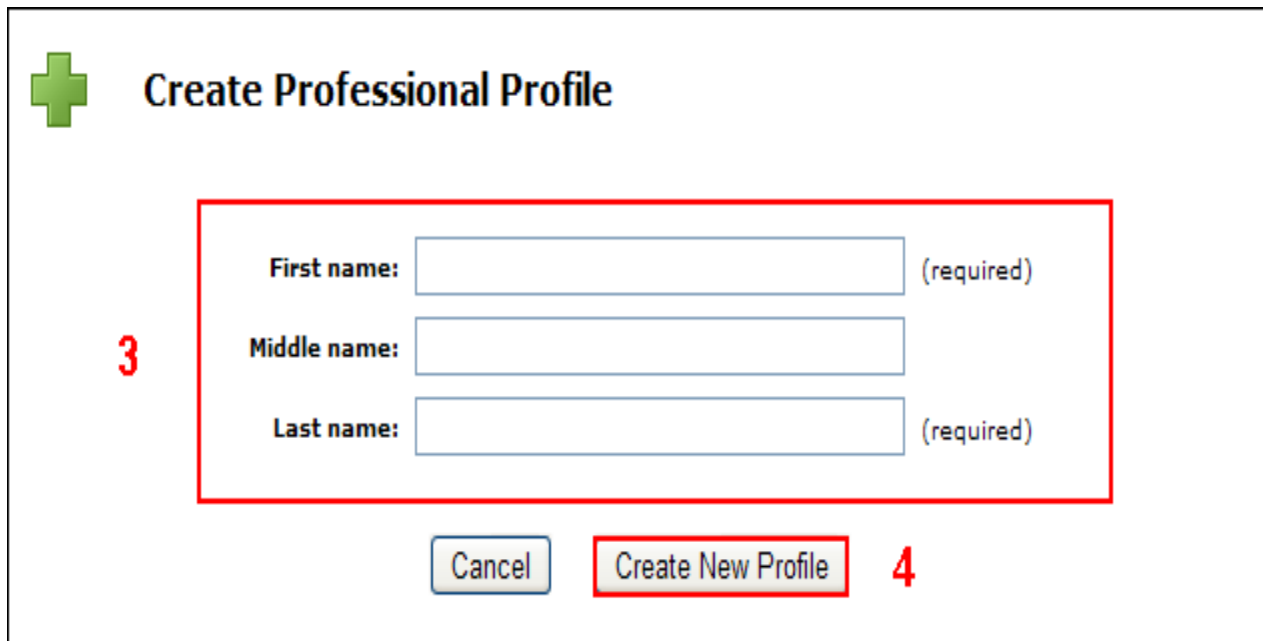
1. From the **SF424 RR Key Person** page (or **Detailed Budget** page), click the  icon to add a new person.
2. Click the **Create New Professional Profile** button in the Add Key Person window.




Adding Senior/Key Persons “On-the-Fly”

75

3. Enter First and Last Name
4. Click the **Create New Profile** button



 **Create Professional Profile**

3

First name: (required)

Middle name:

Last name: (required)

4

Adding Senior/Key Persons “On-the-Fly”

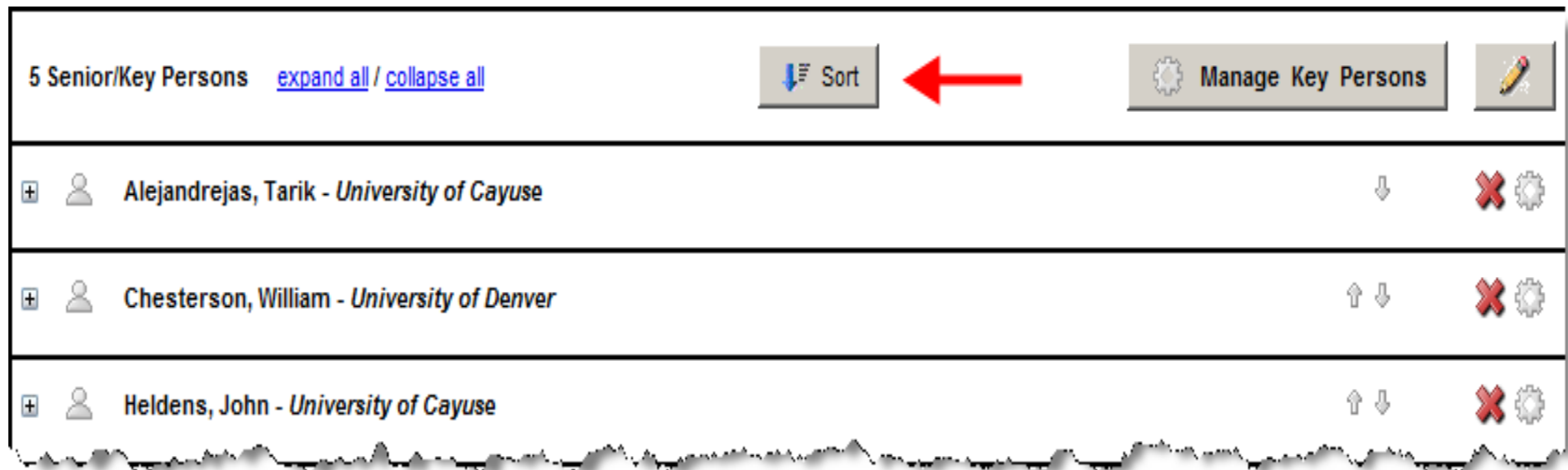
76

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

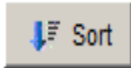
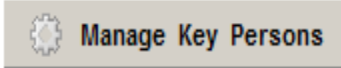













Sorting Senior/Key Persons

77

- 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.



The screenshot displays a user interface for managing a list of Senior/Key Persons. At the top, it shows "5 Senior/Key Persons" with links for "expand all" and "collapse all". To the right of these links are three buttons: "Sort" (with a downward arrow icon), "Manage Key Persons" (with a gear icon), and an edit icon (pencil). A red arrow points to the "Sort" button. Below the buttons is a list of three individuals, each with a plus icon, a person icon, their name and affiliation, and action icons (downward arrow, up/down arrows, a red X, and a gear icon).

5 Senior/Key Persons		expand all / collapse all			
		Alejandrejas, Tarik - <i>University of Cayuse</i>	↓	 	
		Chesterson, William - <i>University of Denver</i>	↑ ↓	 	
		Heldens, John - <i>University of Cayuse</i>	↑ ↓	 	

Attaching Biosketches to the Proposal

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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

The screenshot displays the 'RESEARCH & RELATED Senior/Key Person Profile' page. The profile is for 'Powell, Ron - University of Cayuse'. Below the profile header, there are three key persons listed: 'Cullina, Matthew - University of Denver' and 'Heldens, John - University of Cayuse'. Red arrows point to the expand/collapse icons for these two key persons, with a '2' next to the arrow pointing to the 'Heldens, John' entry. At the bottom of the page, there is an attachment interface with two sections: '*Attach Biographical Sketch' and 'Attach Current & Pending Support'. Each section has an 'Add Attachment' button (highlighted with a red box) and a 'Delete Attachment' button.

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	

*Attach Biographical Sketch (no pdf) (no src) **Add Attachment** Delete Attachment

Attach Current & Pending Support (no pdf) (no src) **Add Attachment** Delete Attachment

Attaching Biosketches to the Proposal

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- 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

The image shows two overlapping windows from a software application. The top window is titled "Attach biosketch" and features a green plus icon in the top-left corner. It contains a dropdown menu labeled "Choose a biosketch:" with "Heldens_Bio.pdf" selected. To the right of the dropdown is an unchecked checkbox labeled "Include pdf source". Below these elements are two buttons: "Attach" and "Cancel". A red number "1" is placed to the left of the "Attach" button. The bottom window is titled "Upload attachment" and contains a "Name:" field with the text "KeyPersonBioSketch" and a warning "do not use: / \ : * \" < > |". Below this are two "Browse..." buttons, one for "PDF file:" and one for "Source of PDF: (optional)". At the bottom of this window are "Upload" and "Cancel" buttons. A red number "2" is placed to the left of the "PDF file:" field.

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Module 7

Proposal Budgets

Basic Budget Concepts

81

- 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

83

- 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

85

- 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

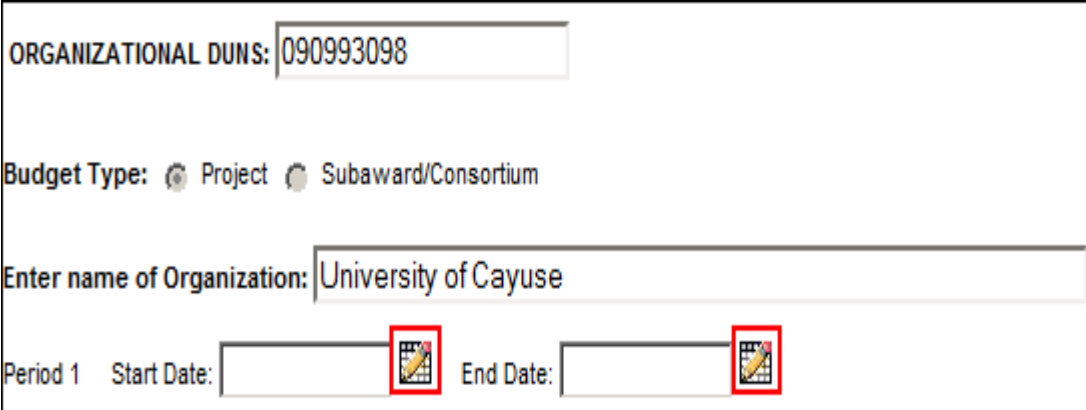
86

The Detailed Budget

Managing Budget Periods

87



- ▣ 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**



ORGANIZATIONAL DUNS:

Budget Type: Project Subaward/Consortium


Enter name of Organization:

Period 1 Start Date:  End Date: 

Managing Budget Periods

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- ▣ Click the Budget Period Editor [📅] icon at the upper right corner of the screen
 1. The number of periods is pre-defined 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




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

Managing Budget Periods

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

The screenshot shows a web application interface for managing budget periods. At the top, there is a header bar with a green double-left arrow icon and the text "Proposals List". Below this, there is a search bar containing "Heldens, John R01". The main content area is titled "RESEARCH & RELATED BUDGET - SECTION A & B". Below the title, there is a field for "ORGANIZATIONAL DUNS:" with the value "090993098". At the bottom, there is a "Budget Type:" section with radio buttons for "Project" (selected) and "Subaward/Consortium". A red box highlights a dropdown menu for "Budget Period 2 of 5" with a list of options: "Budget Period 1 of 5", "Budget Period 2 of 5" (highlighted), "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 other icons.

Adding Key Persons to the Budget Page

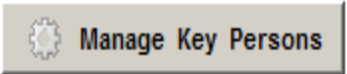

- Key Persons are generally added on the **SF424 RR Key Persons** page, however, you can also add them and edit the data on Section A of the budget form
- To add Senior/Key Persons to the Budget please see **Module 6: Adding Senior Key/Persons & Adding Senior/Key Persons “On-the-Fly”**










Managing Senior/Key Personnel

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- 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

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

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

Section B: Adding Other Personnel

92

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

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

Section B: Adding Other Personnel

93

- **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**

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

Section C: Adding Equipment

94

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)

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 + New Equipment Row	

Indirect Cost Type excluded 4 Total Equipment 5,000

Sections D, E, F and J : Requesting Funds

95

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

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


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

G. Direct Costs			Funds Requested (\$)	
			Total Direct Costs (A thru F)	
			114,225	
H. Indirect Costs			<p>Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. <i>Bring any profile changes into budget by refreshing Applicant Organization.</i></p>	
Indirect Cost Type	1	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. Sponsored Research On Campus	54.5	114,225	62,253	
2. Sponsored Research On Campus				
3. Sponsored Research Instruction				
4. Sponsored Research Off Campus				
			Total Indirect Costs	
			62,253	
Cognizant Federal Agency DHHS, Janet Turner, 415-437-7820				
(Agency Name, POC Name, and POC Phone Number)				

Replicating Budget Data

98

- 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

99

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


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

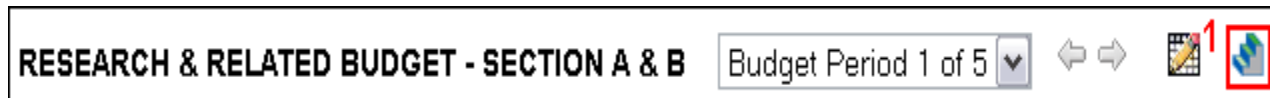
3	BP 1	BP 2	BP 3	BP 4	BP 5
Begin/End:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4 Replicate Starting Budget Period Without Escalation

Escalating Budget Data

100

- 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

101

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

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	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"/>

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

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

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The Modular Budget

Creating a Modular Budget

- Modular Budgets are created in one of two ways:
 1. Creating the detailed budget in Cayuse424 will automatically create a modular budget and round up to the nearest module
 2. Enter modular budget figures directly into the Modular Budget page

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The Subaward Budget


Creating Subaward Budgets

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- 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


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- 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

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

 Add a Subaward Worksheet Row

4 Worksheet Row Title:

5

Create an Unlinked Worksheet Row


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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

Period	In- ⁶ active	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs ⁷	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


Creating a Subaward Budget/Proposal

110

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

111



Create New Subaward

3 Subaward Name: (For reference within Cayuse424)

4 Organization:

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

6 Validation Type:

7


Creating a Subaward Budget/Proposal

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- 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

Link to an Existing Subaward Proposal

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1. Open prime proposal
2. Navigate to **Subaward Budget Page**
3. Click  **Link Subaward**
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

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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:

	Prime		Subaward	
Period	Start Date	Start Date	End Date	
1	06/07/2010	09/14/2011	09/13/2012	
2	06/07/2011	09/14/2012	09/13/2013	
3	06/07/2012	09/14/2013	09/13/2014	
4	06/07/2013	09/14/2014	09/13/2015	
5	06/07/2014	09/14/2015	09/13/2016	

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.

5

Link in Subaward

Cancel

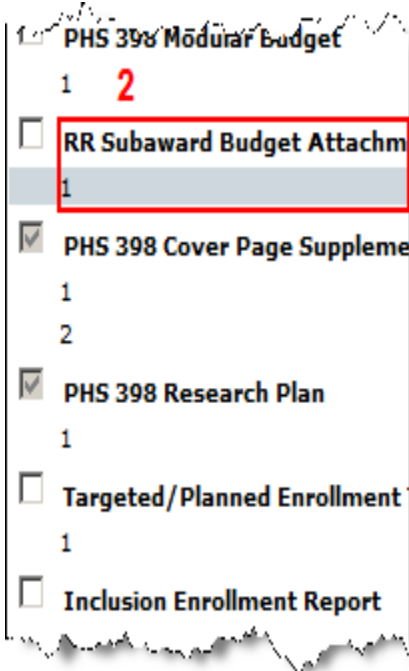
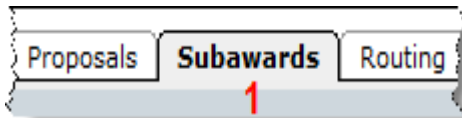
Link to an Existing Subaward Proposal

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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

116

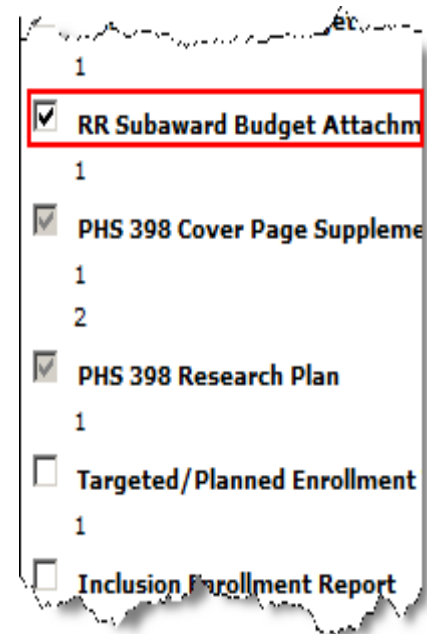


R&R SUBAWARD BUDGET ATTACHMENT(S) FORM					
+ Create Subaward + Import Subaward + Link Subaward + Worksheet Row					
Subaward IDC Ceiling					25,000
Period	In-active	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs	Allocated to IDC base
+ Sample R01 Proposal (Subcontract) ✖					
Total		219,073	109,538	328,611	25,000
+ University of Denver 3 Error(3) / Warning(0) ⚙️ 🔄					
1	<input type="checkbox"/>	132,150	63,261	195,411	25,000
2	<input type="checkbox"/>	117,370	63,380	180,750	0
3	<input type="checkbox"/>	117,596	63,502	181,098	0
4	<input type="checkbox"/>	117,828	63,627	181,455	0
5	<input type="checkbox"/>	118,066	63,756	181,822	0
Total		603,010	317,526	920,536	25,000
+ Cavuse, Inc. Error(15) / Warning(0) ⚙️ 🔄					
Total		359,785	186,185	545,970	25,000
+ All Subawards					
Total		1,181,868	613,249	1,795,117	75,000

Include Subaward Proposal for Submission

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- 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




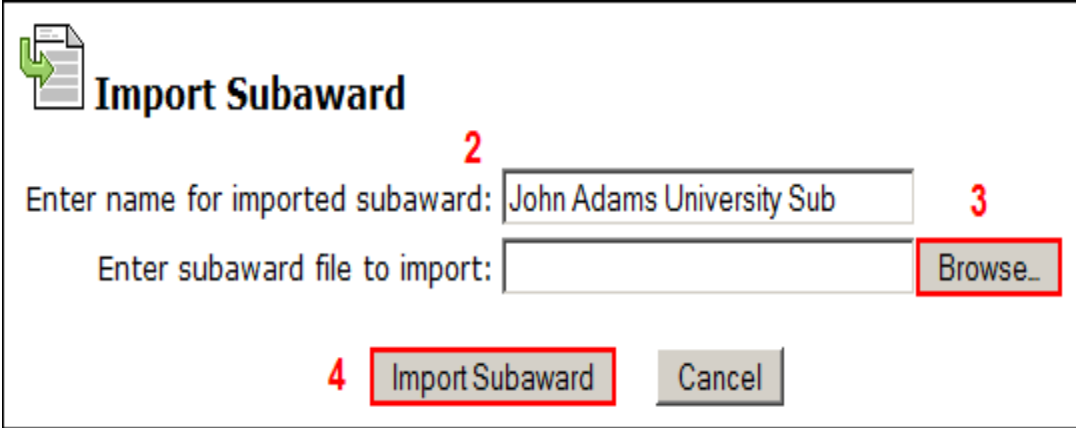
Import a Subaward Proposal


- 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

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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**



 **Import Subaward**


Enter name for imported subaward:






Enter subaward file to import:

Importing to the Proposals Tab

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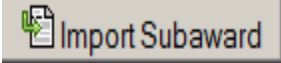
5. The imported subaward proposal will now appear in your list of proposals in the **Proposals** tab
6. Subawards imported from Adobe will be listed under the Type heading

3 / 3 Proposals Include *submitted* proposals Filter: View days back: 3 months 

↑ Proposal	Title	PI	Modified	Type	Deadline
CIT Import		Rozek, Neil	2009-10-21	Suba...rom Adobe)	 
NIH:3005 - Dr. Hopkins		Hopkins, Virginia	2009-10-20	G.g ... FOA (R01)	
UCLA Subaward		Soto, Ernesto	2009-10-21	Subaward	 

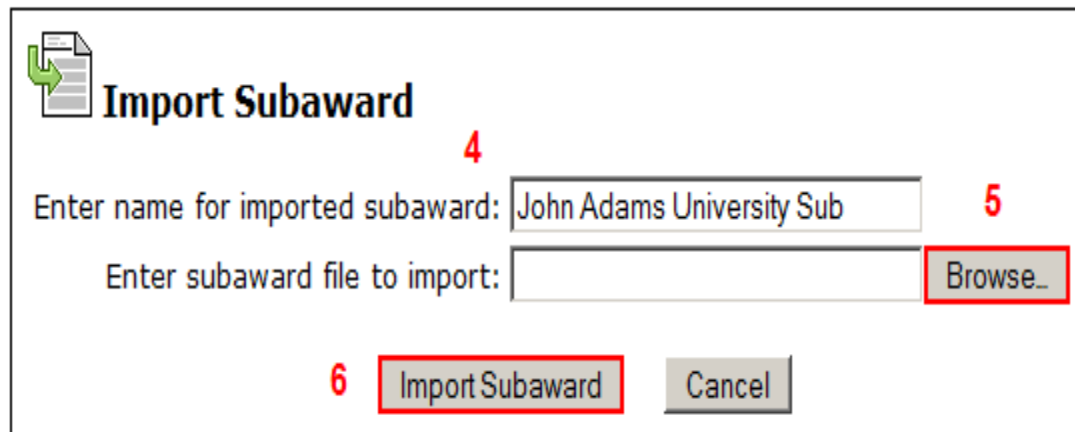
Importing into the Prime Proposal

121

1. Open the Prime proposal
2. Navigate to the **Subaward Budget** page
3. Click  **Import Subaward**
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

122

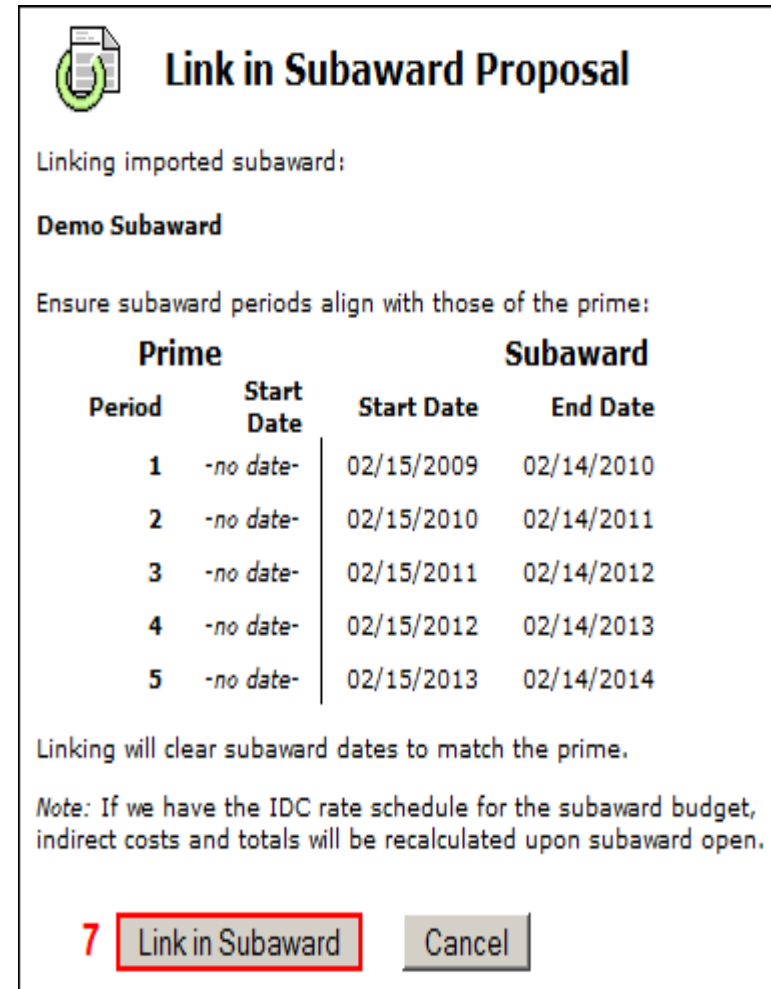


Import Subaward

Enter name for imported subaward: **4**

Enter subaward file to import: **5**

6



Link in Subaward Proposal

Linking imported subaward:

Demo Subaward

Ensure subaward periods align with those of the prime:

Prime		Subaward	
Period	Start Date	Start Date	End Date
1	-no date-	02/15/2009	02/14/2010
2	-no date-	02/15/2010	02/14/2011
3	-no date-	02/15/2011	02/14/2012
4	-no date-	02/15/2012	02/14/2013
5	-no date-	02/15/2013	02/14/2014

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.

7



Exporting a Subaward Proposal

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- In Cayuse424 you can create and export a subaward proposal to another Cayuse424 customer institution
 - ▣ See slides #110-112 in **Module 7: Proposal Budgets** to learn how to create a **Subaward Proposal**

Exporting a Subaward Proposal

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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

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- 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

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- 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

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Module 8

Attaching Documents

Attachment Checklist

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

Form Set	Attachment
SF424 RR, page 2	<ul style="list-style-type: none"> • Pre-application • List of Project Congressional Districts
SF424 RR, Other Project Information	<ul style="list-style-type: none"> • Project Summary/Abstract • Project Narrative • Bibliography and References Cited • Facilities and Other Resources • Equipment • Other
SF424 RR, Key Persons	<ul style="list-style-type: none"> • Biographical Sketch • Current and Pending Support
SF424 RR, Budget, page 3	<ul style="list-style-type: none"> • Budget Justifications
Modular Budget	<ul style="list-style-type: none"> • Budget Justifications
PHS 398 Research Plan	<ul style="list-style-type: none"> • Research Plan
PHS 398 Checklist	<ul style="list-style-type: none"> • Assurances/Certifications
PHS 398 Cover Letter	<ul style="list-style-type: none"> • Cover Letter

Attaching Documents

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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**

2	*Attach Biographical Sketch	(no pdf) (no src)	Add Attachment	Delete Attachment
	<u>Attach Current & Pending Support</u>	(no pdf) (no src) 3	Add Attachment	Delete Attachment

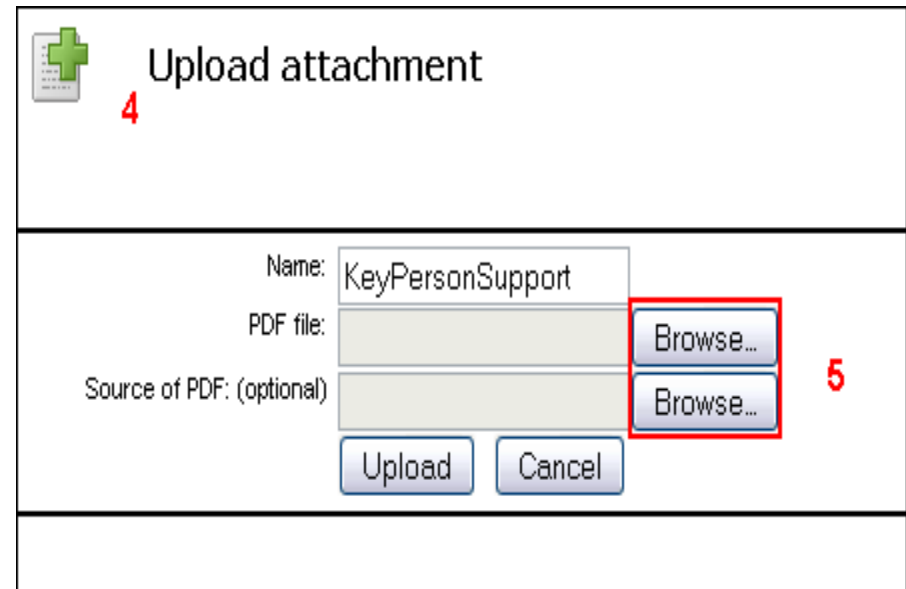
Attaching Documents

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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**



Upload attachment

4

Name: KeyPersonSupport

PDF file: Browse...

Source of PDF: (optional) Browse...

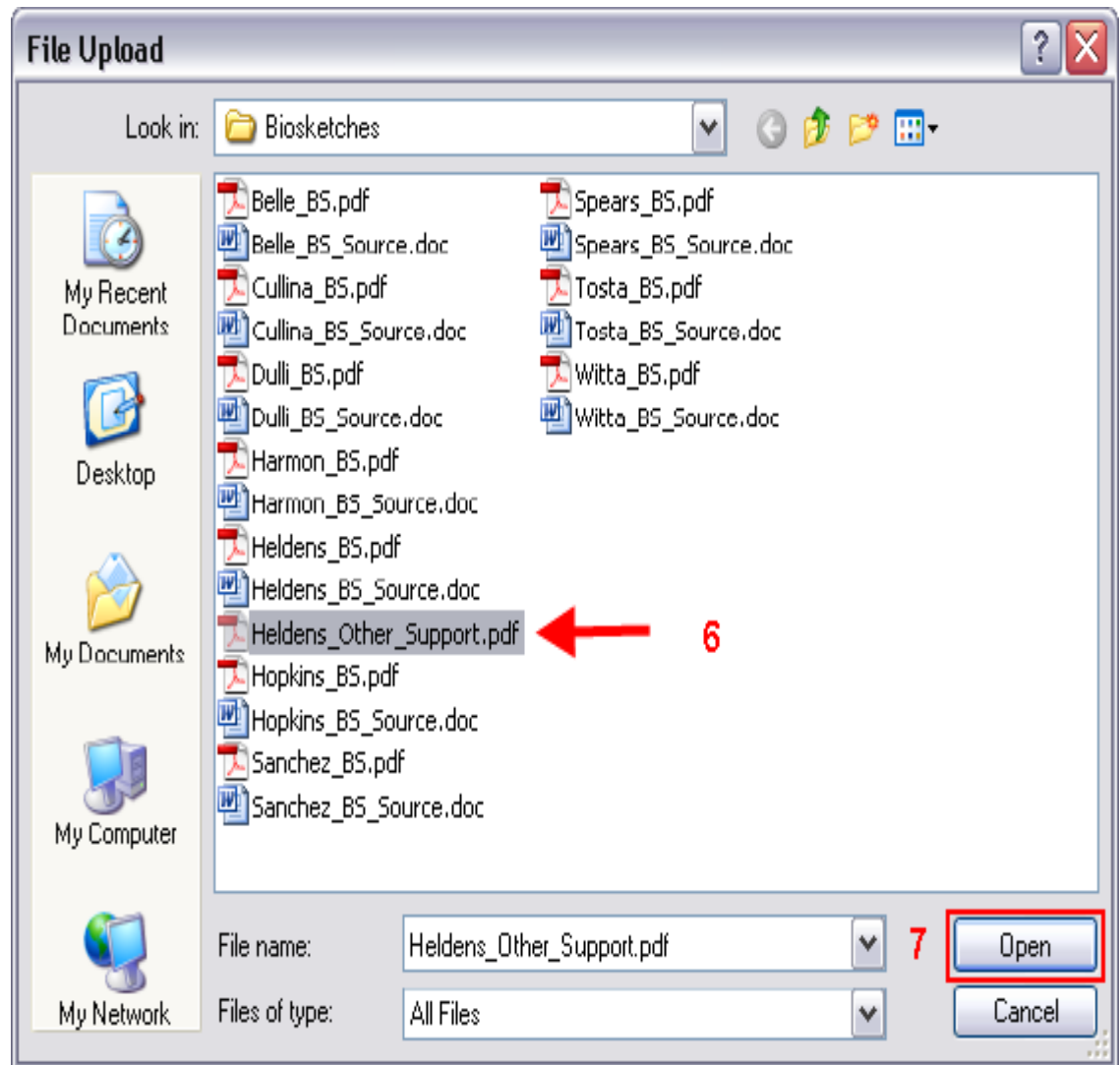
5

Upload Cancel

Attaching Documents

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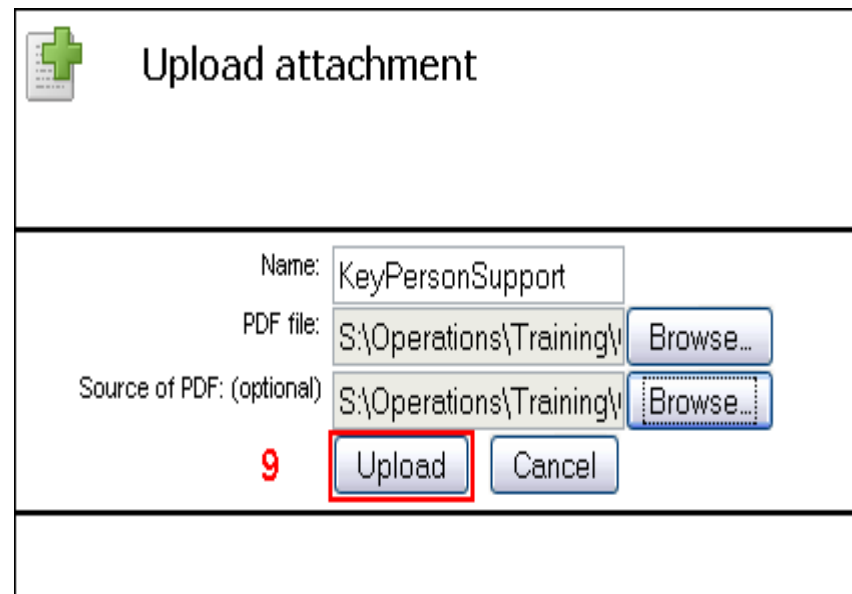
6. Locate the PDF version of the file you wish to attach
7. Click **Open**
8. Repeat for source file



Attaching Documents

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9. Once you've added both files, click **Upload**



Upload attachment

Name: KeyPersonSupport

PDF file: S:\Operations\Training\ Browse...

Source of PDF: (optional) S:\Operations\Training\ Browse...

9 Upload Cancel

Attaching Documents

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10. The files have been uploaded when you see **PDF** and **SRC** in blue

*Attach Biographical Sketch	(no pdf) (no src)	Add Attachment	Delete Attachment
Attach Current & Pending Support	KeyPersonSupport ¹⁰ pdf src	Add Attachment	Delete Attachment

Attaching the Research Plan

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- 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)

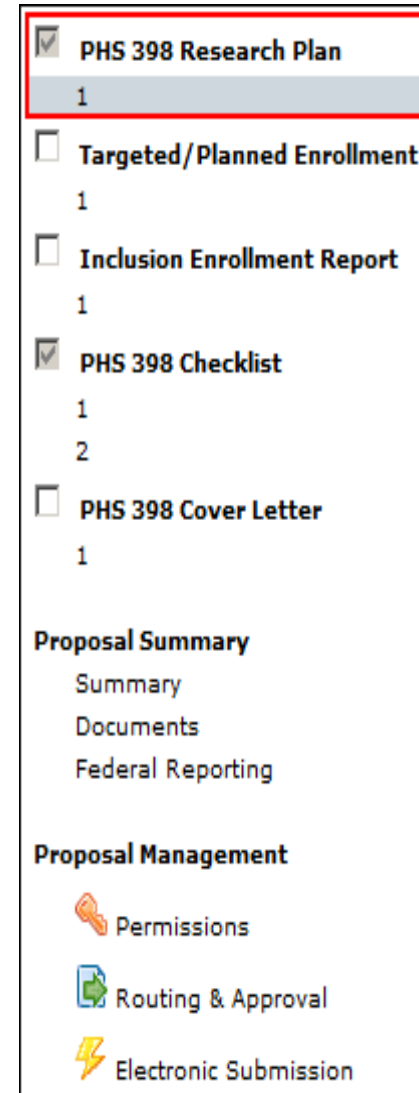
Using the “Exploder”

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”

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






The screenshot shows a vertical menu titled "Exploder" with several sections. The top section, "PHS 398 Research Plan", is highlighted with a red border and contains a checked checkbox, the text "PHS 398 Research Plan", and the number "1". Below it are "Targeted/Planned Enrollment" (unchecked, "1"), "Inclusion Enrollment Report" (unchecked, "1"), "PHS 398 Checklist" (checked, "1", "2"), and "PHS 398 Cover Letter" (unchecked, "1"). The "Proposal Summary" section includes "Summary", "Documents", and "Federal Reporting". The "Proposal Management" section includes "Permissions" (with a key icon), "Routing & Approval" (with a document icon), and "Electronic Submission" (with a lightning bolt icon).

- PHS 398 Research Plan
1
- Targeted/Planned Enrollment
1
- Inclusion Enrollment Report
1
- PHS 398 Checklist
1
2
- PHS 398 Cover Letter
1

Proposal Summary

- Summary
- Documents
- Federal Reporting


Proposal Management

-  Permissions
-  Routing & Approval
-  Electronic Submission

Using the “Exploder”

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

PHS 398 Research Plan			
1. Application Type: From SF 424 (R&R) Cover Page and PHS398 Checklist. The responses provided on these pages, regarding the type of application being submitted, are repeated for your reference, as you attach the appropriate sections of the research plan. *Type of Application: <input checked="" type="radio"/> New <input type="radio"/> Resubmission <input type="radio"/> Renewal <input type="radio"/> Continuation <input type="radio"/> Revision			
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)	View Generated Attachment	Override	Revert
5. Progress Report Publication List	(no pdf) (no src)	Add	Delete

Using the “Exploder”

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5. Success! Breaking apart the Research Plan succeeded!

Breaking apart the research plan succeeded:

Bookmarks Added to PDF:


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)
Bibliography & References Cited


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

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

Viewing Proposals in PDF Format

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- 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

 **Generate PDF**

- SF424 RR **2**
- 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 attachments
- Include Subaward Proposals

3

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Module 9

Submit


Assessing Readiness to Submit

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- 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, and EPEX routing is completed.


Submitting A Proposal

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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

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 **Electronic Submission**

Opportunity Details

Proposal Submission History

Electronic Submission

Submission Target	https://at07ws.grants.gov:446/app-s2s-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 (Run final validation checks - *recommended.*)

³

Electronic Submission

Submit this proposal electronically to Grants.gov?


⁴

Submitting Your Proposal

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- The submission status will be displayed

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

**Submitting...**

Proposal: Scott's R15

Step 1: Validating Proposal ✓

Step 2: Assembling Proposal ✓

Step 3: Submitting ✨

Close Window 5

It is better NOT to Press the Close Window button until it displays the tracking number. Many factors affect the response time, including proximity to a deadline. If you feel you have waited too long, press the Close Window button and check Proposal History before resubmitting.

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

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Electronic Submission

⊕ Proposal Details

📅 Proposal Submission History

Grants.gov Tracking Number	Date/Time (According to Grants.gov)	Submitter
GRANT00101339	2007-11-13 13:21:07 PST	jcolley

⊖ Electronic Submission

Submission Target

[[More Info](#)]

<https://atws.grants.gov:446/app-s2s-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


Validate Proposal

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

Submit to Grants.gov '06 Server

Reviewing Tracking Information

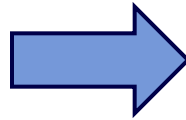
147

- 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

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⚡ Electronic Submission	
⊕ Proposal Details	
📅 Proposal Submission History	
Grants.gov Tracking Number	Date/Time (Z)
GRANT00101339	2007-11-13 1



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