CAYUSE AT EMORY
What is Cayuse?
What is Cayuse 424?

Cayuse 424 is a web application created specifically to simplify the creation and electronic submission of federal proposal applications.
Module 1

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

- 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

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

- 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
  
Module 2

Navigation
Logging into Cayuse424

- 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
5. **Reports tab**
   - Submission report
   - Unlinked Profiles Report

6. **Settings/Admin tab**
   - Change your password and email address
Navigation Features

- 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

Icons perform key tasks

Hover your cursor over an icon to determine its function
What is a Professional Profile?

- 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

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

1. Login to Cayuse424 and click the **People** tab
2. Click the **Person** icon
Creating a Professional Profile

3. Enter First and Last Name

4. Click the Create New Profile button
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

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.
Completing the Professional Profile

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

- **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

1. To upload a Biosketch to the Professional Profile click the +

2. Type in a name for the Biosketch and click Next
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**
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.
Selecting a person’s appropriate role helps to display their name for certain proposal fields.
**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

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

2. Click Add user/group.

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

4. Select the user from your search results.

5. Click Close. Click Close.
Adding Permissions

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

<table>
<thead>
<tr>
<th></th>
<th>List</th>
<th>Read</th>
<th>Write</th>
<th>Autocomplete</th>
<th>Delete</th>
<th>Change Permissions</th>
<th>Add User/Group</th>
<th>Remove User/Group</th>
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<td>Delete</td>
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</tbody>
</table>
| 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                                |
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.
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
Module 4

Funding Opportunities
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

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.
Managing Opportunities

- 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

1. Click the **Opportunities** tab

2. Click the **Download Opportunities** button

3. Enter Opportunity Number or CFDA #

4. Click **Download Opportunities**
Module 5

Proposal Creation
Creating a New Proposal

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

1. **Internal Proposal Name**
   - Proposal Name:

2. **Principal Investigator**
   - Principal Investigator:
   - Organization:
   - Default IDC Rate:
   - # of Budget periods:
   - Due Date:
   - Validation Type:
   - Validation Type:

3. **# of Budget Periods**

4. **Validation Type**

5. **Click Create Proposal**
   - Create Proposal
Navigating the Proposal

- 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

- 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.
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.
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 Close.
Adding Permissions

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

<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>
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## Permission Definitions

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<tbody>
<tr>
<td>List</td>
<td>Allows the “User” to see the proposal in a list of proposals</td>
</tr>
<tr>
<td>Read</td>
<td>Allows the “User” to read the contents of a proposal</td>
</tr>
<tr>
<td>Write</td>
<td>Allows the ability to add, change or delete information on a proposal, and run the Final Review</td>
</tr>
<tr>
<td>Attach</td>
<td>Allows the “User” the ability to attach documents to the proposal</td>
</tr>
<tr>
<td>Break Lock</td>
<td>Allows the “User” to gain write access while another user is in the proposal</td>
</tr>
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<td>Delete</td>
<td>Allows the “User” to delete a proposal</td>
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<tr>
<td>Print</td>
<td>Allows the “User” to print the proposal</td>
</tr>
<tr>
<td>Change Permissions</td>
<td>Allows the “User” to change security permissions on a proposal</td>
</tr>
<tr>
<td>Add User/Group</td>
<td>Allows the “User” to add other users to the proposal</td>
</tr>
<tr>
<td>Remove User/Group</td>
<td>Allows the “User” to delete other users from the proposal</td>
</tr>
<tr>
<td>Submit</td>
<td>Allows the “User” to submit a proposal to Grants.gov</td>
</tr>
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</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 just special pieces of information and advice that we believe might be useful to the application submission process.
Displaying Errors, Warnings and Info

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.
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-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.
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

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
Copy Proposal

4. Edit the new Proposal name
5. Click Copy Proposal
Note that both the original and a copy are now in your proposals list
How to Transform a Proposal

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
How to Transform a Proposal

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

Transform Proposal

Opportunity: PA-07-070  

NEW Proposal Name: Transform of Heldens, John 2/5/09  
(For reference within Cayuse424)

Copy Attachments?  

Validation Type: NIH  

Copy (Transform) Proposal  
Cancel
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.

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<td>Sci...ng Centers</td>
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<td>2008-01-15</td>
<td>Subaward</td>
<td></td>
</tr>
</tbody>
</table>
Module 6

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 Autofil 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
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 button 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
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

- 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.

![Image of sorting interface]
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
Module 7

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
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 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.
Managing Budget Periods

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

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<th>Project Role</th>
<th>Cal. Months</th>
<th>Acad. Months</th>
<th>Sum. Months</th>
<th>*Requested Salary ($)</th>
<th>*Fringe Benefits ($)</th>
<th>*Funds Requested ($)</th>
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</table>
Section B: Adding Other Personnel

- 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**
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)
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></th>
<th>Indirect Cost Type</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sponsored Research On Campus</td>
<td>5,250</td>
</tr>
<tr>
<td>2</td>
<td>Sponsored Research On Campus</td>
<td>1,000</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

#### G. Direct Costs

<table>
<thead>
<tr>
<th>Funds Requested ($)</th>
<th>Total Direct Costs (A thru F)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>114,225</td>
</tr>
</tbody>
</table>

#### H. Indirect Costs

*Note: Indirect Cost types are defined in the Institutional Profile, under the **Institutions** tab. Bring any profile changes into budget by refreshing **Applicant Organization**.*

<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>Sponsored Research On Campus</td>
<td>54.5</td>
<td>114,225</td>
<td>62,253</td>
</tr>
<tr>
<td>Sponsored Research Instruction</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsored Research Off Campus</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Indirect Costs**: 62,253

**Cognizant Federal Agency**: DHHS, Janet Turner, 415-437-7820

*(Agency Name, POC Name, and POC Phone Number)*
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.
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
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.
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
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](image)
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>Subaward Direct Costs</th>
<th>Subaward Indirect Costs</th>
<th>Subaward Costs</th>
<th>Allocated to IDC base</th>
</tr>
</thead>
<tbody>
<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>Total</td>
<td></td>
<td>55,901</td>
<td>28,140</td>
<td>84,041</td>
<td>25,000</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

3. Subaward Name: [ ]
   (For reference within Cayuse424)

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
Link to an Existing Subaward Proposal

1. Open prime proposal
2. Navigate to **Subaward Budget** Page
3. Click
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 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</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Start Date</td>
</tr>
<tr>
<td>1</td>
<td>06/07/2010</td>
<td>09/14/2011</td>
</tr>
<tr>
<td>2</td>
<td>06/07/2011</td>
<td>09/14/2012</td>
</tr>
<tr>
<td>3</td>
<td>06/07/2012</td>
<td>09/14/2013</td>
</tr>
<tr>
<td>4</td>
<td>06/07/2013</td>
<td>09/14/2014</td>
</tr>
<tr>
<td>5</td>
<td>06/07/2014</td>
<td>09/14/2015</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.
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

![Image of R&R SUBAWARD BUDGET ATTACHMENT(S) FORM]

<table>
<thead>
<tr>
<th>Period</th>
<th>Inactive</th>
<th>Subaward Direct Costs</th>
<th>Subaward Indirect Costs</th>
<th>Subaward Costs</th>
<th>Allocated to IDC base</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sample R01 Proposal (Subcontract)

- **University of Denver**
  - Total: 328,611
  - Allocated to IDC base: 25,000

- **Cavuse, Inc.**
  - Total: 545,970
  - Allocated to IDC base: 25,000

- **All Subawards**
  - Total: 1,795,117
  - Allocated to IDC base: 75,000
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
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**
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**

1. Enter name for imported subaward: **John Adams University Sub**
2. Enter subaward file to import: **Browse**
3. **Import Subaward**

**Link in Subaward Proposal**

**Demo Subaward**

Ensure subaward periods align with those of the prime:

<table>
<thead>
<tr>
<th>Prime</th>
<th>Start Date</th>
<th>Subaward</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-no date-</td>
<td></td>
<td>02/15/2009</td>
<td>02/14/2010</td>
</tr>
<tr>
<td>2</td>
<td>-no date-</td>
<td></td>
<td>02/15/2010</td>
<td>02/14/2011</td>
</tr>
<tr>
<td>3</td>
<td>-no date-</td>
<td></td>
<td>02/15/2011</td>
<td>02/14/2012</td>
</tr>
<tr>
<td>4</td>
<td>-no date-</td>
<td></td>
<td>02/15/2012</td>
<td>02/14/2013</td>
</tr>
<tr>
<td>5</td>
<td>-no date-</td>
<td></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 #110-112 in *Module 7: Proposal Budgets* to learn how to create 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
Module 8

Attaching Documents
Attachment Checklist

- 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**
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**
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**

![Upload attachment dialog box with file path and name entered]
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.)
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”
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
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, and EPEX routing is completed.
Submitting A Proposal

1. Once the proposal is open click the **Submission** icon[RuleContext][RuleContext] 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://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.

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

2. Validate and Submit to Grants.gov

3. 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.
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.
Electronic Submission

Proposal Details

Proposal Submission History

<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>

Electronic Submission

Submission Target

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

- 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

Electronic Submission

Proposal Details

Proposal Submission History

<table>
<thead>
<tr>
<th>Grants.gov Tracking Number</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANT000101339</td>
<td>2007-11-13</td>
</tr>
</tbody>
</table>

An Agency Tracking Number has been Assigned.