Quick Start Guide—UC Davis

Research Suite Product Support
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cayuse 424®
Electronic Proposal Development and Submission
Firefox is the recommended browser for Cayuse 424 with any operating system.

- It has the fastest load and response times.
- We support the latest versions of Firefox.
- You can download Firefox at Mozilla.org.

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

- We support IE10 and later.
- You can download Internet Explorer at Microsoft.com.

Safari and Chrome are provisionally supported by Cayuse 424.

- If you encounter any issues, please report them to us.
- We recommend using Firefox if you are having any problems.
Here are the main configuration items for your browser:

- JavaScript Enabled
- Cookies Enabled
- Pop-ups Allowed

Visit: http://support.cayuse.com/docs/browser-support-configuration for detailed instructions on browser configuration.
Signing in to Cayuse 424

To sign in to Cayuse 424:

2. Enter your UCD Kerberos username and password.
3. Click **Sign In**.
4. This action creates the initial user profile in Cayuse.
Tabbed Navigation

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

- **Proposals** tab
  - Create or edit a grant proposal
  - Create or edit a subaward proposal
  - Import a subaward proposal or multi-project component

- **Routing** tab
  - View proposals that require your attention
Tabbed Navigation

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

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

- **Reports** tab
  - View proposal, submission, subaward, and award reports
Certain icons are commonly used throughout Cayuse 424.

In the application, you can hover your cursor over an icon to see what it does.

- Entities
- Autofill
- Information
- Connection
- Administration
Cayuse 424 Tips

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

- Professional profiles capture and store data about Principal Investigators, Key Personnel, Other Significant Contributors, AORs, Signing Officials, and other important personnel.
- Before you create a proposal, locate or create professional profiles for the personnel who will be named in the proposal.
- Information stored in a person’s professional profile is autofilled into a proposal when the person is selected as a:
  - PI/PD
  - Senior/Key Person
  - Authorized Representative (AOR)
  - Administrative Contact
  - Payee
- Professional profiles stored in Cayuse 424 can be shared with others and re-used for each proposal.
Profile Development Steps

1. Create a professional profile.
2. Associate the profile with an institution.
3. Complete the profile fields.
4. Attach available biosketches.
5. Add appropriate users to the profile’s permissions area.
6. Link the person’s user account to the professional profile.
7. UC-Davis’ implementation of Cayuse 424 will work best when each individual creates (or at least initiates) their own professional profile.
8. The initial Professional Profile is created when a user first logs in to Cayuse using their UC-Davis Kerberos password.
1. Click the **People** tab
2. Enter the person’s first or last name in the search box.
3. Click **Search**.

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

Click each section to enter the relevant information.

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

- Enter an appointment type (calendar or academic/summer months).
  - Enter salary information if desired.
  - If Appointment Type is not entered, Cayuse 424 will not be able to auto-calculate salary on budget forms.
- Base Fringe Rate is added automatically if the person’s institution has a base rate (UC—Davis has several, make certain to choose the appropriate rate).
- Fringe rate categories can be imported from the institutional profile by clicking **Import Institutional Rates**.
- Add an Employee ID to help track the individual (optional).
1. Click + next to Biosketches.

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

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

4. Click **Next**.

5. Click **Browse** again to attach source (e.g. Word) version of the 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 easily be included on the Senior/Key Persons form of the proposal.
Profile Permissions

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

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

- **Next Reviewer**: Specifies a person to be the next reviewer during the proposal routing process. Next reviewer can be changed or removed.

- **Add Delegate**: Specifies a delegate when the person is unavailable to review proposal(s). Delegates have all the same review powers as the original approver.
  - Multiple delegates can be added.
  - Any delegate can be removed.
Opportunities

- An opportunity is a grant application package that includes forms and information to submit to Grants.gov.
- Proposals can be created using an opportunity once the opportunity has been downloaded into Cayuse 424.
- Before starting your proposal, review the opportunities list to determine if the opportunity has already been retrieved.
- To download an opportunity from Grants.gov you need the Funding Opportunity Number or CFDA Number.
- You can find the Funding Opportunity Number by going to www.grants.gov and using the Search Grant Opportunities box or button.
- To avoid clutter in the Opportunities List, please check the list first before downloading the opportunity again.
The Opportunity List

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

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

1. In the opportunities list, click the green plus button next to the opportunity you want to use.
2. Enter a **Proposal Name**.
3. Select a **Principal Investigator** using the provided list and search.
4. Select the organization.
5. Choose the **# of Budget Periods**.
6. Choose a **Validation Type**.
   - Determines which agency validations will be used.
7. Click **Create Proposal**.
8. Cayuse 424 creates a proposal using the forms required by the opportunity.
Navigating the Proposal

- Forms are listed in the left-side navigation bar.
- Checkboxes control which forms are submitted to the agency.
  - Mandatory forms are automatically checked and cannot be unchecked.
  - Optional forms can be checked to include them in the submission.
- Page numbers take you to each form page.
The Proposal Management areas have special icons to manage your proposal:

- Upper right corner
- Lower left sidebar
Proposal Permissions

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

1. To give permissions to other Cayuse 424 users, click the permissions key: 🗝️

2. Click Add user.

3. Select a user from the list, or search by first name, last name or username.

4. Click the username in your search results to add the user to the permissions.

5. Click Close.
Proposal Validation

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

- When you are working in a proposal, other users who can see that proposal will see the lock icon next to it in the Proposals List, 🗝️ followed by your username.
  - This indicates that the proposal is locked and you are working in the proposal.

- Only users with the “Break Lock” permission for the proposal can open the proposal for editing when it is locked by another user.

- Others can open the proposal in read-only mode.
  - They will not be able to enter data or add attachments.
Basic Budget Concepts

- Senior/Key Persons information, including salary, appointment type, and fringe rate amount, is autofilled from professional profiles when available.

- Automatic budget calculations are made once salary, effort, and other amounts are specified.

- Users can override autofilled or calculated data in most fields.

- Cost replication and escalation for all budget categories on multiple budget periods is quick and easy with Replicate/Escalate.
Key Person Budget Information

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

- If you override a calculated field, the system will insert a red star adjacent to the field.

- Once a field has been overwritten, the calculated value will no longer show in that field.
  - Delete the entered value and click out of the field to see the calculated value again.
Budget Components: Budget Periods

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

2. Select the **Period Length** using the drop-down menu. **Custom** is available for unusual budget period lengths.

3. Click on the calendar icon to select a date.

4. Click the **Update Periods** button to update the proposal.
Sections D, E, F and J: Additional Funds

1. Select the correct **Indirect Cost Type** using the drop-down menu.
   - The default indirect cost type for this section (if one is defined in the institutional profile) is autofilled during proposal creation.

2. Enter **Funds Requested ($)** for each applicable line item.

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

- The **Cumulative Budget** page displays totals for all categories and expenditures indicated in the detailed budget pages.

- Cumulative budget totals are calculated by the system and cannot be overridden.
  - If you find an error, correct it on the source page and the cumulative budget number will automatically be updated.
Creating the detailed budget in Cayuse 424 will automatically create a modular budget and round up to the nearest module.

- We recommend using this method to create a modular budget.

You can also enter modular budget figures directly into the Modular Budget page.

- If you are submitting a modular budget, you cannot submit subawards as well. Use the Worksheet Rows function described in **Module 8 – Subawards** to help with your calculations.
The Subaward Budget

- The Subaward Budget form behaves exactly like the detailed budget form, including getting Key Person information from the Key Persons form.

- The most common budget issue in subawards is missing indirect cost types.
  - If you can’t select different indirect cost types, the subaward organization probably does not have them.
    - At most institutions, you’ll need to contact an administrator to add cost types to the subaward organization’s institutional profile.
  - After they are added, use the green arrows to re-autofill the organization.
Including Subaward Information

- Cayuse 424 allows you to include subaward information on your prime proposal in three ways:
  - By linking to an existing subaward
  - By importing a subaward
  - By creating a worksheet row

- Once subaward information is linked, imported or created, it will automatically flow into the prime proposal.

- You can also export subaward information for another Cayuse 424 customer to use.

- Please refer to the Subaward training document for additional information.
1. Locate the appropriate page of the form you need to attach the document to.

2. Locate the attachment point by the label.

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

5. Select the PDF file in the file browser and click **Open**.
   - The PDF file is the file that will be submitted to Grants.gov.
   - If your Opportunity requires a non-PDF file be submitted, please contact your local administrator.

6. If desired, do the same for the Source file (e.g. Word format).
   - This is not required and will not be submitted, but makes it easy to change the file if modifications are needed.
7. Once you’ve added the desired file(s), click **Upload**.

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

9. Be certain to attach a PDF file of the completed data sheet for your proposal so that it can be routed for approval with your proposal in lieu of physical signatures.
Grants.gov and NIH both maintain guidelines on successfully submitting PDF attachments.

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

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

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

1. Create a properly formatted Research Plan.
   - See the SF 424 R&R Application Guide for NIH for details.

2. Insert a page break at each section header (e.g. Introduction, Specific Aims).

3. Create a PDF of your Research Plan file using the PDF creation software of your choice.
4. Navigate to the PHS 398 Research Plan form of your proposal.

5. Upload your Research Plan PDF file to the 0. Composite PDF slot.
5. You should see that the division of the file has been successful.

6. Your attachment points will have PDF attachments associated with them.
Attaching Letters of Support

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

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

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

1. Click the printer icon 📄 at the top right.

2. Check any form you want to print. You can select as many or as few forms as you need.

3. If you want to see the attachments to the form as well, check **Include any attachments**.

4. Click **Generate PDF**. Save or print the generated file.
Submitting your Proposal

- Click the “Final Review” button at the bottom right of the Proposal tab.
- Address any remaining errors and/or warnings (re-click the final review button afterwards).
- Click the “Routing & Approval” link under Proposal Management at the lower left of the Proposal tab.
- Confirm the appropriate routing chain (edit if necessary).
- Click the box next to your name in the routing chain.
- Congratulations!! Your proposal has now been submitted for the next level of review.