

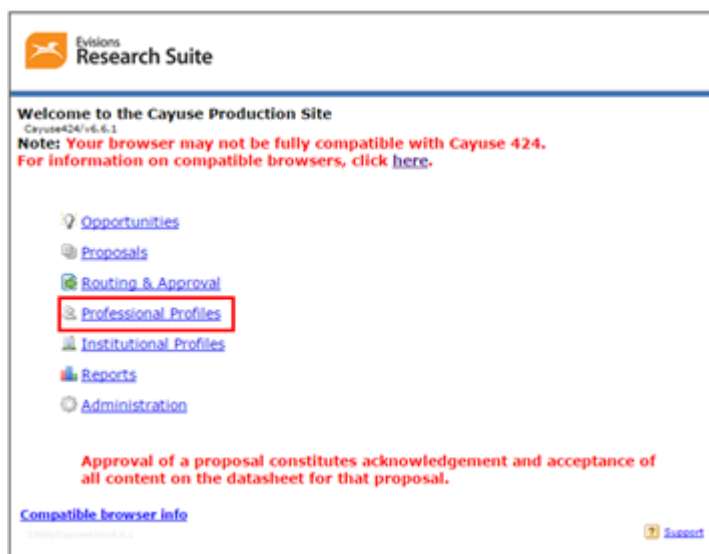
Setting Up Your Professional Profile

We are pleased to provide the UC Davis research community with a new software solution to simplify preparation and submission of grant proposals through grants.gov. Initially, the Office of Research is providing this tool for voluntary use by faculty at UC Davis. If you wish to implement electronic sign-off and routing of proposals within your college, the following information will assist you in the steps to take. Since many colleges do not require a Dean-level signature, we are asking that you share this information to your Department Heads and Chairs to enable them to establish their profiles and routing delegates as well. The Office of Research has already begun training department staff and faculty on use of the system and the next step is to establish Department Chair and Dean level profiles to enable electronic routing and signing of proposals.

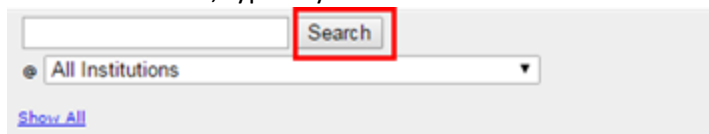
Cayuse may be accessed at ucdavis.cayuse424.com. Your UC Davis Kerberos login gives you access to the system. Your first step after logging in should be to complete your Professional Profile.

To setup your Professional Profile, follow these steps:

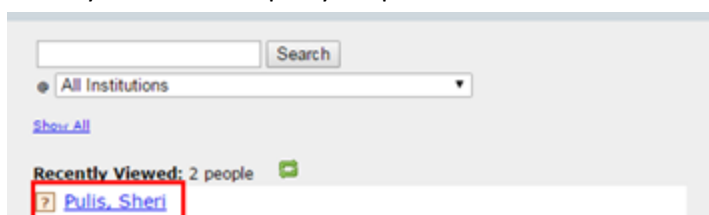
1. Ensure your browser is allowed JavaScript, cookies and pop-ups. Select the following link for assistance: <http://support.cayuse.com/docs/browser-support-configuration>
2. Login using your Kerberos login/password to the production system (<https://ucdavis.cayuse424.com/>). Upon logging in, a basic Professional Profile is automatically created. Please ensure that your Dept. / Division is displayed correctly;
3. From the overview screen select the “Professional Profiles” link:



4. In the search box, type in your first or last name and select the “Search” button:



5. Select your name to open your profile.



Setting Up Your Professional Profile

6. Select the Dept. / Division / Title link.

Professional Profile: **Pulis, Sheri**

General Personal Information

- Name ▶
- Degrees
- Demographics
- Biosketches

1 Institutional Association +

- UC Davis** ✖
- Contact Info
- eRA Role
- Dept / Division / Title**
- Salary and Fringe Worksheet
- Performance Site

Routing Profile

7. Verify your Dept / Division, if incorrect, make the necessary change by selecting the drop down:

UC Davis
Department / Division / Title

[Select Division and Department] ▼

Department Code: 60 Department Title: Vice Chancellor - Research

Division Code: 000001 Division Title: University

Position/title: _____

NASA

Is this appointment an employee of the U.S. Government?
 If yes, select U.S. Government agency: _____ ▼

Is this appointment an employee of a foreign organization?

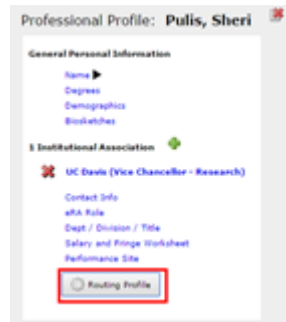
Please Note:

- If you are part of the Med School or any other unit requiring a Dean's level signature, your Department Chairs will need to add the Dean level in their routing. The Dean will need to add Proposals Inbox as their next reviewer.
- If you are a reviewer, you can click on the "Routing Profile" button shown in step 6 that will allow you to assign delegates who will receive notices and who will have authority to sign off on proposals on your behalf.
- For non-Med School units, Department Chairs (or equivalent) need to add Proposals Inbox as their next reviewer.

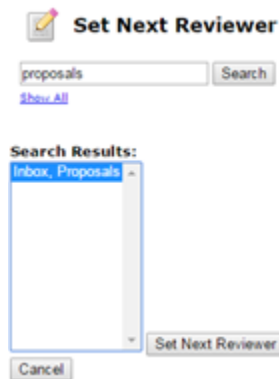
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Assigning a Next Reviewer

1. Select the "Routing Profile" Button from your Professional Profiles screen;



2. To assign a Next Reviewer, click the pencil icon next to Next Reviewer.
3. If you don't see a list of reviewers to select from, use the Search box (type in a first or last name, select the "Search" button) or select the Show All link. When you've selected the person you want, select the "Set Next Reviewer" button.



You may fill in additional information within your profile if you wish (i.e., Degrees, Biosketches, Demographics, etc.). The additional information is not necessary for routing and approval purposes, but will be necessary if you will be an active part of any project. If you have any questions or issues please contact Proposals@ucdavis.edu. If you wish to designate a delegate, please see the attached document.