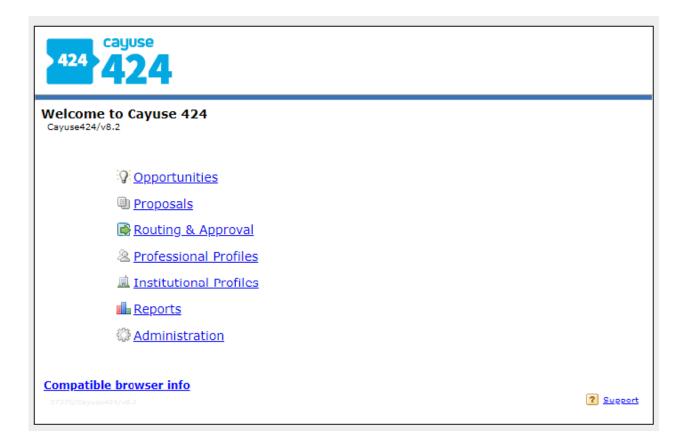




## **Electronic Proposal Development and Submission**



# 10 Quick Steps to Building a Proposal in Cayuse 424

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## Step 1: Log in to Cayuse 424

a. Enter your Cayuse 424 URL: <u>https://sc.cayuse424.com</u>

DD
<ul> <li>&gt; Forgot your password?</li> <li>&gt; Need Help?</li> </ul>

- b. Enter your Username and Password. Click Sign in.
  - The Username is your University of South Carolina Network ID.
  - The Password is your password associated with your University of South Carolina Network ID. If you forgot your Password or if this is your first time signing in, click the appropriate link on the Sign in screen to retrieve a new password. The preferred browser for Cayuse424 is Firefox and Internet Explorer.

The Research Suite can be accessed on various browsers on either Windows or Macintosh systems.

#### Windows

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

#### Macintosh

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

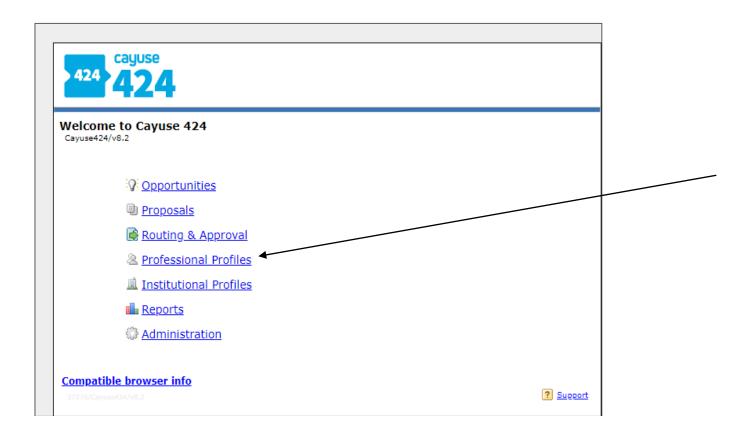
You will need to configure your browser as Cookies Enabled, Pop-ups Allowed and JavaScript Enabled.

Note: Cayuse discontinued support for Internet Explorer 10 and older on June 30, 2016.

## Step 2: Setup/Update Your Professional Profile

All USC staff and faculty have been pre-loaded into Cayuse and therefore should have a Professional Profile.

Most of the information in the Professional Profiles was set up under the "People" tab during our initial implementation phase.



It is the PI's responsibility to keep their profile updated. You can access your Professional Profile from the main "Overview" screen under Professional Profile by performing a search by name.

Only the PI has access to change the profile information, unless permission is granted by the PI to others.

The PI may upload and store multiple biosketches in the Professional Profile. And, also manage salary and fringe benefits/health insurance rates.

Profe	ssional Profile: Faculty, F	rances 🏾 🗎	r	
Gener	al Personal Information			
	Name 🕨			
	Degrees		Name	Renan
_	Demographics			
	Biosketches			-
	itutional Association		Prefix:	Dr.
1 Inst	itutional Association 👎		First:	Frances
- 22	University of South Carolina			Trances
			Middle:	
	Contact Info			
	eRA Role		Last:	Faculty
	Dept / Division / Title		Suffix:	DFD
	Salary and Fringe Worksheet		Sumix:	PIID
	Performance Site			
	Routing Profile		NIH Commons ID:	
	AT			
			NASA NSPIRES ID:	
			NSF ID:	
			NOP ID:	

## Step 3: Find an Opportunity

The Opportunities tab displays a list of federal funding Opportunities that have been downloaded into Cayuse 424 from Grants.gov.

Overview	V Opportunities P	roposals Routin	g People	Institutions	Reports	Admin					Cay	use Admin	(cayuseadmin)	[ Sign out
Opportuni	ties													
		Search					📥 Download Op	portunities					Show Closed Op	portunities
25	🔻 候 📢 Page 1	of 3 🕨 🕅	0									Displa	ying 1 to 25 of 6	5 items
(	Opportunity Number	Title					Comp. ID	Comp. Title	Agency 🔻	CFDA #	Opens	Closes	Downloaded	
+	D-13-1517	Electronics, Photon	ics, and Magnet	tic Devices			[Research.gov]		National Science Foundation	47.041	01-07-2010	11-01-2016	02-29-2016	<b>X</b> ^
+	16-504	Industry/University	Cooperative Re	esearch Centers	Program		[Research.gov]		National Science Foundation	47.041	11-23-2015	07-11-2016	02-29-2016	X

Click the Opportunity Details icon it to the left of the Opportunity Number for more information about the Opportunity. Click the Create Proposal icon to create a proposal using that Opportunity.

#### Searching for Opportunities

If you've downloaded an opportunity in Cayuse 424 but are having trouble finding it, you can search the list of opportunities. To search the list:

a. Type the opportunity number, CFDA number, or any number of words from

the title of the opportunity into the search box search at the top of the Opportunities tab.

If the opportunity/solicitation you are looking for is not listed, then you can retrieve the most updated solicitation by doing the following:

- a. On the Opportunities tab, click *Download Opportunities* box
- b. Enter the Opportunity Number or CFDA Number.
- c. Click Download Opportunities.

Download Opportu	inities
To download Federal opportunities	, please specify one of the following values.
Opportunity Number: CFDA #:	
Download Opportunities	Cancel

A full list of opportunities matching your request should populate on the screen.

#### Step 4: Create a Proposal

There are two ways to create a proposal:

a. On the Opportunities tab, click the Create Proposal 4 icon to the left of the opportunity you plan intent to submit an application for:



Complete the requested information.

Proposal Name:	?
	Search for PI
	Showing recent PIs   Show all
Principal Investigator:	Adamson, Adam Chloe (Anatomy) / University of Cayuse
	Amyson, Amy Cooper (Anesthesia and Perioperative) / University of Cayuse
Organization:	University of Cayuse 👻
Default IDC Rate:	Please select
# of Budget periods:	1 2 3 4 5
Due Date:	
Validation Type:	NIH -
Create Pr	oposal Cancel

• Your proposal name is the way the system will identify your proposal. This is different from the title of your proposal (which appears in field 11: DESCRIPTIVE TITLE OF APPLICANT'S PROJECT on the face page of the SF424RR).

You should use the following naming convention as the Proposal name:

PI Last Name, underscore, USCeRA proposal number, underscore, Sponsor Name (abbreviate if necessary)

Example: Jello\_20000-18-47901\_ DoDAFOSR

- For the "Validation Type", choose the federal agency that sponsors the opportunity you have selected.
- The other items are self-explanatory.
- Click the Create Proposal button.

Another option for creating a proposal:

b. On the Proposals tab, click Create Proposal at the top of the screen.

Overview Opportunities Proposals	Routing People	Institutions Re	ports Admin	Day n Director-OSP (osp-director) [Sign out]
Proposals List				🖶 Create Proposal 🛛 🗐 Import
Sear Show All Recently Viewed	ch			2 Expand All / Collapse All
25 <b>• •</b> Page <b>1</b> of	1 🕨 🕅 Ö	•		Displaying 1 to 9 of 9 items
Proposal		Title		PI Modified Type Deadline

## Step 5: Grant Permissions to a Proposal

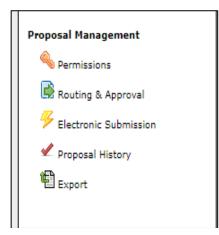
The proposal creator and SAM Administrators are automatically granted full permissions to the proposal. The proposal creator is the only user that can initially grant proposal permissions to other users. As the proposal creator, you must grant the appropriate permissions to other users who require access to the proposal, including other principal investigators and department administrators.

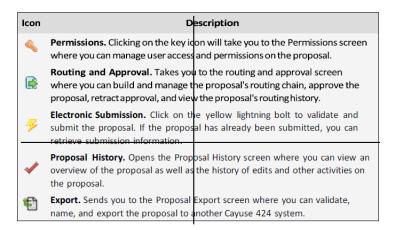
To grant permissions to other users:

a. First view the current permissions by opening the proposal and clicking on the

key 📄 icon in the upper right corn	er,	/
Overview Opportunities Proposals Routing People Institutions Report	ts Admin	
Proposals List » nih Faculty 061518- BB	<b>₫</b> Proposals List	🔦 🕃 🗲 🖌 🖺 👌

Or, in the left sidebar under Proposal Management, go to Permissions.





b. The Proposal Permissions screen lists the users who have access to the proposal, and indicates what type of access they have.

4	Proposal Permissions												
	🖶 A	dd user											
			List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User	Remove User	Submit
	×	Faculty, Frances (faculty)	1	1	1	4			1				

c. To add a user, click the Add User button and select a user from the list or search for the user, select their name and then close the window. Once you've added someone to the permissions, you can change their permissions by checking and unchecking the boxes to give them the right level of access.

Add Security Principal						
Show All						
Select (	/sers below	to provide access to this Proposal.				
Recent	<b>ly Used:</b> 5 p	rincipals				
Туре	User	Profile Name				
U	rpeters	Peters, Ryan				
U	kbaker	Baker, Kim				
U	ktobin	Tobin, Katherine				
U	sweaver	Weaver, Stephen				
U	callen	Allen, Cuba				
		Close				

## The following are the permissions types that can be given to other users:

Permission	Meaning
List	Can see the proposal in lists, but cannot open it for review.
Read	Can see the proposal in lists and open it for review, but not modify or print it.
Write	Can open and edit the proposal. (The Final Review action requires this permission because it recomputes values throughout the proposal.)
Delete	Can delete the proposal.
Change Permission	Can change permissions for this proposal, including their own. (This permission essentially allows complete control.)
Add/Remove User	Can add or remove a user from the proposal's permissions (but not modify which permissions are granted).
Attach	Can upload attachments to the proposal.
Print	Can print the proposal.
Submit	Can electronically submit the proposal to Grants.gov.
Break Lock	Can take write access away from another user who is editing the proposal. (Use this permission with caution; breaking the lock can result in the loss of unsaved changes.)

## **Step 6: Complete the Forms and Attach Documents**

All forms in the Opportunity are located in the navigation bar on the left side of the screen.

a. When you start a new proposal in Cayuse 424, it assembles the required and optional forms for the funding opportunity you have selected. The forms are displayed in a list on the left side of the page. The selected form for completion appears to the right of the list.

<u>Pr</u>	opo	sals List » Subaward Test Pr	ope
Ξ	$\checkmark$	SF424 RR	1
		1	
		2	
	$\checkmark$	RR Performance Sites	
		1	
	$\checkmark$	RR Other Project Information	

- b. If one of the forms has a greyed-out checkbox beside it that means that the form is mandatory to the submission of the Proposal. This form cannot be detached from a Proposal.
- c. If a form has an enabled checkbox, then that means that the form is optional. Prior to submission, be sure that optional forms that you want to submit are selected.

Inclusion Enrollment Report
1

- d. Throughout the proposal there are several locations where you can autofill or change stored data. Those locations are indicated by the pencil *location*.
- e. Complete the mandatory and optional forms based on the sponsor guidelines.

## Step 7: Add Key Persons

The Key Persons form displays the data for your proposal's Principal Investigator and associated Senior/Key Persons.

4	SF424 RR
	1
	2
4	RR Performance Sites
	1
V	RR Other Project Information
_	1
2	RR Key Persons
	1
~	RR Budget
	1
	2
	3

a. The proposal will begin with the PI already assigned.

RR Performance Sites	·····							
1	RESEARCH & RELATED Senior/Key Person Profile							
RR Key Persons	PROFILE - Project Director/Principal Investigator							
1	🗷 🐣 Bluster, Phineas T - University of South Carolina	1	80					
🗹 RR Budget	PROFILE - Senior/Key Person							
1 2 2	3 Senior/Key Persons expand all / collapse all ↓ Sort	Manage Key Persons	2					
3								

b. To add a new senior Key/Persons, click the Manage Key Persons button which will take you to the following screen. Click the Add Key Person Add Key Person iCON.

		Key Persons - Google Chrome			_		) ×	
Secure https://sc-t.cayuse424.com/1362/showProposalPage.do?subsessionId=0&url=/manageKeyPeople.do&pop=true&role=								
() N	lana	ge 4 Key Persons	Viewing Alphabetically	¥			Close	
	🖉 🛛 🖉	ey Person						
• &		Bluster, Phineas - University of South Include Performance Site	Carolina	Budget Periods:	₹ 1 ¥	2 🖉	3 🗹 4	
• 2		Bluster, Phineas - University of South		Budget Periods: Budget Periods:				
		Bluster, Phineas - University of South <ul> <li>Include Performance Site</li> </ul>	Carolina	-	✓ 1	2 🗹	3 🗹 4	

c. Search for the key personnel and then click Add Selected Key Person.

Add Key Person to Proposal Search 3	Cio
7 Available Recently Autofilled Key Persons: Belle, Lilly- CayU: Biochemistry Colley, Jeff - CayU: Office of Sponsored Research Francis, Herbert- CayU: Anatomy Heldens, John - CayU: Medicine Joyce, James - Pitt SJW, SJW - N/A Spears, Michael - CayU: Family Health Care Nursing	Add Selected Key Person
Or	- Profile

d. After you have added of your key personnel, close out of the screen and you will return to the Senior/Key Persons Profile page. The Senior/Key Persons Profile page will now display all of the senior key persons that have been added to the proposals.

1	RESEARCH & RELATED Senior/Key Person Profile		
RR Key Persons	PROFILE - Project Director/Principal Investigator		
1	🗷 🔮 Bluster, Phineas T - University of South Carolina		*
RR Budget	PROFILE - Senior/Key Person		
1 2 3	3 Senior/Key Persons expand all / collapse all	Persons	2
4	🗷 🖉 Draper, Don - University of South Carolina	Ŷ	*
Proposal Summary Summary Documents	🗷 🖉 Jones, Joanne - University of South Carolina 1	÷ 4	*
Proposal Management	E 🖉 New, Person - University of South Carolina	Ŷ	*

e. Clicking Expand All or Collapse All will show all the information for listed Key Persons or hide all of that information, or use the <sup>™</sup> icon to view each person's information individually.

Clicking **Sort** will order Key Persons by PD/PI, Co-PD/PI, Alphabetical, Other Significant Contributor. You can also manually sort by clicking the up arrows and down arrows <sup>\*\*</sup> to the right of the Key Persons.

f. For Senior/Key Persons on the prime proposal, you can edit their information directly, or attach a Biosketch and/or a Current & Pending Support PDF.

🗉 🔔 New, Perso	n - University of South Carol	ina			î 💥 🔅
	st Name SON	Middle Name	* La: Nei	st Name N	Suffix
Position/Title:			Department	:	
Organization Name:	University of South Caro	lina	Division	:	
* Street1:	,		Street2	:	
* City:	Columbia		County/Parish:	Richland	
* State/Province:	South Carolina		<ul> <li>* Zip/Postal Code:</li> </ul>	29208-0001	
* Country:	United States of America	a 🔻			
* Phone Number		Fax Number	*	E-Mail	
	Please Select	<b>▼</b> 0	ther Project Role Categor	y:	
Degree Type: Degree Year:					
		Attach Biographical Sketch	(no pdf) (no src) Add A	Attachment D	elete Attachment
	Attach	Current & Pending Support	(no pdf) (no src) Add A	Attachment D	elete Attachment

g. If necessary, you can use the 🗱 button to delete a key person from the application.

#### Step 8: Build the Budget

Cayuse 424 presents you with the budget form that the opportunity has provided. To ensure you are in compliance with the opportunity, check the solicitation for specific budgetary requirements (i.e., whether to build a detailed budget or modular budget).

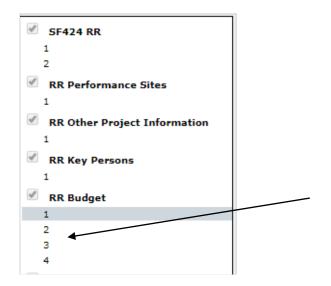
i 🔗 Tester											
	RESEA	RCH & RELATE		- SECTIC	NA&B	Budge	t Peri	od 1 of	5 🔻 🧮	> 🔀 、	<b>8</b>
ORGANIZATION	AL DUNS: 033374275										
Budget Type: 🏾	Project OSubaward/Con	sortium									
Enter name of O	rganization: Cayuse Univ	ersity						💥 🖾			
Period 1 Start [	Date:	End Date:		2							
A. Senior/Key	Persons in Budget Period 1	of 5								(C)	Manage Key Persons 🧳
First Pref, Name	Mid. Last Name Name	Project Suf. Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. S Mons M	um. Requeste lons Salary (\$	d Fring Bene	e fits (\$) Funds Req. (\$)
A Dr. Phineas	T Bluster	PhD PD/PI	90,000		0 90,00		0			0	0 0 💥 🔅 📫
B. Other Perso	nnel								Total Ser	nior/Key Pe	erson 0
* Number of Personnel	* Project Role Post Doctoral Associates	Cal. Acad. Months Month	Sum. s Months	* Reque	sted Salary	(\$)		Fringe B	enefits (\$)		* Funds Requested (\$)
	Graduate Students			_							
	Undergraduate Students										
	Secretarial / Clerical										
	_			_			-				
	_			_			-				
				_							
Total Number (	Other Personnel:	Indirect Cost Type	for Sections (	and R Ab	21/21						
Total Number (	other Personnel:	On Campus Tra				ampuse	s 🔻		Total Other	Personnel	
						Total S	alary, V	Nages an	d Fringe Ben	efits (A+B)	0

Cayuse 424 performs budget calculations after you enter salary, personnel effort, and other required amounts. USC utilizes HR Connect which synchronize Cayuse 424 with data from the USC human resources system. Therefore, salary data is already prepopulated into the Professional Profile. After the effort has been inputted, only the fringe benefit rates and health insurance fees require adjustment (fringe benefits and health insurance fees can be adjusted in the Professional Profile).

a. You can access the budget for Key Persons from the Budget form or from the Key Persons form to confirm salary data and manage effort. Click the Manage Key Persons
 Warage Key Persons
 button and edit the form. The appropriate information from this dialog will flow into each budget form.

🔤 Cayuse 424 Manage Key Persons - Google Chrome — 🗌								$\times$			
Secure	Secure   https://sc-t.cayuse424.com/1362/showProposalPage.do?subsessionId=0&url=/manageKeyPeople.do&pop=true&role=										role=
Manage 1 Key Person									Close		
	👂 Add K	ey Person									
<ul> <li>□ △ Bluster, Phineas - University of South Carolina</li> <li>□ ✓ Include Performance Site</li> <li>■ Attach Biosketch (no pdf) (no src) Add</li> <li>Role: PD/PI</li> <li>▼ Other Project Role Category:</li> </ul>										₹ 5	
4.00		t tune (ment	t <b>hs):</b> Calenda		Academic	. 0.00		nmer:			
App (1)		Cal. Salary	Acad. Salary	Sum. Salary	Cal.	Acad.	Sum. Months	Req.	Fringe Benefits	Funds Requested	
	prd 1	0	90,000	0				0	0	0	
	prd 2	0	90,000	0				0	0	0	
			00.000	0				0	0	0	
	prd 3	0	90,000	0				•	0	U	
	prd 3 prd 4	0	90,000	0		[		0	0	0	

b. Close the Manage Key Persons tab and complete the remaining budget fields by maneuvering through the form list under the RR budget.



#### Add a Sub-award

To add a sub-award to the budget:

a. Navigate to the Sub-award Budget Attachment located on the left side of the page.

Proposals List » Tester 1 SF424 RR 2 RR Performance Sites 1 RR Other Project Information 1 RR Key Persons 1 RR Budget 1 2 3 4 PHS Human Subjects and Clinica 1 RR Subaward Budget Attachment 1 PHS 398 Cover Page Supplement 1 2

b. Click the **Create Subaward** button. This will bring you to the following dialog:

Create	New Subaward	
Subaward Name:		?
Organization:	Please select	
# of Budget periods:	○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9	0 10
Due Date:		
Validation Type:	Please select	
Create S	Subaward Cancel	

- c. Enter a name for the sub-award.
- d. Select the applicant organization from the dropdown list. This is optional, so if the sub-award organization is not yet available as an institution, you can add it later. <u>Please contact your SAM Administrator who will provide assistance</u> with adding an institution.

- e. Select the number of Budget Periods.
- f. Enter a due date for the sub-award.
- g. Click Create Sub-award and you'll be taken to the Subawards tab to edit your new sub-award.

#### Create a Professional Profile

To add a key person from another institution, that person must have a professional profile in Cayuse. To create a professional profile:

- a. First check to ensure that the person doesn't already have a profile by searching for them under the Add Key Person to the Proposal.
- b. Once you have confirmed there is no Professional Profile in Cayuse for this

person then click Create New Professional Profile \_\_\_\_\_ Create New Professional Profile \_\_\_\_\_ at the bottom of the screen.

Add Key Person to Proposal Search 3 Show All	Clo
7 Available Recently Autofilled Key Persons: Belle, Lilly - CayU: Biochemistry Colley, Jeff - CayU: Office of Sponsored Research Francis, Herbert - CayU: Anatomy Heldens, John - CayU: Medicine Joyce, James - Pitt SJW, SJW - N/A Spears, Michael - CayU: Family Health Care Nursing	Add Selected Key Person
Or	Profile

c. This will walk you through the creation of a professional profile (see People). Once you've finished creating the profile, it will autofill into the proposal and you'll be able to edit their information like any other Key Person.

Create Professi	onal Profile	
First name: Middle name:		(required)
Last name:		(required)
	Cancel Create New Profile	

After all the key personnel are added and the first budget period is complete, click the arrow  $\Rightarrow$  to view and complete the next budget period and so forth until the budget is complete.

	RESE	ARCH & RELATE	ED BUDGET	SECTIO	N A & B	Budge	t Period 1	l of 5 ▼		🜌 🔺 iew Next Budget Period
ORGANIZATIONAL I	OUNS: 033374275									
Budget Type: 🍥 Pr	oject 🔵 Subaward/C	Consortium								
Enter name of Organ	ization: Cayuse Un	iversity					*	¢		
Period 1 Start Date:		End Date:		2						
A. Senior/Key Pers	ons in Budget Period	1 1 of 5								🔅 Manage Key Persons 🥜
First Pref. Name	Mid. Last Name Name	Project Suf. Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)		d. Sum. Red ns Mons Sal		Fringe Benefits (\$) Funds Req. (\$)
Dr. Phineas	T Bluster	PhD PD/PI	90,000		0 90,00	0	0		0	• • • • • • • •
								Tot	al Senior/	Key Person 0

#### Budget Replication and Escalation

Cayuse 424 can also perform cost replication and escalation for all budget categories.

- **Replicate** copies budget numbers on selected line items from one budget period to another.
- **Escalate** increases budget line items by a specific percentage across several budget periods.
  - a. Click on the  $\checkmark$  icon to bring up the dialog box.

ا 🏷	Budget Replication or Esca	lation
Enabled	Budget Category to Escalate/Replicate	Rate (%)
	A.) Senior/Key Persons	3.0
	B.) Other Personnel - Salary	3.0

- b. You'll first see the current escalation rates are not set to any specific number but you can change them within the proposal if necessary to meet your needs. Click the box next to a category to enable escalation for that category. You can select any or all categories; there is a select all link at the bottom of the rate list so you can quickly select all the categories.
- c. To the right of the same screen you will see the options for replication or escalation.

Start Period: Budget Period		End Period: Budget Per Period 1 Salarie	
Esc	alate Selec	ted Categorie	es
Rep	licate Selec	ted Categori	es
Cancel			

- d. You can choose which budget periods the escalation will impact. Under Start Period, select the budget period you want the replication/escalation to start from. Under End Period, select the budget period you would like the escalation/replication to inclusively end on.
- e. You can also replicate and escalate budgets in the budget sections of the Manage Key Persons dialog box.

#### Change Budget Periods

You can select the number of periods, up to the number allowed by the form included in your opportunity package, or up to 10 budget periods for Other proposals. Usually the Period length is 1 year, but if you need a different period length, you can select 3 months, 6 months, or even create a custom period using the Budget Period Editor. In any project period date field, you can use the Budget Period Editor to manage your

project dates. Click the icon to open the Budget Period Editor and edit your project dates and/or periods.

Manage Budget Periods				
Copy dates from another proposal				
Number of periods: $1 \circ 2 \circ 3 \circ 4 \circ 5$				
Period length: 1 year 🔻				
Start Date End Date				
1				
2				
3				
4				
Update Periods Cancel				

## Step 9: Check for Errors and Warnings

Cayuse 424 keeps a running list of errors and warnings. Click the Error/Warning/Info button at the bottom of the proposal to display the validations panel.

	•			
Error (58) / Warning (5) / Info (0) NIH	Final Review			
Error: [SF424rr 2.16][NIH] Select the PROGRAM IS NOT COVERED BY E.O. 12372 radio button				
Error: [SF424rr 2.21][NIH] A Cover Letter must be attached for this application. Please include the names of the referees for this application in the cover letter.				
Error: [SF424rr 1.1] One of the <u>Type of Submission</u> radio buttons must be selected				
Error: [SF424rr 1.5] A First Name for the contact person of the Applicant Information must be provided				
Error: [SF424rr 1.5] A Last Name for the contact person of the Applicant Information must be provided				
Error: [SF424rr 1.5] A Position/Title for the contact person of the Applicant Information must be provided				
	¥			

Errors reflect problems that will impose a hard-stop rejection at Grants.gov or the funding agency. Errors must be corrected prior to submitting the proposal.

Warnings are not critical, but they may cause a proposal to be rejected from the funding agency.

Items labeled "Info" are tips and recommendations from Cayuse; they will not prevent the proposal from being submitted.

Click the hyperlink in the validation message to be taken to the field in question. Cayuse 424 will highlight the field that contains the error or warning. The number of Error/Warning/Info messages decreases as you correct the issues.

## Step 10: Track Your Proposal After Submission

When the proposal is submitted, the SAM Administrator and the PI receives a series of emails from Grants.gov indicating receipt and acceptance or rejection of the application.

A Grants.gov tracking number is recorded in the Proposal Submission History.

Cayuse has specific icons that are shown to the left of the proposal indicating the status of the proposal. Click the Submission icon  $\frac{9}{5}$  to view the Grants.gov tracking number, date and time of receipt, and submitter.

lcon	Description
۶	Submitted: The yellow lightning bolt indicates that the proposal has been submitted to Grants.gov. Hover over the icon to see the tracking number.
	Failed Transmission: The red lightning bolt indicates
۶	that the proposal was not successfully transmitted to Grants.gov.
۶	Marked as Submitted: The blue lightning bolt means that this non-Federal proposal has been manually marked as submitted via the Proposal Summary page of the proposal. (Does not show for Federal proposals.)
×	<b>Expired:</b> The hourglass denotes that the opportunity that this proposal is using is past its deadline or has been superseded. While proposals can still be created based on this opportunity, they will be rejected in most cases.
0	Archived Opportunity: The "red circle" means that the source opportunity for this proposal has been removed from the Grants.gov server and is no longer valid. To proceed with submitting this proposal, you will need to <u>transform it</u> to a valid opportunity.

## **Technical Assistance**

For questions regarding your proposal submission, please contact your SAM Administrator. If you need to be added as a new user into Cayuse, email Cayuse@mailbox.sc.edu and complete the fillable request form.