424

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: https://sc.cayuse424.com

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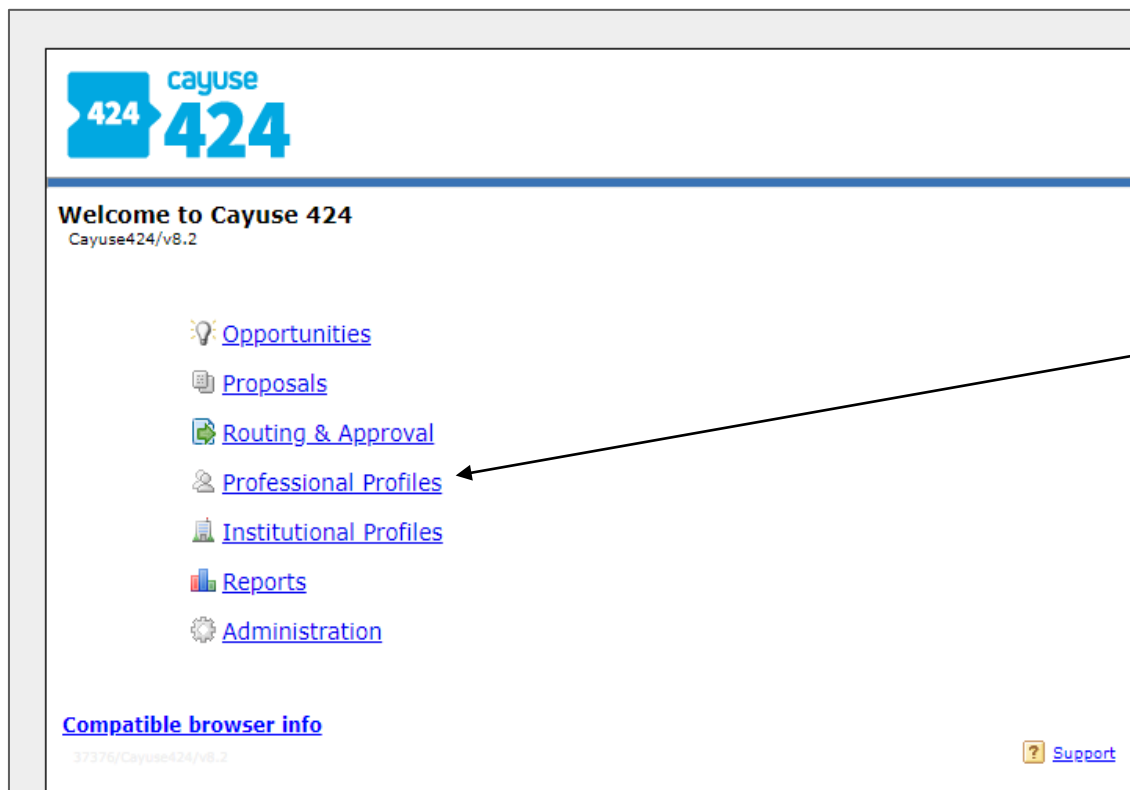
It is the PI's responsibility to keep their profile updated. You can access your Professional Profile from the main "Overview" screen under Professional Profile by performing a search by name.

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.

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.

Click the Opportunity Details icon 🛈 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* ⬇ Download Opportunities box
   b. Enter the Opportunity Number or CFDA Number.
   c. Click Download *Opportunities*.

Download Opportunities

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

Opportunity Number: [   ]

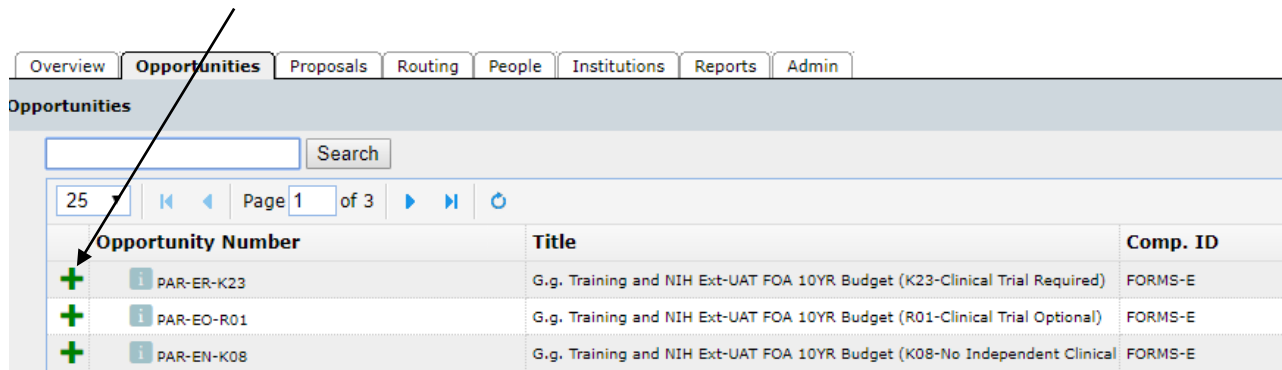**CFDA #:** [   ]

[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 ✚ icon to the left of the opportunity you plan intent to submit an application for:

| Overview | Opportunities | Proposals | Routing | People | Institutions | Reports | Admin |

Opportunities

[   ] Search

| 25 ▾ | ◀◀ ◀ Page 1 of 3 ▶ ▶▶ ⟳ |

	Opportunity Number	Title	Comp. ID
✚	ℹ PAR-ER-K23	G.g. Training and NIH Ext-UAT FOA 10YR Budget (K23-Clinical Trial Required)	FORMS-E
✚	ℹ PAR-EO-R01	G.g. Training and NIH Ext-UAT FOA 10YR Budget (R01-Clinical Trial Optional)	FORMS-E
✚	ℹ PAR-EN-K08	G.g. Training and NIH Ext-UAT FOA 10YR Budget (K08-No Independent Clinical	FORMS-E

Complete the requested information.

- 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.
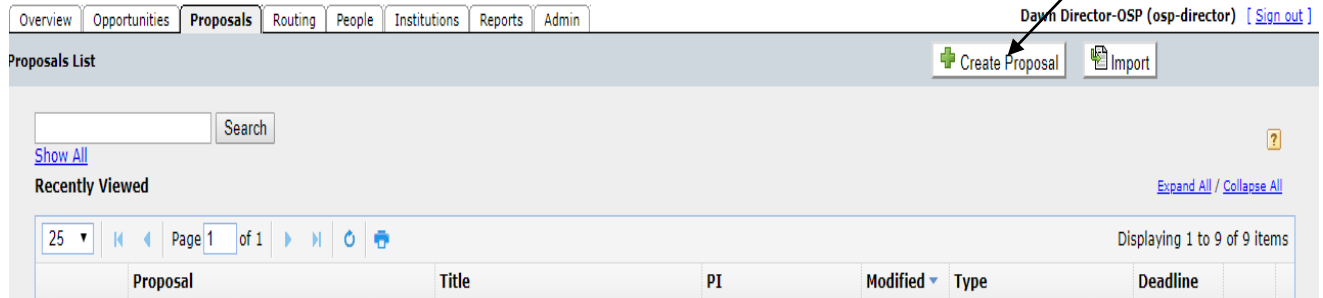
Step 5: Grant Permissions to a Proposal

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 corner,
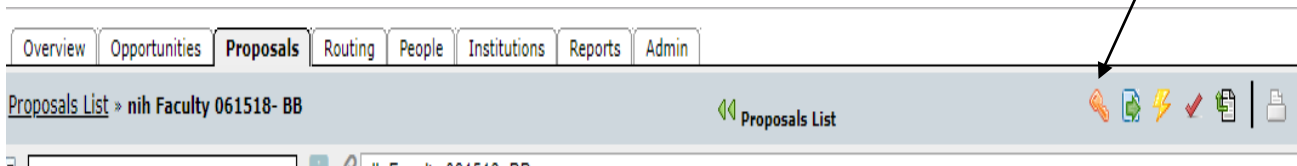
Or, in the left sidebar under Proposal Management, go to Permissions.
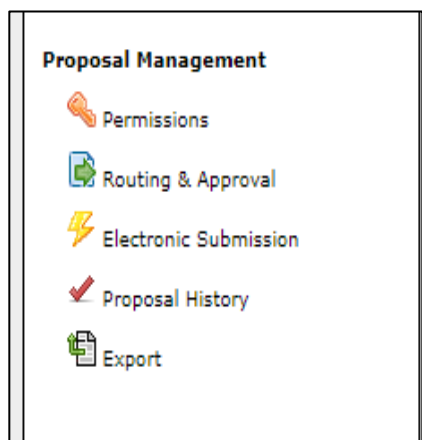
Below is a Legend that provides the definiton for each icon shown on the left sidebar

Icon	Description
	Permissions. Clicking on the key icon will take you to the Permissions screen where you can manage user access and permissions on the proposal.
	Routing and Approval. Takes you to the routing and approval screen where you can build and manage the proposal's routing chain, approve the proposal, retract approval, and view the proposal's routing history.
	Electronic Submission. Click on the yellow lightning bolt to validate and submit the proposal. If the proposal has already been submitted, you can retrieve submission information.
	Proposal History. Opens the Proposal History screen where you can view an overview of the proposal as well as the history of edits and other activities on the proposal.
	Export. Sends you to the Proposal Export screen where you can validate, name, and export the proposal to another Cayuse 424 system.

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

Proposal Permissions

➕ Add user

		List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User	Remove User	Submit
✖	Faculty, Frances (faculty)	✔	✔	✔	✔	✔	✔	✔	✔	✔	✔	☐

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   close

[_____] [Search]

Show All

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

Recently Used: 5 principals

| Type	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.
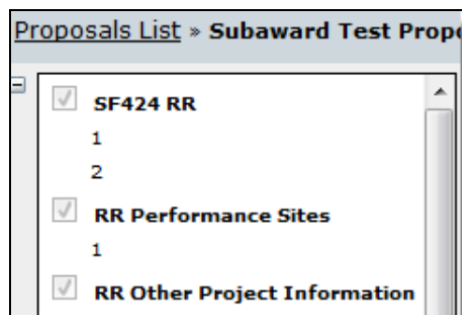

b. If one of the forms has a greyed-out checkbox beside it that means that the form is mandatory to the submission of the Proposal. This form cannot be detached from a Proposal.
c. If a form has an enabled checkbox, then that means that the form is optional. Prior to submission, be sure that optional forms that you want to submit are selected.
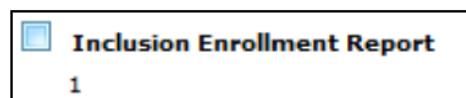
d. Throughout the proposal there are several locations where you can autofill or change stored data. Those locations are indicated by the pencil ✎ icon.

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.
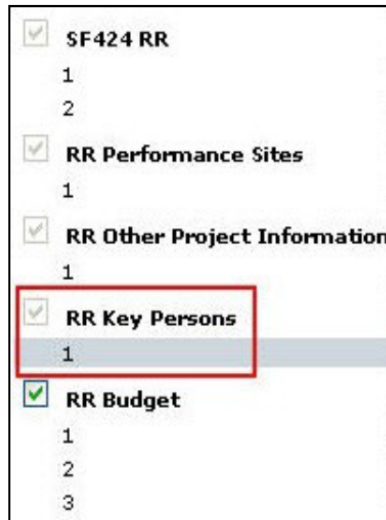
a. The proposal will begin with the PI already assigned.
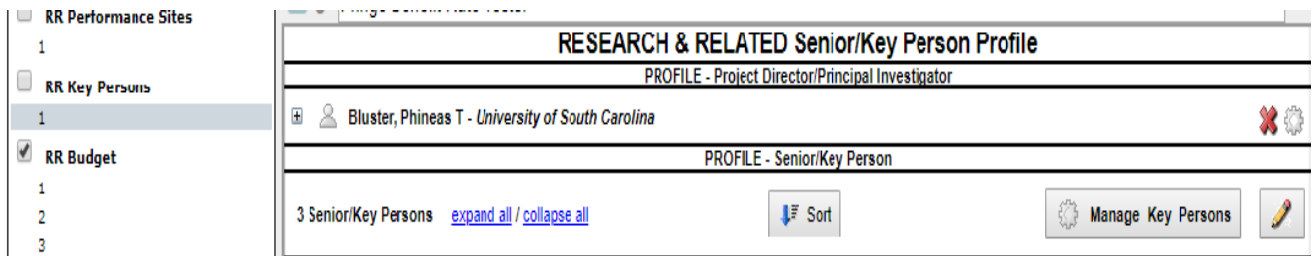
b. To add a new senior Key/Persons, click the Manage Key Persons [Manage Key Persons] button which will take you to the following screen. Click the Add Key Person [Add Key Person] icon.

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

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.

RESEARCH & RELATED Senior/Key Person Profile

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 ⊞ 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 ⇧⇩ 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.

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).

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 pre-populated 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 [Manage Key Persons] button and edit the form. The appropriate information from this dialog will flow into each budget form.

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
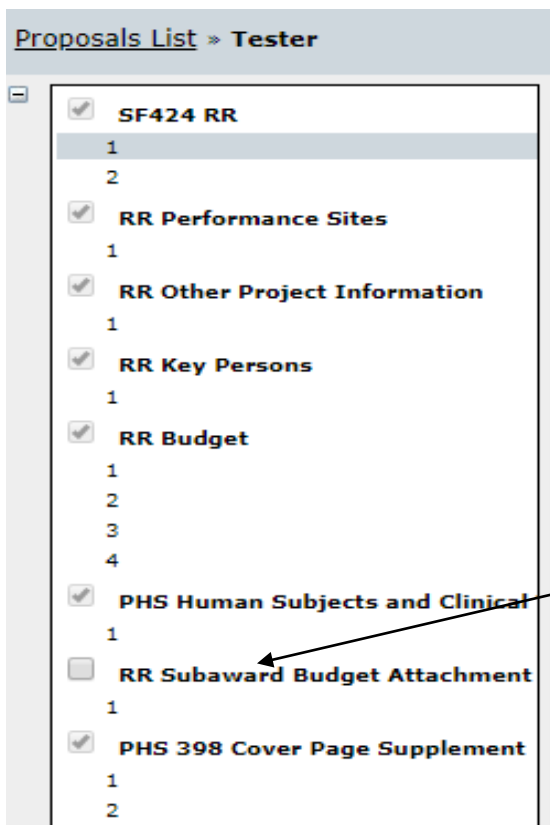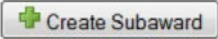
To add a sub-award to the budget:

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

Proposals List » **Tester**

b. Click the **Create Subaward** [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 ○ 10

Due Date: [   ] ▦

Validation Type: Please select.. ▾

[Create 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. **Please contact your SAM Administrator who will provide assistance with adding an institution.**
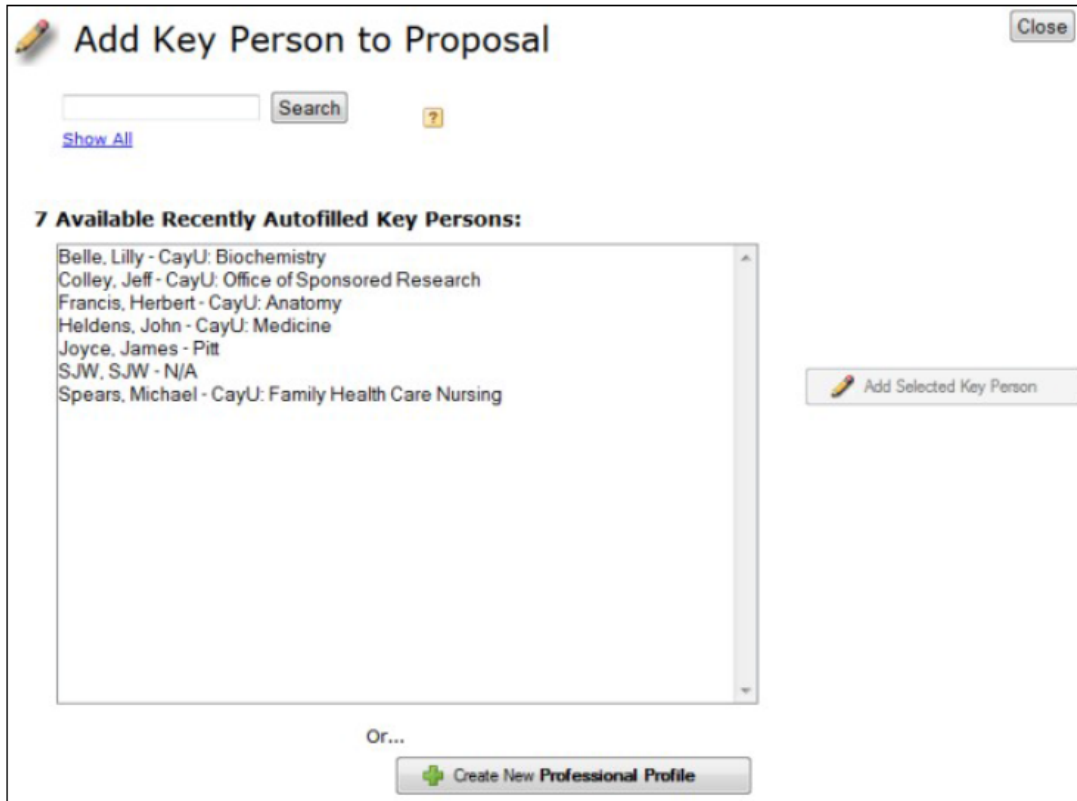
e. Select the number of Budget Periods.
f. Enter a due date for the sub-award.
g. Click Create Sub-award and you'll be taken to the Subawards tab to edit your new sub-award.

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.

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.

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

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 🔷 icon to bring up the dialog box.

Budget Replication or Escalation

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.
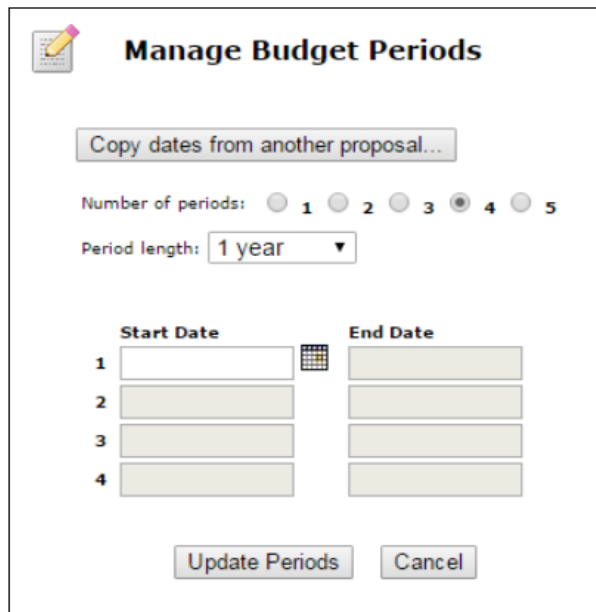

d. You can choose which budget periods the escalation will impact. Under Start Period, select the budget period you want the replication/escalation to start from. Under End Period, select the budget period you would like the escalation/replication to inclusively end on.

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.

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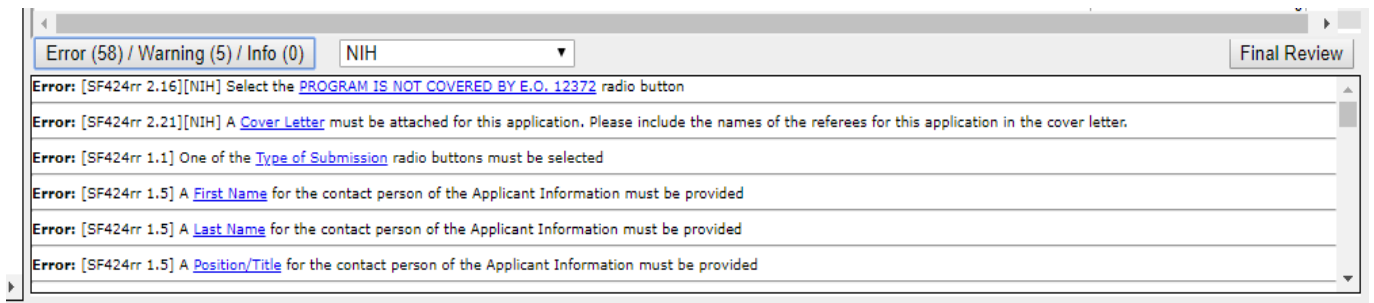
Errors reflect problems that will impose a hard-stop rejection at Grants.gov or the funding agency. Errors must be corrected prior to submitting the proposal.

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 ⚡ to view the Grants.gov tracking number, date and time of receipt, and submitter.

Icon	Description
⚡	**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 that the proposal was not successfully transmitted to Grants.gov.
⚡	**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.)
⌛	**Expired:** 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.
🚫	**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 transform it 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.