10 Quick Steps to Building a Proposal in Cayuse 424

Sponsored Programs and Research Services
Cleveland State University

Step 1: Log in to Cayuse 424.
   a. From http://www.csuohio.edu/sprs/cayuse-grants-management-system, click on the link to log in to Cayuse.
   b. Enter your Username and Password. Click *Continue.*
        a. The Username is your 7-digit CSU ID number.
        b. The Password is your CampusNet password. Your password cannot be changed within the Cayuse 424 system. See https://campusnet.csuohio.edu/ if you need assistance with your CampusNet password.

Step 2: Set up or update your Professional Profile.
Professional Profiles have been set up under the People tab for all current faculty and staff. It is your responsibility to keep your profile updated. Only you have access to change your profile information, unless you grant permission to others. You may upload and store multiple biosketches in your Professional Profile. Any PI without a Professional Profile must create one prior to starting a grant application. Key persons and other significant contributors must have a Professional Profile as well.

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. To retrieve an Opportunity from Grants.gov, you must know the Opportunity Number or CFDA Number. Once you have one of these numbers:
   a. On the Opportunities tab, click *Retrieve Opportunities.*
   b. Enter the Opportunity Number or CFDA Number.
   c. Click *Retrieve Opportunities.*
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.

Step 4: Create your proposal.
There are two ways to create a proposal: (a) On the Opportunities tab, click the Create Proposal icon to the left of an Opportunity; or (b) On the Proposals tab, click *Create Proposal* at the top of the screen.

Per CSU SPRS policy, your proposal must be named as follows: [PI Last Name]-[Sponsor]-[Due Date]. For example: **Smith-NIH-11/15/11.** *Please note this is not the title that goes to the sponsor; it is for internal tracking purposes only.*

Step 5: Grant proposal permissions to the appropriate people.
The proposal creator is 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.

Step 6: Complete the forms and attach necessary documents.
All forms in the Opportunity are located in the navigation bar on the left side of the screen. Mandatory forms are automatically checked and cannot be unchecked. Optional forms may be checked if you wish to submit those forms to the sponsor.

Step 7: Build the budget.
Check your proposal solicitation for specific budgetary requirements (i.e., whether to build a detailed budget, modular budget, or subaward budget). You may specify up to ten (10) budget periods. Cayuse 424 performs budget calculations after you enter salary, personnel effort, fringe benefits, and other required amounts. Cayuse 424 can also perform cost replication and escalation for all budget categories.

Step 8: Check for errors and warnings in the proposal.
Cayuse 424 keeps a running list of errors and warnings. 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 **Error / Warning / Info** button at the bottom of the proposal to display the validations panel. 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 9: Initiate Routing and Approval
After you have completed the required SF424 forms, uploaded documents in PDF format, and fixed any errors or warnings, you (the PI) should approve via the Routing and Approval screen. This will also initiate the proposal's routing through the routing chain. Also notify SPRS that this has begun.

Step 10: Track your proposal after it's submitted to Grants.gov.
When the proposal is submitted, a Grants.gov tracking number is recorded in the Proposal Submission History. Click the Submission icon ⚡ to view the Grants.gov tracking number, date and time of receipt, and submitter.

The Office of Sponsored Programs and Research receives a series of emails from Grants.gov indicating receipt and acceptance or rejection of the application. The PI receives an email regarding the status of the proposal. Sometimes this email requests the PI to review and approve the proposal on the funding agency website.

Questions? Please contact Sponsored Programs and Research Services:

http://www.csuohio.edu/research/staff.html