

Managing Cayuse 424 Proposals with Subawards



Office of Sponsored Programs (OSP) in
collaboration with RAS Team



Agenda

- Overview of Cayuse 424
- How Cayuse affects current processes
- Demo of Cayuse 424 System
 - How to find an opportunity and create a proposal
 - Manual entry of Subawards
 - Importing Subawards from adobe, subawards.com or another Cayuse user
 - Linking a Subaward to a proposal
 - Navigating a Subaward proposal
 - Using Subaward Worksheet Rows
 - Exporting a Subaward to another Cayuse user
- Q & A (please hold questions until the end)



Cayuse 424 Overview

- Cayuse 424 is a web-based, front end submission system
- Cayuse 424 is used to for:
 - ALL Grants.gov proposal submissions supported by Cayuse
 - (Please note: Cayuse currently supports roughly 98% of all Grants.gov opportunities, but they do not currently support HUD and Dept. of Commerce solicitations)
 - NSF proposal submissions supported by Cayuse
 - (Please note: Cayuse does not currently support NSF Collaborative Proposals – those must still be submitted via the Fastlane system)

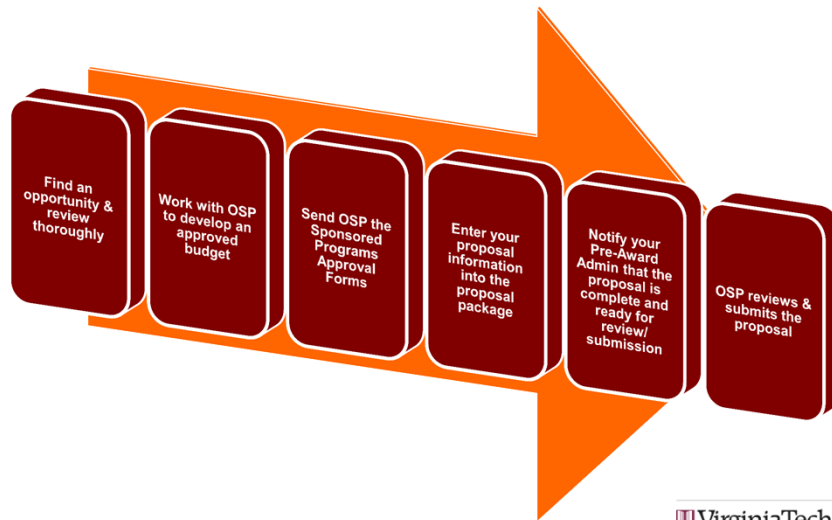


Benefits of Cayuse 424

- Store documents that you use over and over (i.e., Biosketches)
- Save key info (i.e., VT's full legal name, DUNS #, FEIN #, etc.)
- Autofill contact info (John Rudd is always the AOR)
- Duplicate previous proposals for use in new submissions
- Collaborate on proposal packages with your VT Co-PIs sending large pdf packages back and forth via email or file drop
- Improved warning/ error checking system
- Excellent resources available via the Cayuse website



Cayuse 424 & Current Processes



Standard Deadlines Still Apply

- All administrative documents need to be submitted to OSP by 9 am the day before the sponsor deadline
- All proposal elements need to be complete and ready for OSP review/submission no later than 9 am the day of the sponsor deadline

Need More Information?

- The OVPR Electronic Research Admin (ERA) website: <http://www.research.vt.edu/era>
 - Training materials & support from OSP and Cayuse
 - FAQs
 - Log in to Cayuse 424