

The Office of Research Electronic Research Administration (ERA) website can be used learn more about Cayuse 424 and to launch into Cayuse 424 production site. The URL is <http://www.research.vt.edu/era/> . Use the navigational links on the left side of the screen to go to a needed tool. To learn more about tools, click on the tool name under Learn About Tools section. If you click on Cayuse 424 more information will display.

The screenshot shows the Virginia Tech ERA website. The header includes the Virginia Tech logo and the text "Office of Research | Electronic Research Administration". A search bar is located in the top right corner. The navigation menu includes "ERA Home", "Available Tools", and "Contact". A "QUICKLINKS" dropdown menu is open, listing various tools, with "Cayuse 424" circled in red. The main content area features a "Featured Tools" section with a large graphic of a blue horse and the word "CAYUSE". Below the graphic, there is a "Cayuse 424" section with a description and a "Learn More" button. At the bottom, there are three columns: "Learn About Tools" with a "Sponsored Programs" list (including "Cayuse-424" circled in red), "Announcements" with a table of dates and events, and "Upcoming Training" with a table of training sessions.

**QUICKLINKS**

- Awards
- Cayuse 424**
- Cost Share Tracker
- Funding Opportunities
- Limited Submissions
- Pan Distribution System
- RCR Training Tracker
- IRB Protocol Management
- IACUC Protocol Information
- TCP Review & Annual Compliance Certification
- Virginia Tech Expertise Database
- File Drop

**Related Links**

- Office of Sponsored Programs
- Office of Export and Secure Research Compliance
- Office of Research Compliance

**Featured Tools**

### CAYUSE

**Cayuse 424**  
CAYUSE 424 is a brand-new service that gives faculty and staff an improved interface to Grants.gov for submitting research proposals to federal agencies. [Learn More](#)

**Learn About Tools**

**Sponsored Programs**

- Awards Database
- Cayuse-424**

**Announcements**

Date	
Jan 10	Training offered for new research administration system

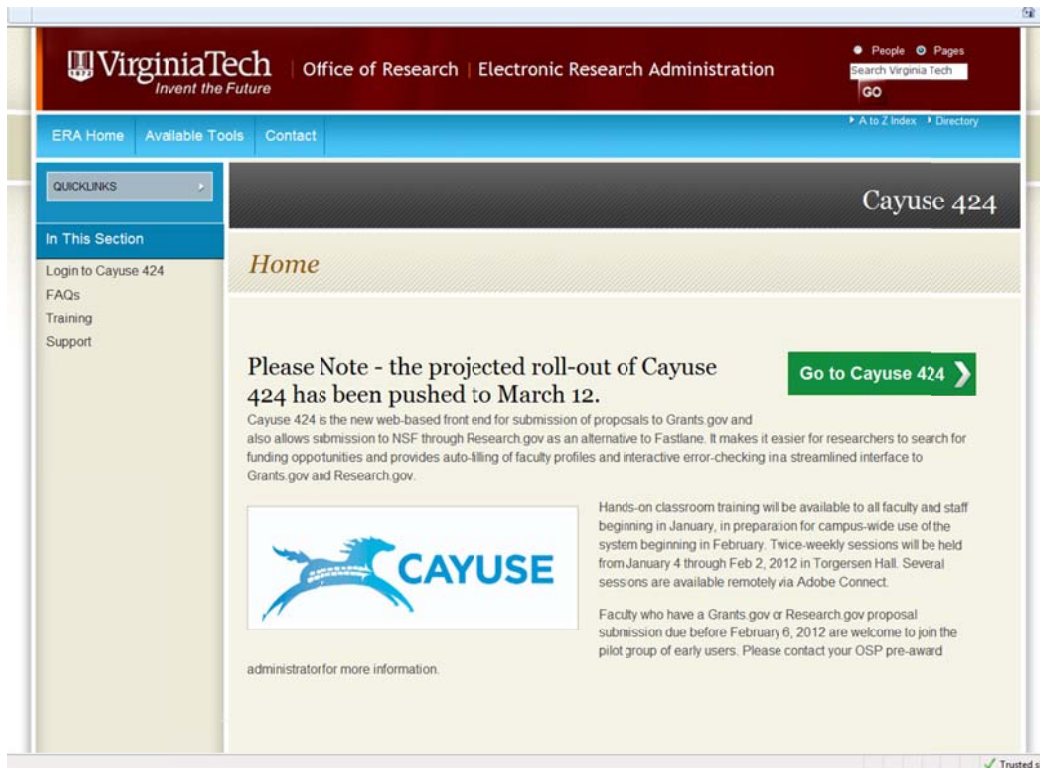
**Upcoming Training**

Title	Date
Grants.gov System to System Submissions: Cayuse Training	Feb 01

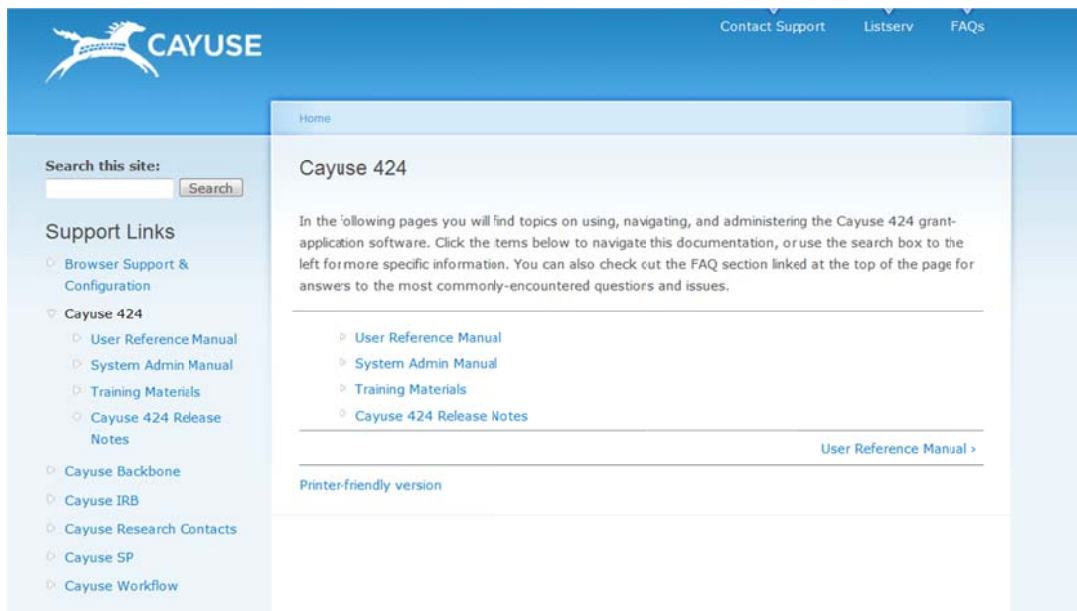
Trusted site

## Virginia Tech/Cayuse Processing – Training Handouts

On the left side of the screen, the user can find out more on training and support. On the support page, a link to Cayuse will display the Cayuse system documentation.

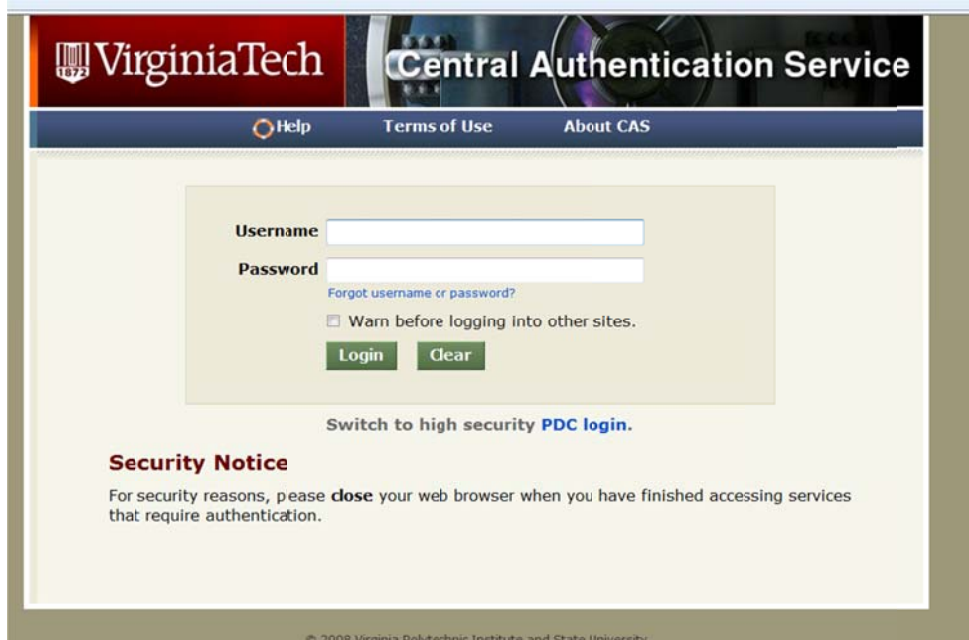


Cayuse 424 System Support materials can be found at <http://support.cayuse.com/docs/cayuse-424>. The User Reference Manual and Training Materials are included. This handout is to help become more familiar with Cayuse424 and for Virginia Tech specific processing on Cayuse 424. For in depth documentation, review Cayuse's Training Modules and User Reference Manual on Cayuse's Support Site.



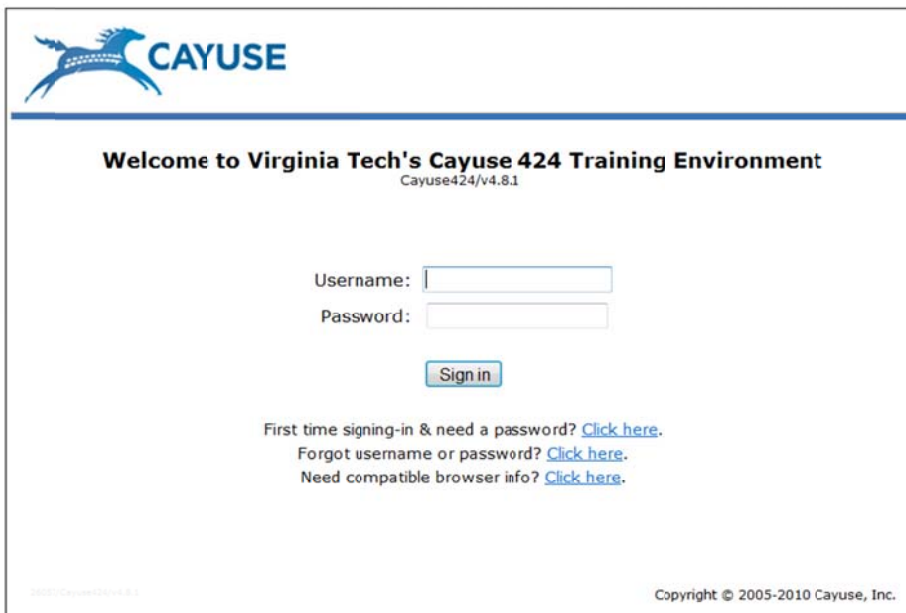
**Production/Live Environment:**

The URL to the VT/Cayuse production environment is <http://vt.cayuse424.com>. The system will display the CAS sign on screen if the user goes to production. Use your PID and CAS password to enter proposals in the production environment. (CAS password is the same one you use for HR system such a pay stub review.)

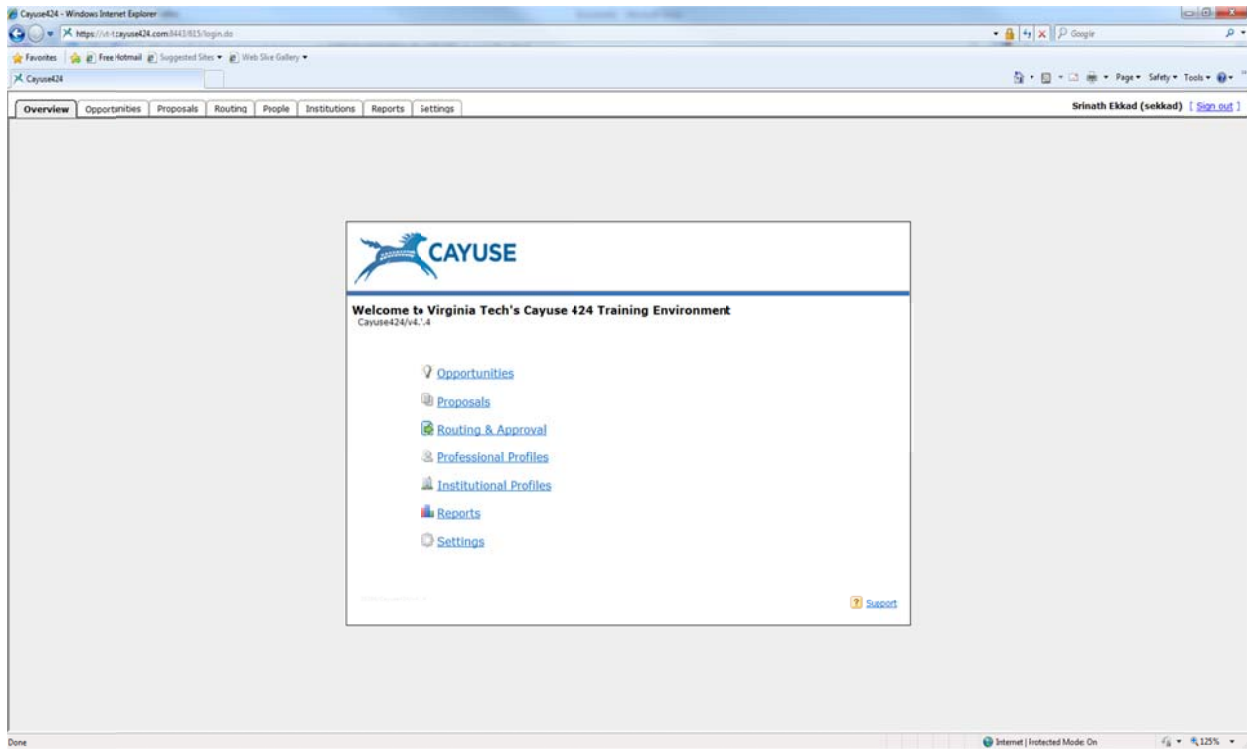


**Training/Testing Environment:**

The URL to the VT/Cayuse training environment is <http://vt-t.cayuse424.com> (Please note: The "t" in the URL differentiates our production from our training environments). The user will get this sign on screen if you go to the training environment. Use your PID and password "hokiebird" to test in the training environment.



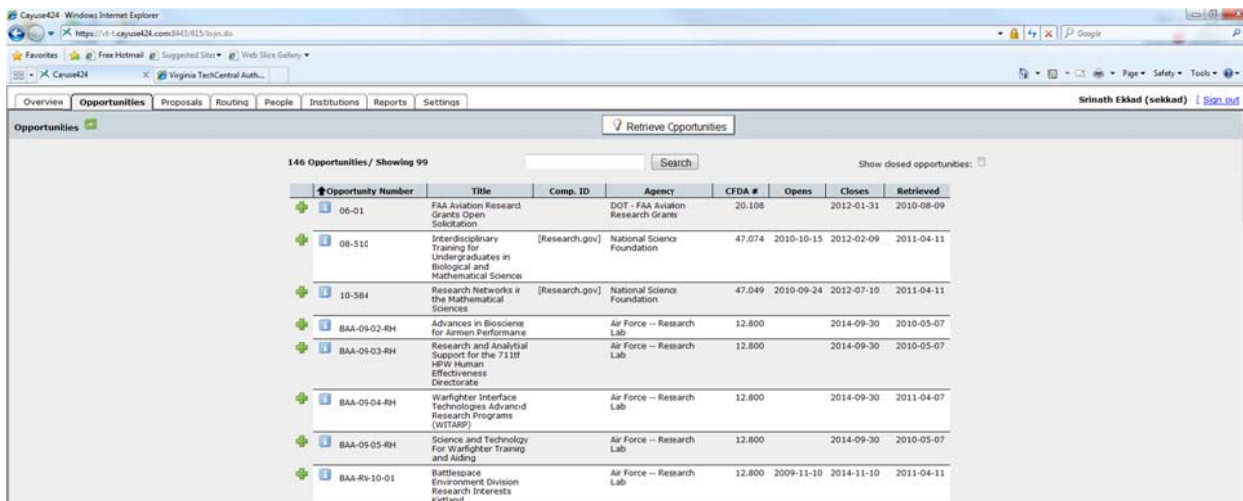
**Cayuse’s Main Menu:**



Cayuse’s Main Menu (above) is used to navigate to review opportunities, review and enter proposals, review if any proposals need routing and approval activity, update Professional Profiles and review institutional data.

**Opportunities Tab/Screen:**

If the user clicks on the Opportunity tab or the Opportunity link, all the opportunities that have been downloaded to the VT instance will display on Opportunities screen (below). The user can use the search function on this screen to verify if an opportunity has been downloaded to the VT production environment. If you do not find the opportunity you need, you will need to click on the Retrieve Opportunities button to download your opportunity from grants.gov or research.gov.



**Retrieve Opportunities:**

If the user clicks the Retrieve Opportunities button, The Retrieve Opportunities window displays (below). The user enters the Opportunity Number from the Submission Guidelines from grants.gov to bring the opportunity from grants.gov to Virginia Tech’s Cayuse instance. Only one user at VT has to do this – once done, any user can set up a proposal with the opportunity.



If an opportunity is downloaded for the National Science Foundation (NSF) you will have two opportunities. One downloaded from Grants.gov which will be blank in the Comp. ID column and one from research.gov which will display research.gov in the Comp. ID. The user should always select the research.gov opportunity to use in the submission of their proposal. See below for an example.

The user can start the entry of a proposal from the Opportunities screen by clicking the green plus sign which is the Add icon. The Create Grants.gov/Research.gov Proposal screen will display. (See ADD A PROPOSAL section to view this screen – page 23)

Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved
11-503	Major Research Instrumentation Program		National Science Foundation	47.081	2010-11-08	2012-01-26	2012-01-25
11-503	Major Research Instrumentation Program	[Research.gov]	National Science Foundation	47.081	2011-11-08	2012-01-26	2012-01-25
11-545	Division of Molecular and Cellular Biosciences: Investigator-initiated research projects		National Science Foundation	47.074	2011-05-10	2012-05-21	2012-01-25
11-545	Division of Molecular and Cellular Biosciences: Investigator-initiated research projects	[Research.gov]	National Science Foundation	47.074	2011-05-26	2012-05-21	2012-01-25
12-506	Opportunities for Promoting Understanding through Synthesis		National Science Foundation	47.074	2011-10-28	2012-08-01	2012-01-25
12-506	Opportunities for Promoting Understanding through Synthesis	[Research.gov]	National Science Foundation	47.074	2011-11-08	2012-08-01	2012-01-25
12-537	Plant Genome Research Program		National Science Foundation	47.074	2011-12-09	2012-03-05	2012-01-25
20120501-#G	Preservation Assistance Grants		National Endowment for the Humanities	45.149	2012-01-09	2012-05-01	2012-01-25
NNH11ZD001N-EXO	ROSES 2011 Astrobiology: Evolutionary and Evolutionary Biology	EXO11	NASA Headquarters	43.001	2011-12-19	2012-03-02	2012-01-25
PA-10-009	Bioengineering Research Grants (BRG) (R01)	AD0BE-FORMS -81	National Institutes of Health	-none-	2010-10-14	2013-01-07	2012-01-25
PA-10-213	Development of Assays for High-Throughput screening for use in Probe and Pre-therapeutic Discovery (R01)	AD0BE-FORMS -81	National Institutes of Health	-none-	2010-10-15	2013-09-07	2012-01-25
PA-11-063	Translating Basic Behavioral and Social Science Discoveries into	AD0BE-FORMS -81	National Institutes of Health	-none-	2011-01-05	2014-01-07	2012-01-25

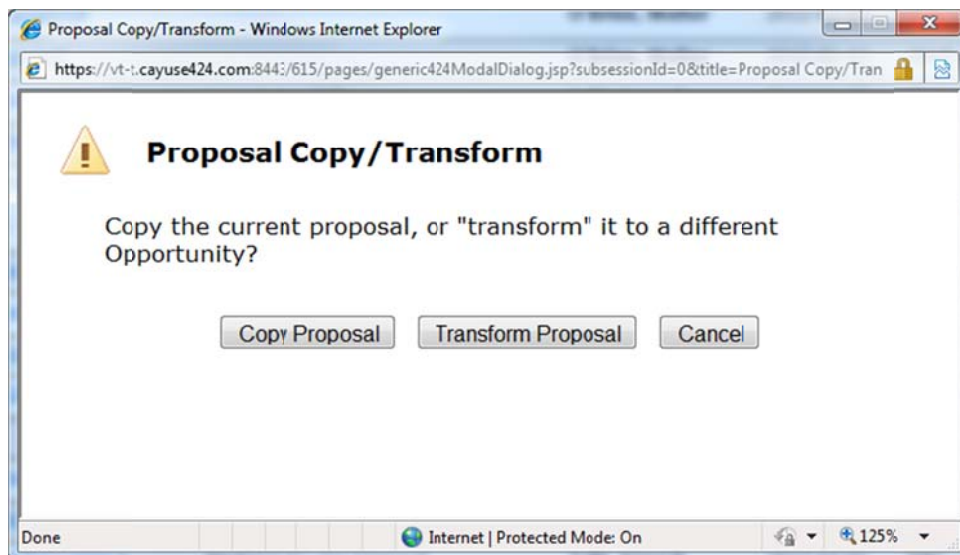
**Proposals Tab/Screen:**

The Proposals tab or link from the Main Menu will display the Proposals List (below). This screen will display all proposals you have entered, proposals on which you are the PI or proposals where you have been granted access permission. You can click on the link to access the proposal. You can click the R to have “read only” access to a proposal.

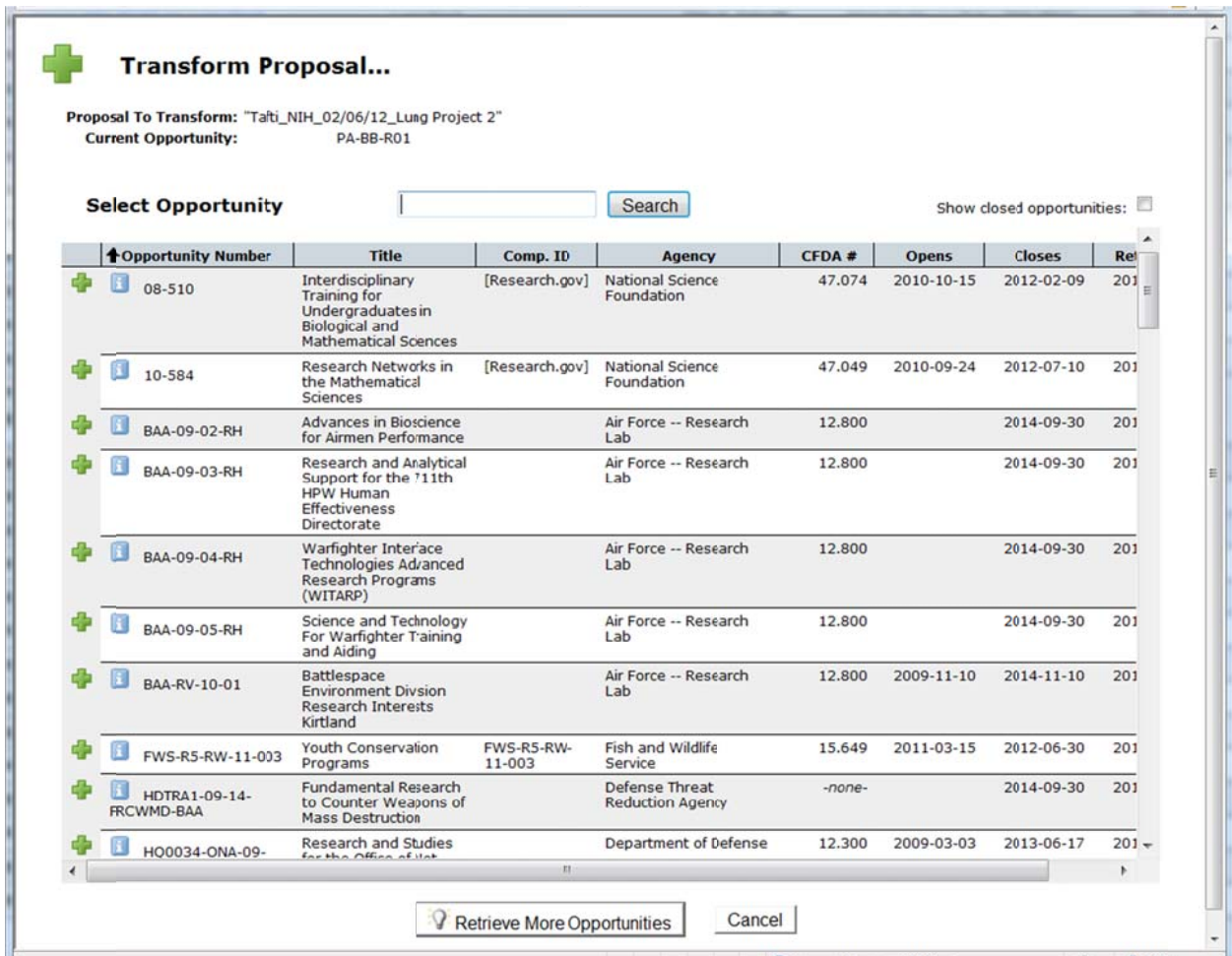
Proposal	Title	PI	Modified	Type	Deadline
<a href="#">DeValve_NIH_02-05-12_TestProposal</a>	Mechanical Lung Proposal	Tafti, Danesh	2012-01-18	6.g ... FOA (R01)	
<a href="#">Ekkad-DoD-01/31/2012-TurbineBlades</a>	Turbine Blades in Defense Applications	Ekkad, Srinath	2012-01-25	Inte... Sciences	2012-01-31
<a href="#">Ekkad-DOT-01/31/2012-TurbineBlades</a>	Turbine Blades in Defense Applications	Ekkad, Srinath	2012-01-04	FAA ... licitation	2012-01-31
<a href="#">Ekkad_DOT</a>	miRNA in autoimmune lupus	Dai, Rujuan	2012-01-18	6.g ... FOA (R01)	
<a href="#">Ekkad_DOT_01/31/2012_TurbineBlades</a>		Ekkad, Srinath	2012-01-03	FAA ... licitation	
<a href="#">O'Brien_NIH_02-06-12_LungProposal</a>	Lung proposal supreme	O'Brien, Walter	2012-01-18	6.g ... FOA (R01)	2012-02-06
<a href="#">Obrien_NIH_0212012_testproject</a>		O'Brien, Walter	2012-01-12	Warf...s (WITARP)	
<a href="#">Tafti_NIH_02-05-2_LungGreatness</a>	Lung Motor Skills	Tafti, Danesh	2012-01-19	6.g ... FOA (R01)	2012-02-05
<a href="#">Tafti_NIH_02-05-2_LungRCB</a>	Lung smoke	Tafti, Danesh	2012-01-19	6.g ... FOA (R01)	
<a href="#">Tafti_NIH_02-05-2_Lungs</a>	Mechanical Lung Proposal	Tafti, Danesh	2012-01-18	6.g ... FOA (R01)	
<a href="#">Tafti_NIH_02-05-2_ProposalForLungs</a>	Mechanical Lung proposal	Tafti, Danesh	2012-01-18	6.g ... FOA (R01)	2012-02-05
<a href="#">Tafti_NIH_02-07-2_LungProject#3</a>	Lung Project #3	Tafti, Danesh	2012-01-11	6.g ... FOA (R01)	2012-02-07
<a href="#">Tafti_NIH_02/06/2_LungProject2</a>	Lung project #2	Tafti, Danesh	2012-01-11	6.g ... FOA (R01)	2012-02-07
<a href="#">Tafti_NIH_02/06/2012_LungProject</a>	Lung Proposal	Tafti, Danesh	2012-01-04	6.g ... FOA (R01)	2012-02-06
<a href="#">Test_PA-RR-X02_lung_project_3</a>		Tafti, Danesh	2012-01-11	6.g ... FOA (X02)	
<a href="#">Transform of O'Brien_NIH_02-06-12_Lung...</a>	Lung proposal supreme	O'Brien, Walter	2012-01-12	Rese...arent R01)	2012-02-06
<a href="#">Transform of Tafti_NIH_02-05-12_Lung...</a>	Lung Motor Skills	Tafti, Danesh	2012-01-19	NIH ...arent R21)	2012-02-05
<a href="#">Transform of Tafti_NIH_02-05-12_Proposal...</a>	Mechanical Lung proposal	Tafti, Danesh	2012-01-18	6.g ... FOA (D71)	2012-02-05

**Copy/Transform a Proposal:**

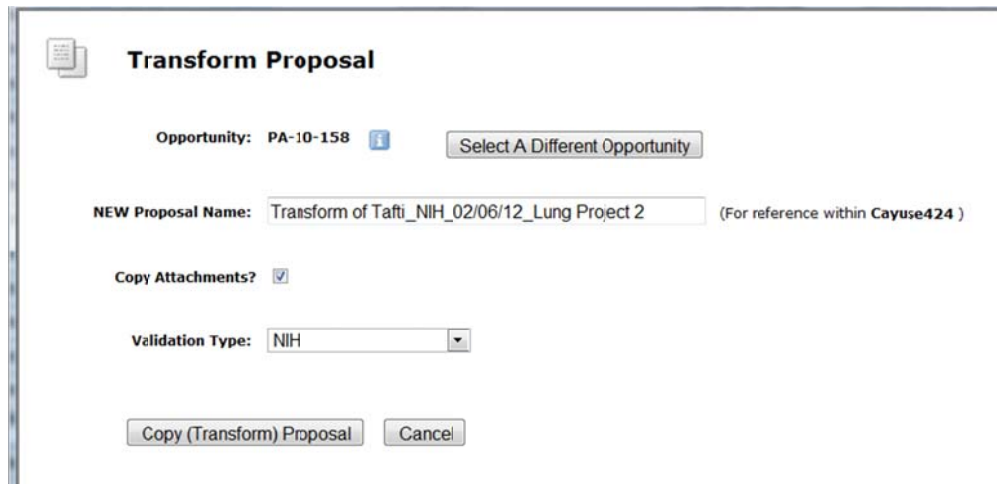
You can also copy or transform a proposal from the Proposal List. If the user wants to make a copy of this proposal or make a copy of this proposal and submit to another opportunity (called transform), click on the white/green sheet of paper icon which means Copy/Transform Proposal. Proposal Copy/Transform window displays. Click the appropriate button.



If you are transforming the proposal to another opportunity, you can select the opportunity when the Transform Proposal window displays. Search for the opportunity you want and click on the green plus sign which means Transform Proposal. This process will associate the old proposal information to the new opportunity.



The user can rename the proposal. The system will bring forward all applicable information to the new transformed proposal with or without the attachments according to the selection on this window.



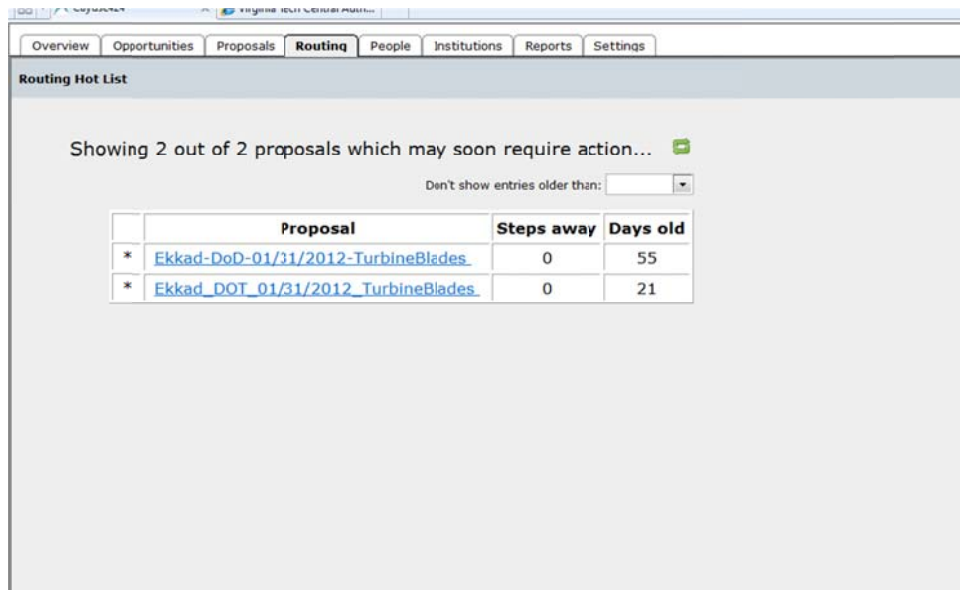
Virginia Tech/Cayuse Processing – Training Handouts

The user can then go into the proposal from the Proposal List and make any needed changes before they request submission of the proposal to the new opportunity.

	Proposal	Title	PI	Modified	Type	Deadline	
	<a href="#">Transfer of Tafti NIH 02/05/12 Lung...</a>	Lung project #2	Tafti, Danesh	2012-02-07	Rese...ers (R01)_	2012-02-07	
	<a href="#">DeValve NIH 2-5-12 LungTest</a>	DeValve_Lung Test Proposal	Ekkad, Srinath	2012-02-01	G.g... FOA (R01)		
	<a href="#">Ekkad-NIH-120503_Subcontract test</a>		Ekkad, Srinath	2012-02-07	G.g... FOA (R01)		
	<a href="#">BostonUniversity_Schneider_SubBudget</a>		Schneider, Michael	2012-02-07	Subaward		
	<a href="#">Ekkad NIH 02-05-12 Lung_Mech</a>	Lung Mech	Ekkad, Srinath	2012-02-01	G.g... FOA (R01)	2012-02-05	
	<a href="#">EkkadDoD-01/31/2012-TurbineBlades</a>	Turbine Blades in Defense Applications	Ekkad, Srinath	2012-01-25	Inte...l Sciences	2012-01-31	
	<a href="#">Ekkad NIH 02-05-12 Lung and heart Proposal</a>		Ekkad, Srinath	2012-01-26	Rese...arent R01)		
	<a href="#">Tafti NIH 02-05-12 Proposal For Lungs-2</a>	Mechanical Lung proposal	Tafti, Danesh	2012-02-01	NIH...arent R21)	2012-02-05	
	<a href="#">Tafti NIH 02-05-12 Proposal For Lungs</a>	Mechanical Lung proposal	Tafti, Danesh	2012-01-26	G.g... FOA (R01)	2012-02-05	
	<a href="#">Ekkad NIH 02-07-12 Lung Project #3</a>		Ekkad, Srinath	2012-01-26	G.g... FOA (R01)		
	<a href="#">EkkadDOT-01/31/2012-TurbineBlades</a>	Turbine Blades in Defense Applications	Tafti, Danesh	2012-02-01	FAA...licitation	2012-01-31	

**Routing Tab/Screen:**

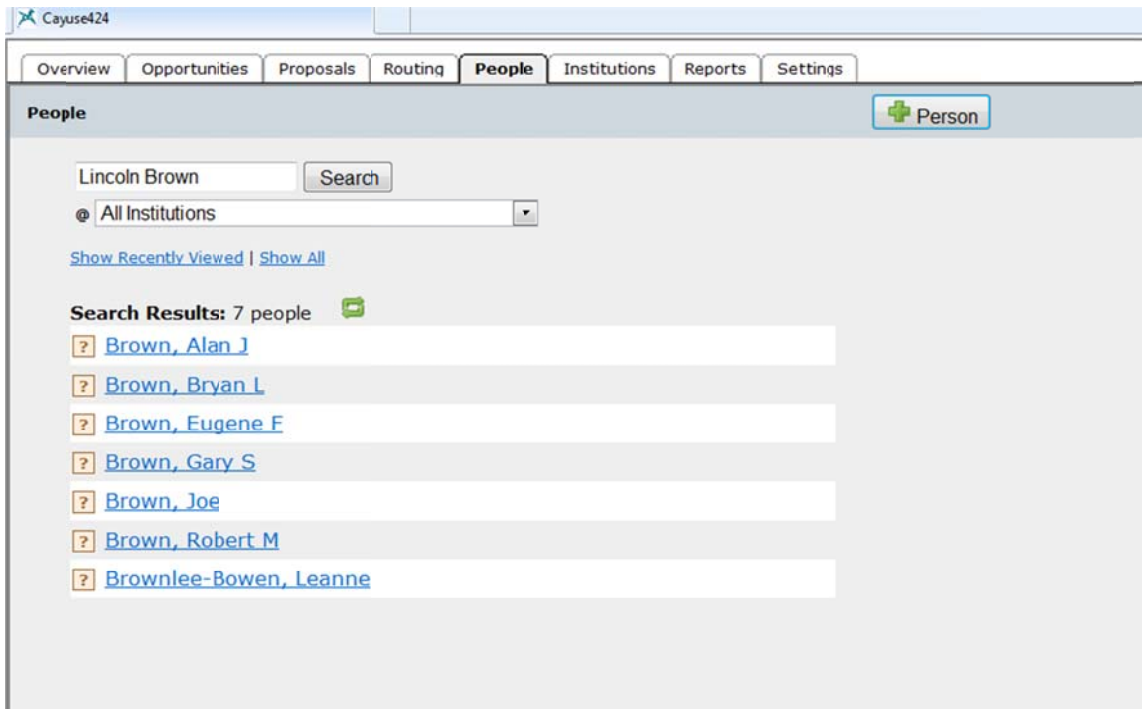
The Routing tab or link from the Main Menu will display the Routing Hot List (below). This screen will display all proposals which may require some approval action by the user viewing the list.





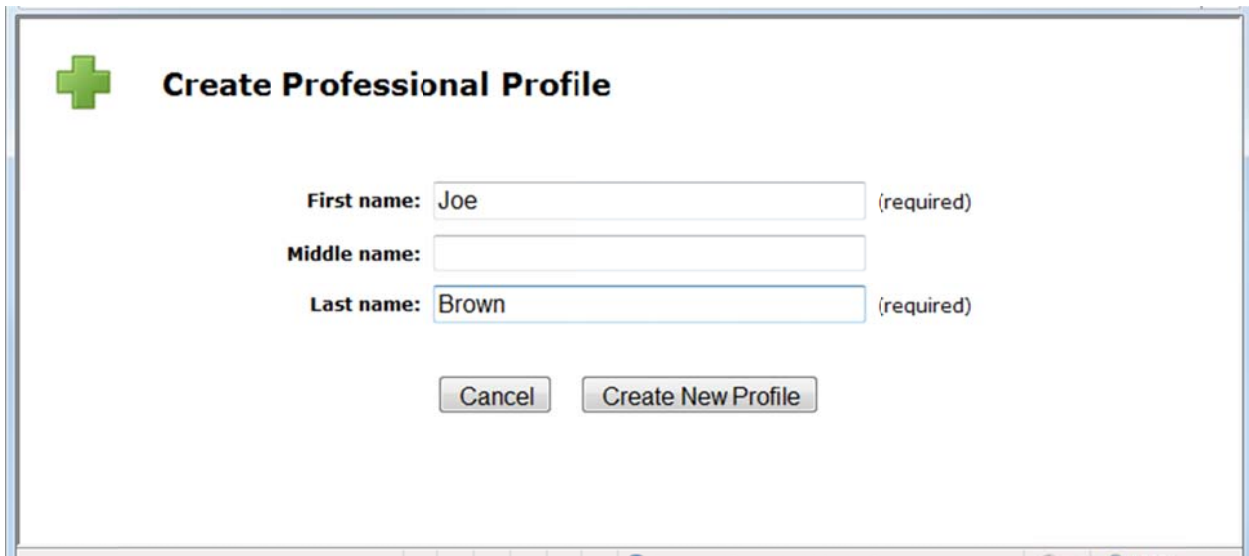
**People Tab/Professional Profile Link:**

The People tab or Professional Profile link from the Main Menu will display the People screen. This screen provides search capabilities to verify if a person is available in Cayuse. If the person is available, click the link in the Search results to view their Professional Profile. If the person is not in Cayuse (as below), their Professional Profile can be added to Cayuse by clicking the add Person button at the top/middle of the screen (below).



**Creating a Professional Profile:**

After clicking the Add person button, the Create Professional Profile screen displays. Enter name. Click Create New Profile button.



A Professional Profile displays for entered person (below) . If you add a person, you need to link them to an organization to add their contact information. Click on the green plus sign to associate a organization to the added person.

The screenshot shows the 'Professional Profile' for 'Brown, Joe'. At the top, there are navigation tabs: Overview, Opportunities, Proposals, Routing, **People**, Institutions, Reports, and Settings. Below the tabs, the breadcrumb 'People > Brown, Joe' is visible. The main content area is titled 'Professional Profile: **Brown, Joe**' with a red star icon. On the left, there is a 'General Personal Information' section with links for Name, Degrees, Demographics, and Biosketches. Below this, it shows '0 Institutional Associations' with a green plus sign. On the right, there is a 'Name' form with a 'Rename' button. The form fields are: Prefix (empty), First: Joe, Middle (empty), Last: Brown, Suffix (empty). Below the name fields are two more fields: NIH Commons ID (empty) and NASA NSPIRES ID (empty).

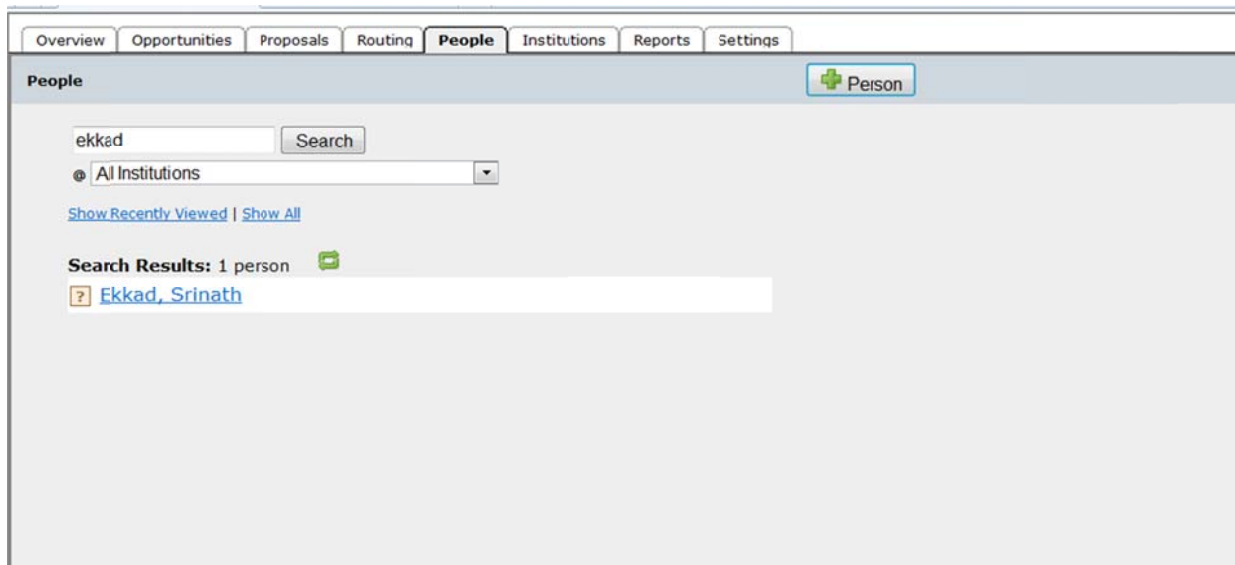
Search and then select the institution from the list. If an institution is not in the list – contact your Pre-award Administrator to add the institution. Click on the Create Institutional Association button.

The screenshot shows a dialog box titled 'Create Institutional Association' with a green plus icon. The 'Institution:' field is a dropdown menu currently showing 'Virginia Polytechnic Institute and State University'. At the bottom of the dialog, there are two buttons: 'Create Institutional Association' and 'Cancel'. The dialog is displayed in a browser window with the URL 'https://vt-cayuse24.com:8443/012/createIA.do?subsessionid=uoqjja=1Ww2/0072'. The browser's status bar at the bottom shows 'Done', 'Internet | Protected Mode: On', and a zoom level of '125%'.

The Professional Profile now displays the Institutional Association. If another association is needed click on the green plus sign to add another.

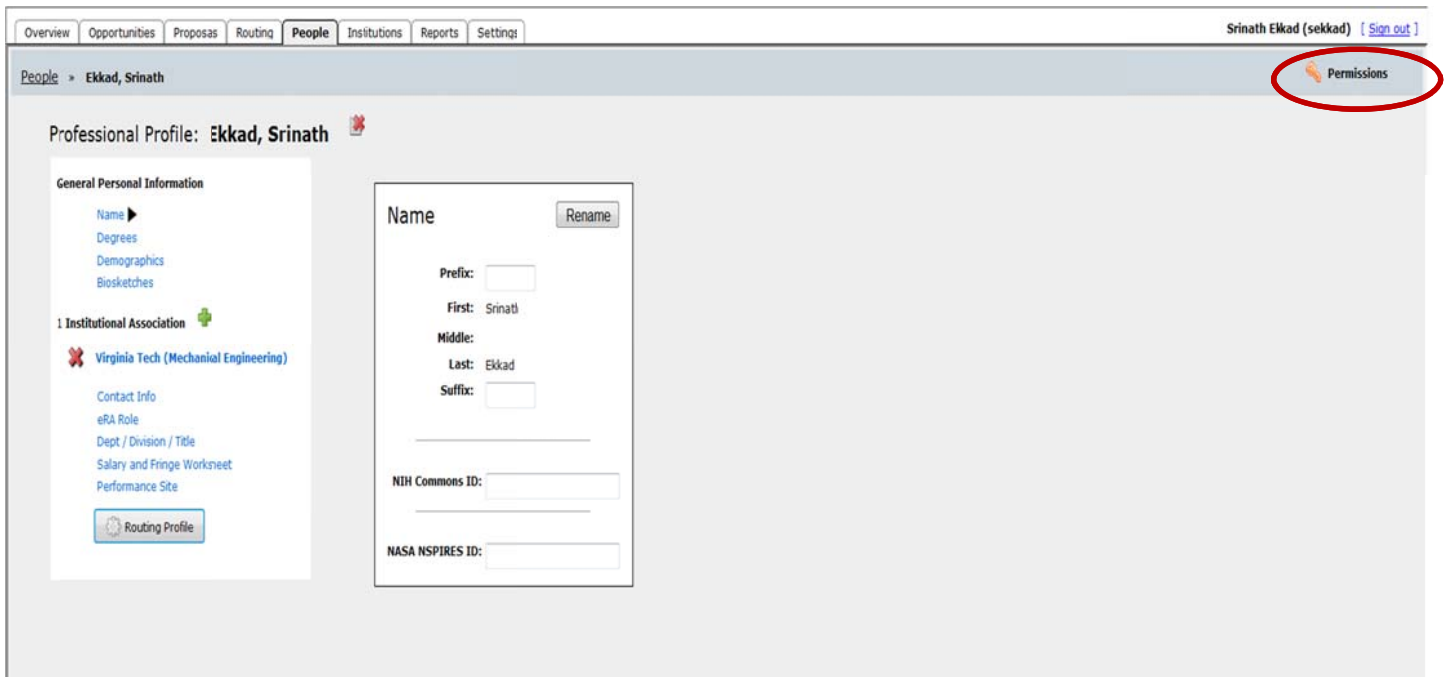
The screenshot shows the Cayuse424 web interface. At the top, there is a navigation bar with tabs for Overview, Opportunities, Proposals, Routing, People, Institutions, Reports, and Settings. Below this, the breadcrumb path is 'People > Brown, Joe'. The main content area is titled 'Professional Profile: Brown, Joe' and contains two main sections. On the left, under 'General Personal Information', there are links for Name, Degrees, Demographics, and Biosketches. Below this is a section for '1 Institutional Association' with a green plus sign to add more. The current association is 'Virginia Tech', which has a red 'X' icon and a 'Routing Profile' button. Links for Contact Info, eRA Role, Dept/ Division / Title, Salary and Fringe Worksheet, and Performance Site are also present. On the right, a 'Name' form is displayed with a 'Rename' button. The form fields are: Prefix (empty), First: Joe, Middle (empty), Last: Brown, Suffix (empty), NIH Commons ID (empty), and NASA NSPIRES ID (empty).

If you perform the search on the Professional Profile screen and the person is available, click the link in the Search Results section to view their Professional Profile.

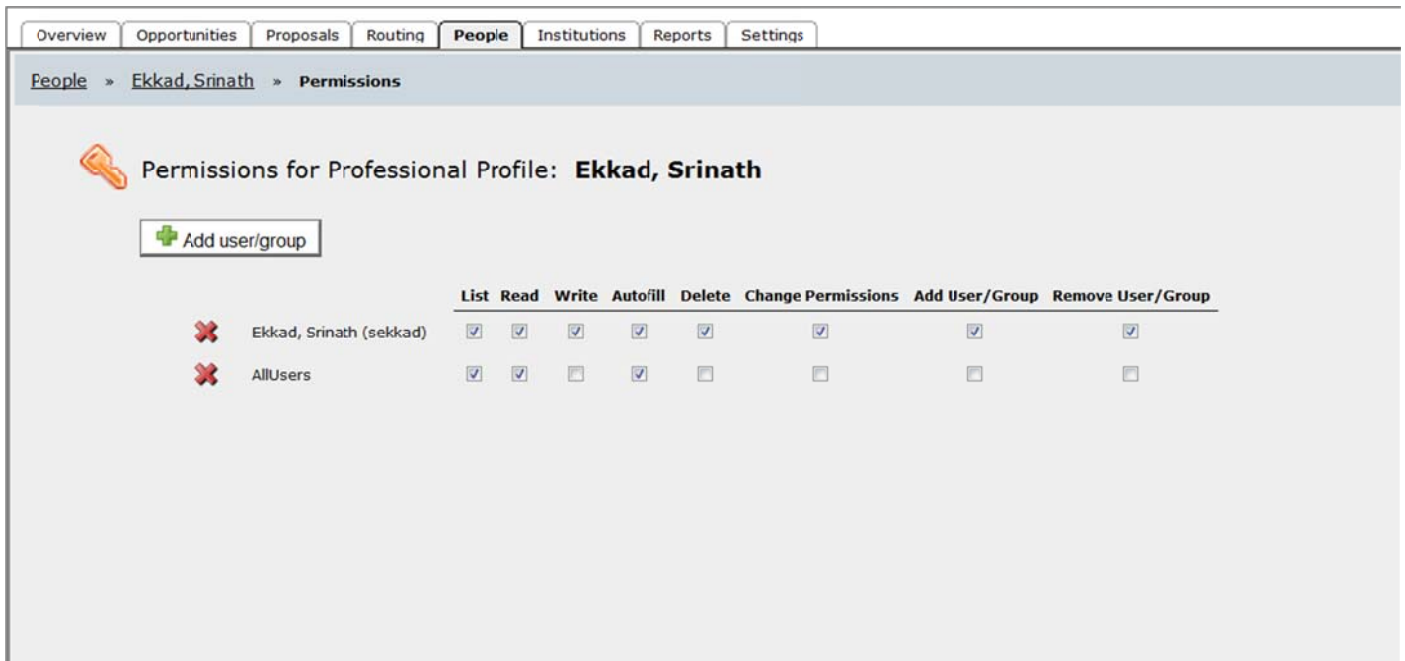


**Permissions to Update Professional Profile:**

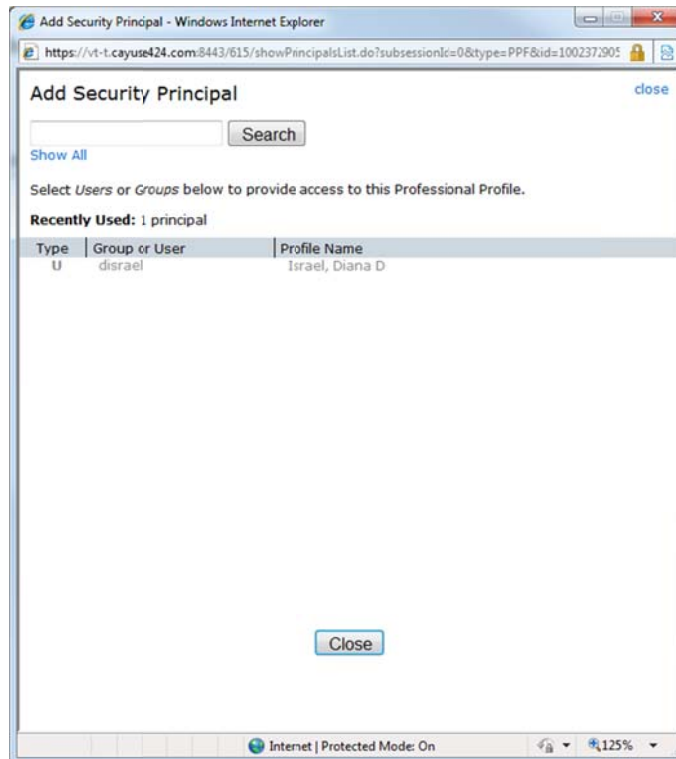
If you select a person from the Search Results, everyone can view their Professional Profile. A user can update another user's Professional Profile depending on the permissions to that Profile. From the Professional Profile screen, a user can grant permissions to his/her Professional Profile. The user clicks on the Permissions icon which can be found in the top right hand corner of the screen. The icon is a yellow/red key.



Other users can be added to the Permissions for the Professional Profile page by clicking on the Add user/group button.



The user searches for the appropriate user and selects the user from the Search Results.



The user should give “write” access to all appropriate users by clicking the Write checkbox. The added user now has permission to update your Professional Profile. If the user then clicks, the name in the “bread crumb” trail, it will take the user back to the Professional Profile where they can continue to update their information if needed.

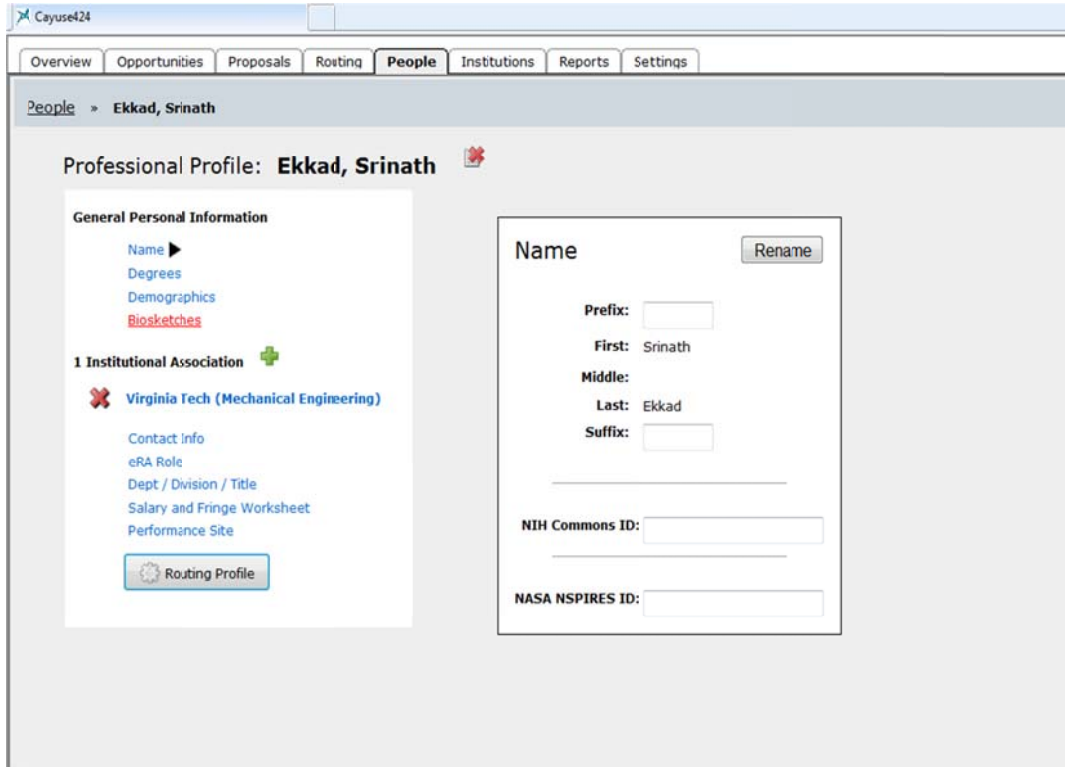
	List	Read	Write	Autofill	Delete	Change Permissions	Add User/Group	Remove User/Group
Israel, Diana D (disrael)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ekkad, Srinath (sekkad)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AllUsers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The following table explains the permission categories. Click the corresponding to give permissions and unclick checkbox to take away permissions.

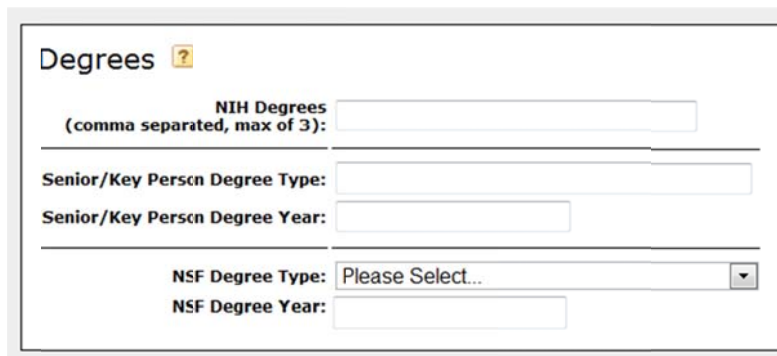
Permission	Meaning
List	Users with this permission for a given profile can only note the existence of a Profile – the name will appear in lists. They may not look at or modify the data. If they want more access, they must appeal to the owner of the profile or a System Administrator with greater access, who can elevate their status.
Read	Users with this permission for a given profile can look at all the data. They may not modify the data. If they want Write access, they must appeal to a user with greater access who can elevate their status.
Write	Users with this permission for a given profile can modify all data.
Autofill	Users with this permission for a given profile can “autofill” data from the profile into grant proposals – in other words, use the Professional Profile as intended.
Delete	Users with this permission for a given profile can delete it.
Change Permissions	Users with this permission for a given profile can change the permissions associated with that profile.
Add User/ Group	Users with this permission for a given profile can add additional users and assign appropriate permissions.
Remove User/ Group	Users with this permission for a given profile can remove users from the profile.

**Updating a Professional Profile:**

From the Professional Profile screen, a user can update Name, Degrees, Demographics, add Biosketches and update contact information. The Professional Profile – Name (above) screen will capture Name and NIH and NSPIRES IDs. By clicking the links on the left hand side of the screen, users can update different types of information.



The user should update degree information used by different types of proposals on the Professional Profile – Degrees screen .



The user should update demographics information used in proposals on the Professional Profile – Demographics screen .

### Demographics

Gender:

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**Race (Check all that apply):**

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Do Not Wish to Provide

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Ethnicity:

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Citizenship:


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**Disabilty Status (Check all that apply):**

- Hearing
- Visual
- Mobility/Orthopedic Impairment
- Other
- None
- Do Not Wish to Provide

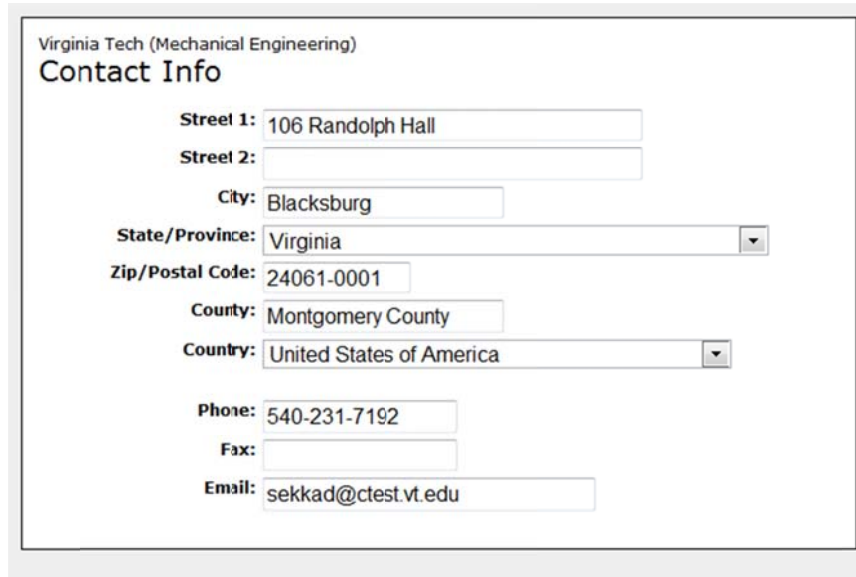
The user can store multiple BioSketches needed in proposal processing on the Professional Profile – Biosketches screen. PDF and word versions can both be stored. The source document is identified with a 'src' heading. To add Biosketches, click on the green plus sign which is the Add icon. The system will allow you to upload one or more biosketches.

### Biosketches

Name	pdf	src	Delete
ekkadBioSketch	yes 	yes 	



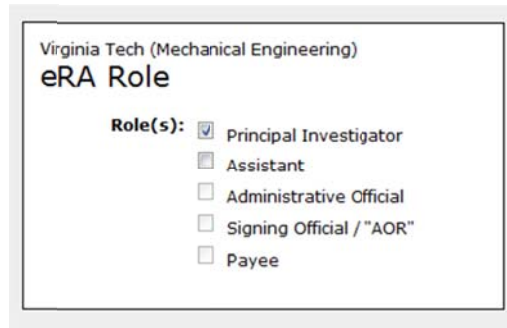
The user should update contact information used in proposals on the Professional Profile – Contact Info screen .



Virginia Tech (Mechanical Engineering)  
**Contact Info**

**Street 1:** 106 Randolph Hall  
**Street 2:**  
**City:** Blacksburg  
**State/Province:** Virginia  
**Zip/Postal Code:** 24061-0001  
**County:** Montgomery County  
**Country:** United States of America  
**Phone:** 540-231-7192  
**Fax:**  
**Email:** sekkad@ctest.vt.edu

The user can review their role in proposal processing on the Professional Profile – eRA Role screen. This information will indicate if someone should be in the PI drop down on the Create Grants.gov/Research.gov Proposal screen.



Virginia Tech (Mechanical Engineering)  
**eRA Role**

**Role(s):**  Principal Investigator  
 Assistant  
 Administrative Official  
 Signing Official / "AOR"  
 Payee

The user can update department/division/title information used in proposals on the Professional Profile – Department/Division/Title screen .

Virginia Tech (Mechanical Engineering)  
**Department / Division / Title**

[Select Division and Department] ▼

	Code	Title
<b>Department:</b>	0107	Mechanical Engineering
<b>Division:</b>		
<b>Position/title:</b>	Professor	

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?**  
 ▼

The user can view the employee ID information but no appointment type, salary data or fringe rates will be stored on the Professional Profile – Salary / Appointment type screen at Virginia Tech.

Virginia Tech (Mechanical Engineering)  
**Salary / Appointment type**

**Employee ID:** 905360019

**Appt Type:**

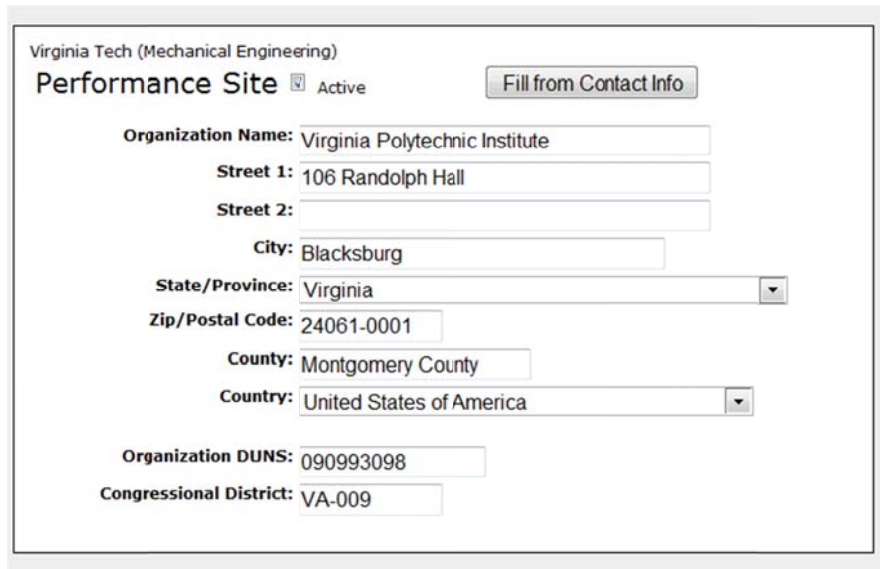
	Months	Salary
Calendar:		
Academic:		
Summer:		

**Fringe Worksheet**

Base Fringe Rate: %

Fringe Rate Total:

The user can update performance site information used in proposals on the Professional Profile – Performance Site screen (below). The user can use the Fill from Contact Info if the performance site is the same as contact information.



Virginia Tech (Mechanical Engineering)  
Performance Site  Active

Organization Name: Virginia Polytechnic Institute  
Street 1: 106 Randolph Hall  
Street 2:  
City: Blacksburg  
State/Province: Virginia  
Zip/Postal Code: 24061-0001  
County: Montgomery County  
Country: United States of America

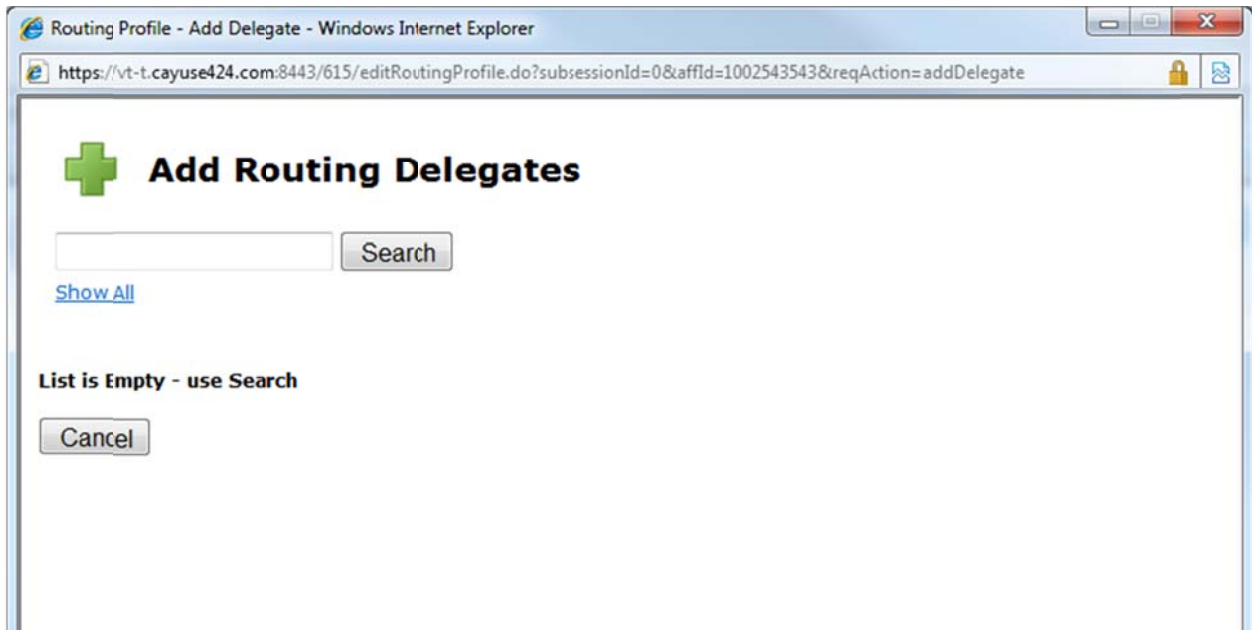
Organization DUNS: 090993098  
Congressional District: VA-009

**Manage Routing Profile/Adding a Delegate:**

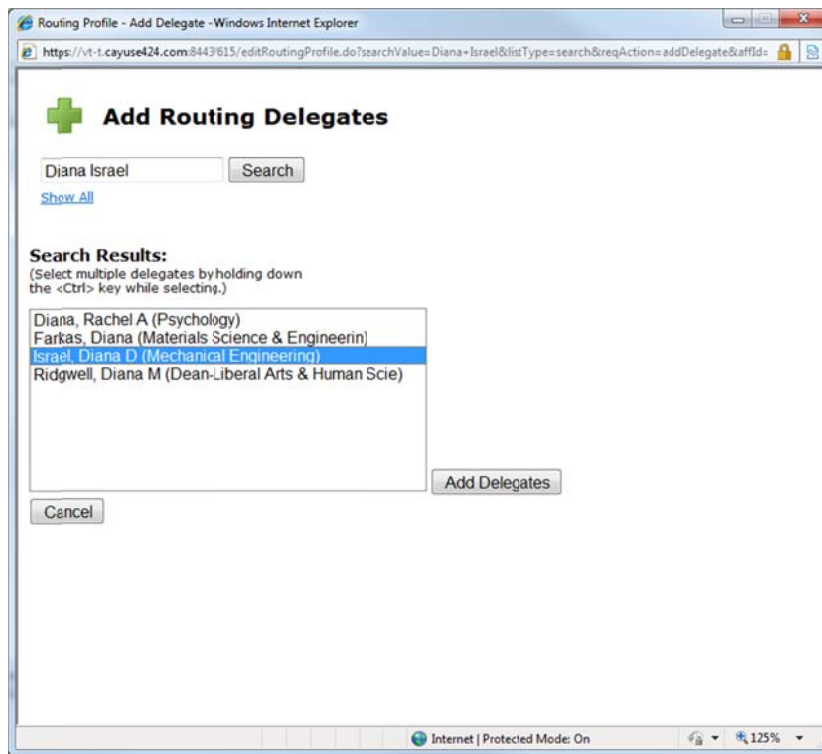
If the user clicks the Routing Profile button on the Professional Profile screen the Professional Profile - Manage Routing Profile screen displays. At VT, we will not use Next Reviewer field. Users can add delegates on the Professional Profile - Manage Routing Profile screen. A person designated as a delegate on this screen can view, enter, approve proposals and is notified the same as the primary user. To add a delegate, click on Add delegate icon which is the green plus sign.



Search for the name of the person to add as a delegate.

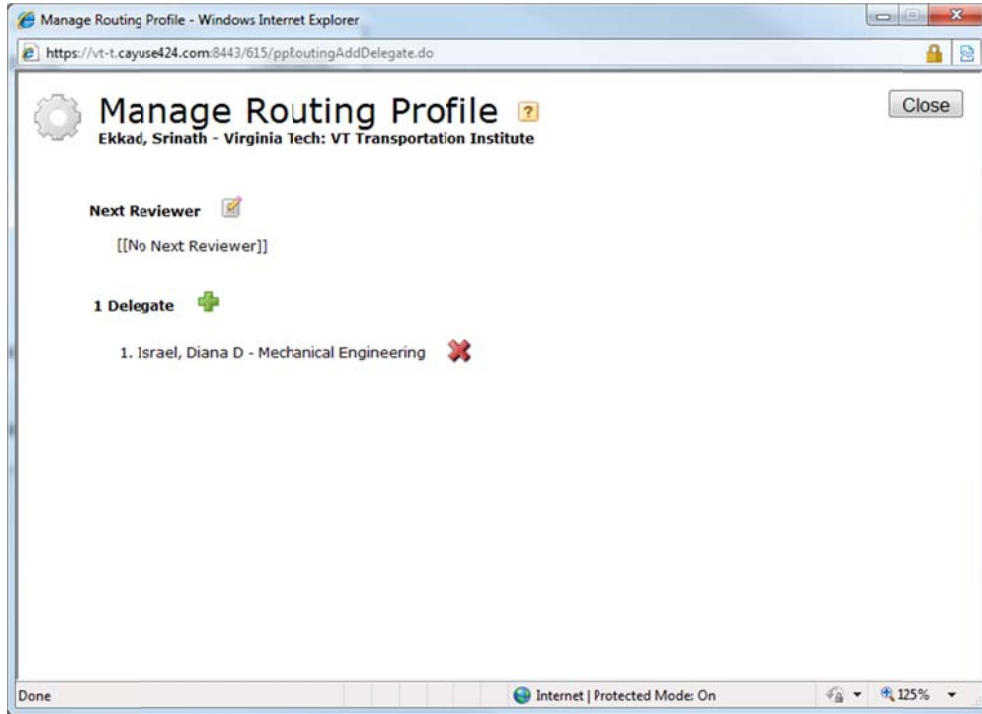


Select person and click on the Add Delegates button.



## Virginia Tech/Cayuse Processing – Training Handouts

The delegate will display on the Manage Routing Profile. Click on the Close button to return to the Professional Profile screen. If a person is made a delegate, they will have the same permissions for all proposals as the primary person. They will be able to view, update and approve the same way as the primary person.



**Institutions Tab/Link:**

The Institutions tab or Institutional Profiles link from the Main Menu will display the Institutional Profile (below). This screen provides search capabilities to verify if an institution is available in Cayuse. If the institution is available, click the link in the search results to view the Institutional Profile. If the institution is not in Cayuse, contact your Pre-Award administrator to add the institution. You need to link a person to an institution to add contact information for the person.

The screenshot shows the 'Institutions' tab selected in the top navigation bar. The main heading is 'Institutional Profile: Virginia Polytechnic Institute and State University'. On the left, there is a sidebar menu with 'Address' selected and other options like 'Assurances and Certifications', 'Fringe Rates & Benefits', 'Indirect Costs', 'Escalation Rates', and 'Organizational Units'. The main content area is titled 'Institutional Address' and contains the following fields:

- Institution name:** Virginia Polytechnic Institute and State University
- Institution short name:** Virginia Tech
- Street 1:** Office of Sponsored Programs
- Street 2:** 1880 Pratt Drive, Suite 2006
- City:** Blacksburg
- State/Province:** Virginia
- Zip/Postal Code:** 24060-3580
- Mailstop:**
- County:**
- Country:** United States of America
- URL:** http://www.vt.edu
- DUNS:** 090993098
- Parent Org DUNS:**
- CRS/EIN:** - 546001805 -
- Congressional district:** VA-009
- Organization Type:** State-Controlled Institution of Higher Education
- Additional Applicant Types:** Please Select...
- NIH Commons Profile Number:**
- DHHS-DMS PIN (for USDA CSREES proposals):**

**Adding a Proposal:**

A user can start a proposal from the Opportunities screen (below) by clicking on the green plus sign to add a proposal.

The screenshot shows the 'Opportunities' tab in the Cayuse system. At the top, there are navigation tabs: Overview, Opportunities, Proposals, Routing, People, Institutions, Reports, and Admin. Below the tabs, there is a search bar and a 'Retrieve Opportunities' button. The main content area displays a table with 31 opportunities. Each row includes a green plus icon for adding a proposal, an information icon, the opportunity number, title, competition ID, agency, CFDA number, opening and closing dates, and a retrieved date. The table is scrollable, and a 'Show closed opportunities' checkbox is located at the top right.

Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved
11503	Major Research Instrumentation Program		National Science Foundation	47.081	2010-11-08	2012-01-26	2012-01-25
11503	Major Research Instrumentation Program	[Research.gov]	National Science Foundation	47.081	2011-11-08	2012-01-26	2012-01-25
11545	Division of Molecular and Cellular Biosciences Investigator-initiated research projects		National Science Foundation	47.074	2011-05-10	2012-01-21	2012-01-25
11545	Division of Molecular and Cellular Biosciences Investigator-initiated research projects	[Research.gov]	National Science Foundation	47.074	2011-05-26	2012-01-21	2012-01-25
12506	Opportunities for Promoting Understanding through Synthesis		National Science Foundation	47.074	2011-10-28	2012-01-01	2012-01-25
12506	Opportunities for Promoting Understanding through Synthesis	[Research.gov]	National Science Foundation	47.074	2011-11-08	2012-01-01	2012-01-25
12517	Plant Genome Research Program		National Science Foundation	47.074	2011-12-09	2012-01-05	2012-01-25
20 20501-PG	Preservation Assistance Grants		National Endowment for the Humanities	45.149	2012-01-09	2012-01-01	2012-01-25
NNH11ZDA001N-EXO	ROSES 2011 Astrobiology: Evolutionary Biology	EXO11	NASA Headquarters	43.001	2011-12-19	2012-01-02	2012-01-25
PA10-009	Bioengineering Research Grants (BRG) (R01)	ADOBE-FORMS -B1	National Institutes of Health	-none-	2010-10-14	2013-01-07	2012-01-25
PA10-213	Development of Assays for High-Throughput screening for use in Probe and drug therapeutic Discovery (R01)	ADOBE-FORMS -B1	National Institutes of Health	-none-	2010-10-15	2013-01-07	2012-01-25
PA11-063	Translating Basic Behavioral and Social Science Discoveries into	ADOBE-FORMS -B1	National Institutes of Health	-none-	2011-01-05	2014-01-07	2012-01-25

A user can start a proposal from the Proposal List (below) by clicking on the Create Proposal button.

The screenshot shows the 'Proposals List' tab in the Cayuse system. At the top, there are navigation tabs: Overview, Opportunities, Proposals, Routing, People, Institutions, Reports, and Admin. Below the tabs, there is a search bar, a 'View days back' dropdown set to '2 years', and checkboxes for 'Include submitted proposals' and 'Make Show All the default view'. The main content area displays a table of proposals. Each row includes a proposal icon, a red 'R' icon, the proposal title, title, PI name, modified date, type, and deadline. A 'Create Proposal' button is located at the top right of the table area.

Proposal	Title	PI	Modified	Type	Deadline
Gisso_NIFA_01-30-12_AgrAbility_Cont	AgrAbility Virginia	Grisso, Robert	2012-01-18	Agr...plications	2012-01-30
CasterSeals		Ballin, Kirk	2012-01-16	Suba...rom Adobe)	
MUMPM_USDA		Melville, Stephen	2012-01-25	Agr...d Security	
Montague_R01_011012	Developmental Neuroeconomics	Montague, P.	2012-01-18	Bas...ives (R01)	2012-01-18
University of Houston		Sharp, Carla	2012-01-18	Suba...rom Adobe)	
King-Casas_RFA_R01_011812	Neurobehavioral Comparisons of Decision-Makin...	King-Casas, Brooks	2012-01-19	Bas...ives (R01)	2012-01-18
IB Singapore		--1 MISSING LAST1, --1...	2012-01-19	Suba...rom Adobe)	
King-Casas_RFA_R01_011812	Neurobehavioral Comparisons of Decision-Makin...	King-Casas, Brooks	2012-01-19	Bas...ives (R01)	2012-01-18
Tiler_R01_020512		[Unassigned]	2012-01-24	Biot... (BRG)(R01)	
Kelly_NIH_122111_CERBA	Studying Addiction in a Dish: Using In-Situ...	Kelly, Deborah	2012-01-18	Cut...BRA) (R21)	2011-12-21
test		Sobrado, Pablo	2012-01-05	Deve...very (R01)	
Intracellular macromolecular organization...	Intracellular and macromolecular organization...	Winkel, Brenda	2012-01-05	Divi...h projects	2012-05-21
ChIP		Lu, Chang	2012-01-25	Ear...arch (R21)	
Campbell	A Nice Example of Attempting to Prepare a...	Campbell, James	2012-01-05	Eff...ent (R01)_	
Q0 targeting		Lu, Chang	2012-01-25	Nano...cine (R21)	
T31-Hindman_NIOSH_02/06/12 Useability of...		Hindman, Daniel	2012-01-24	Ocu...arch (R01)	2012-02-05
Anew_NIOSH_2.5.12_GSHRC		Agnew, Michael	2012-01-25	Ocu...arch (R01)	
Ramey_S_R01_010612	Multisite RCT of 3 Neurorehabilitation...	Ramey, Sharon	2012-01-10	Rese...rent R01_	
Lnquistic models of the genome code of...		Peccoud, Jean	2012-01-19	Rese...rent R01_	
Kochersberger_NSF_01-01-12_Sarbaag	xxx	Kochersberger, Kevin	2012-01-18	Tran...iors (R01)	
BICKEL_PA-11063_010912		Bickel, Warren	2012-01-17	Tran...iors (R01)	
Morris_DARPA_120119_Next Generation...	Metal Organic Framework Thin Films for Next...	Morris, Amanda	2012-01-14	You...ward (YFA)	2012-01-19

If the user selects to create a proposal, the Create Grants.gov/Research.gov Proposal screen displays.

The screenshot shows a web browser window titled "Create Proposal - Windows Internet Explorer". The address bar shows the URL: <https://vt-t.cayuse424.com:8443/615/createProposalView.do?susessionId=0&type=proposal&oppld=1001891894>. The page content is titled "Create Grants.gov/Research.gov Proposal" and features a green cross icon. The form includes the following elements:

- Opportunity:** 06-01 with a "Select A Different Opportunity" button.
- Proposal Name:** Ekkad\_DOT\_01/312012\_TurbineBlades (For reference within Cayuse424)
- Principal Investigator:** A search field containing "ekkad" and a "Search for PI" button. Below it are links for "Show recent" and "Show all".
- Principal Investigator:** A dropdown menu showing "[None]" and a selected option: "Ekkad, Srinath (Mechanical Engineering) / Virginia Polytechnic Institute and State...".
- Organization:** Virginia Polytechnic Institute and State University (dropdown menu).
- Default IDC Rate:** Research\_Federal & Default\_On Campus (dropdown menu).
- # of Budget periods:** Radio buttons for 1, 2 (selected), 3, 4, and 5.
- Validation Type:** Other Federal Agency (dropdown menu).
- Buttons:** "Create Proposal" and "Cancel".

The browser status bar at the bottom indicates "Internet | Protected Mode: On" and a zoom level of "125%".

On the Create Grants.gov/Research.gov Proposal screen (above), the user enters the Proposal Name.

The naming convention for this is PI's Last Name, Sponsor Name, Due Date, and Proposal Short Name.

The user selects a PI, selects IDC Rate which is the indirect rate that will be used on the proposal (you can find this type on the budget from OSP) and the number of budget periods.



**Form Package that displays once Proposal is created:**

The screenshot shows a web-based form for 'Ekkad-DOT-01/31/2012-TurbineBlades'. The form is titled 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)'. It contains several sections:
 

- 1. \* TYPE OF SUBMISSION:** Radio buttons for Pre-application, Application, and Changed/Corrected Application.
- 2. DATE SUBMITTED:** Field for Applicant Identifier.
- 3. DATE RECEIVED BY STATE:** Field for State Application Identifier.
- 4. Federal Identifier:** Text input field.
- 5. APPLICANT INFORMATION:** Fields for Legal Name (Virginia Polytechnic Institute and State University), Department, Street1 (Office of Sponsored Programs), City (Blacksburg), State/Province (Virginia), Country (United States of America), Organizational DUNS (003137015), Division, Street2 (1880 Pratt Drive), County, and Zip/Postal Code (24060).
- Person to be contacted on matters involving this application:** Fields for Prefix, First Name, Middle Name, Last Name, Suffix, Phone Number, Fax Number, and Email.
- 6. \* EMPLOYER IDENTIFICATION NUMBER(EIN) or (TIN):** Field with value 46001805.
- 7. \* TYPE OF APPLICANT:** Dropdown menu with 'H: Public/State Controlled Institution of Higher Education' selected.
- 8. \* TYPE OF APPLICATION:** Radio buttons for New, Resubmission, and Renewal.
- Small Business Organization Type:** Checkboxes for Women Owned and Socially and Economically Disadvantaged.

 The left navigation pane has checkboxes for various sections, with 'SF424 RR', 'RR Performance Sites', 'RR Other Project Information', 'RR Key Persons', 'RR Personal Data', 'RR Budget', and 'Lobbying Activities Disclosure' checked. The bottom of the form has a status bar with 'Error (54) / Warning (7) / Info (1)', a dropdown for 'Other Federal Agency', and a 'Final Review' button.

After creating the proposal, the form package displays (above). Different forms will display for different agencies. The left side of the screen is the navigation pane. The forms that are required have check boxes that are checked. The optional forms have checkboxes that are blank. If you want an optional form to go to the agency it **MUST** be marked.

The Proposal Summary section is not used except to enter the deadline date on the Summary screen.

The Proposal Management section has icons that control the processing of your proposal. These icons can also be found at the top right hand side of your screen.

Permissions (red/yellow key) grant rights to THIS proposal.

Routing and Approval (Green arrow) is where you go to enter your Pre-Award Administrator as next approver.

The Submitted icon is the lightning bolt. You use this icon to find out information on the submission.

The printer icon can be used to print a pdf of your proposal.

**After you have created the proposal, there are 2 actions that you should always take immediately before entering the rest of your proposal information:**

1. Enter the proposal due date on the Proposal Summary Screen by going to the “Summary” section under Proposal Summary in the navigation pane on the left. This deadline should be the date that the proposal is due to the sponsor. The Proposal Summary section is not used except to enter the deadline date on the Summary screen.

The screenshot displays the Cayuse424 web application interface. The browser window shows the URL <https://vt-t.cayuse424.com:8443/615/login.do>. The application has a navigation menu at the top with tabs for Overview, Opportunities, Proposals, Routing, People, Institutions, Reports, and Settings. The current view is 'Proposals List' for 'Ekkad-DOT-01/31/2012-TurbineBlades'. On the left, a tree view shows various sections like SF424 RR, RR Performance Sites, RR Other Project Information, RR Key Persons, RR Personal Data, RR Budget, RR Subaward Budget Attachment, Attachments, and Lobbying Activities Disclosure. The 'Proposal Summary' section is selected, with sub-items 'Summary' and 'Documents'. The main content area is titled 'Proposal Summary' and contains the following fields:

- Proposal Number: [Text Field]
- Proposal Status: [Please Select...]
- Submission Type:
  - Pre-application
  - Application
  - Changed/Corrected
- Sponsor Deadline: 01/31/2012
- Submission Method: [Please Select...]
- Submission Date: [Text Field]
- Submitted By: [Text Field]

Below these fields is the 'INVESTIGATOR DATA' section, titled 'PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR CONTACT INFORMATION'. It includes fields for Prefix, First Name (Srinath), Middle Name, Last Name (Ekkad), and Suffix. Other fields include Position/Title (Professor), Department (Mechanical Engineering), Organization (Virginia Polytechnic Institute and State Univ), Division, Street1 (106 Rauldolph Hall), Street2, City (Blacksturg), County (Mortgomery County), State (Virginia), Zip Code (24031-0001), Country (United States of America), Employee ID (905360019), and Phone (540-23-7192). There is also a 'First Budget Period Effort' field.

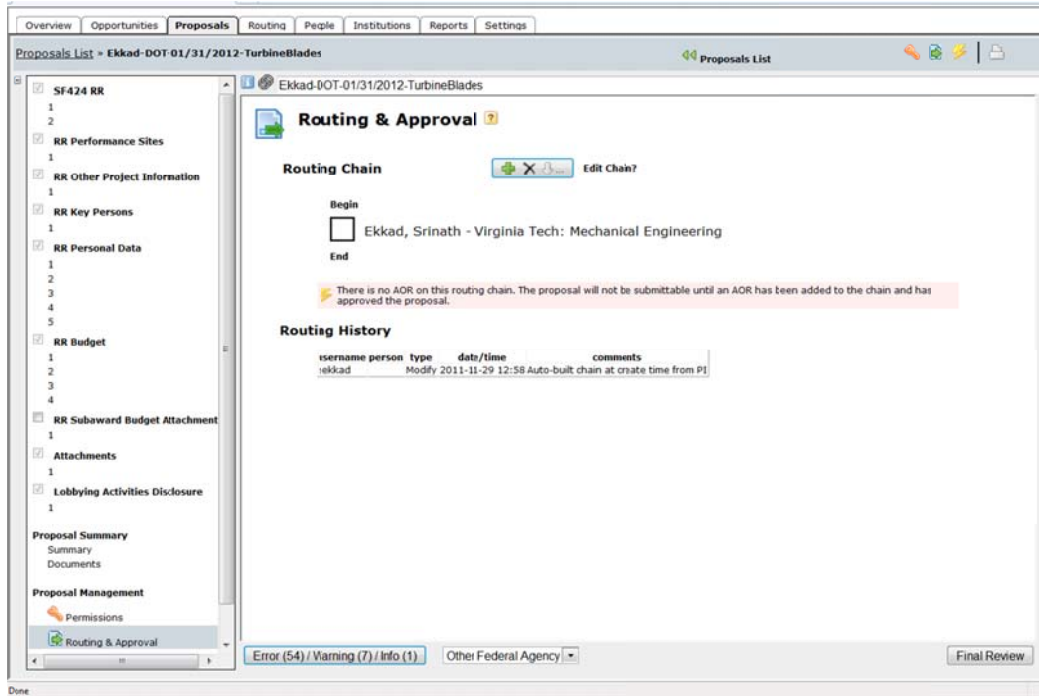
At the bottom of the form, there are buttons for 'Error (0) / Warning (3) / Info (1)', 'Other Federal Agency', and 'Final Review'. Below these buttons, there are three warning messages:

- Warning: [Other Project Info 8][Cayuse] You did not attach a [Bibliography and References Attachment](#). Is this intentional?
- Warning: [Other Project Info 9][Cayuse] You did not attach a [Facilities Attachment](#). Is this intentional?
- Warning: [Other Project Info 10][Cayuse] You did not attach a [Equipment Attachment](#). Is this intentional?

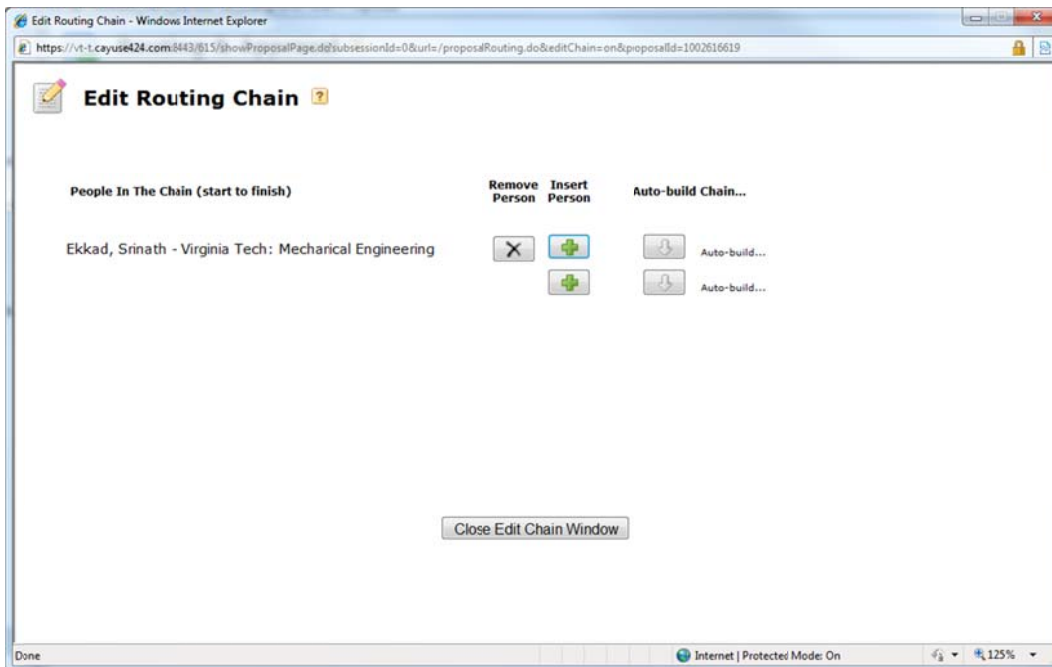
An info message at the bottom states: Info: [Proposal Summary][Cayuse] If you want the [Sponsor Deadline](#) to appear in the proposals list, please enter it.

**2. Add your Pre Award Administrator to the Routing and Approval screen (under ‘Proposal Management’ within the Navigation Pane on the left side of the screen)**

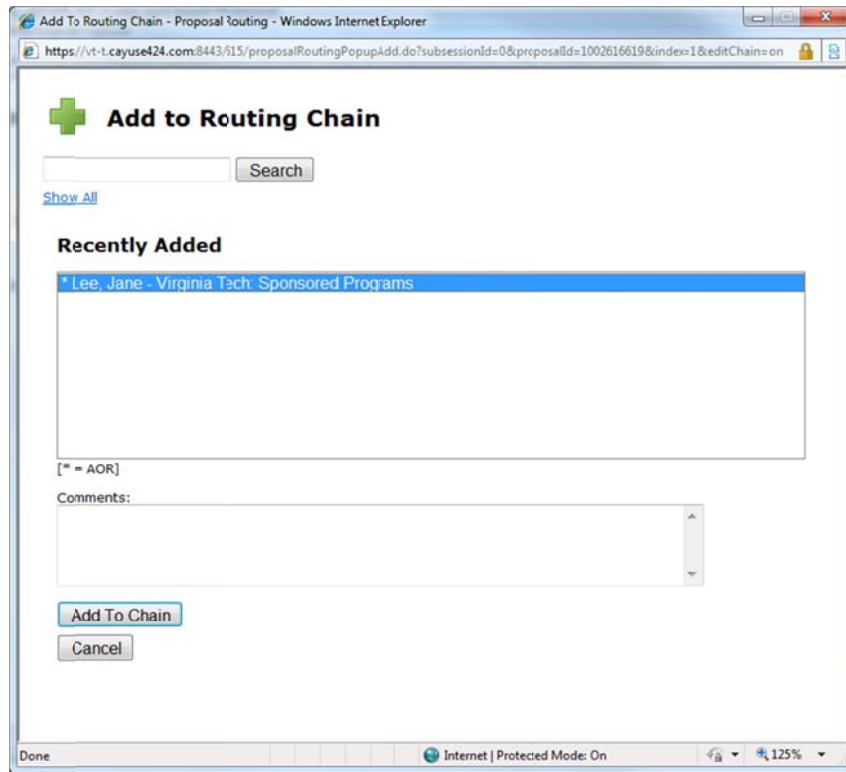
The PI is automatically listed in the approval chain on the Routing & Approval screen. The user must add the Pre-Award Administrator to the chain by clicking on the Edit Chain? icon in the middle of the screen at the top.



Click on the green plus sign to add Pre-Award Administrator to the chain.



Search and select correct Pre-Award administrator. Click Add to Chain button.



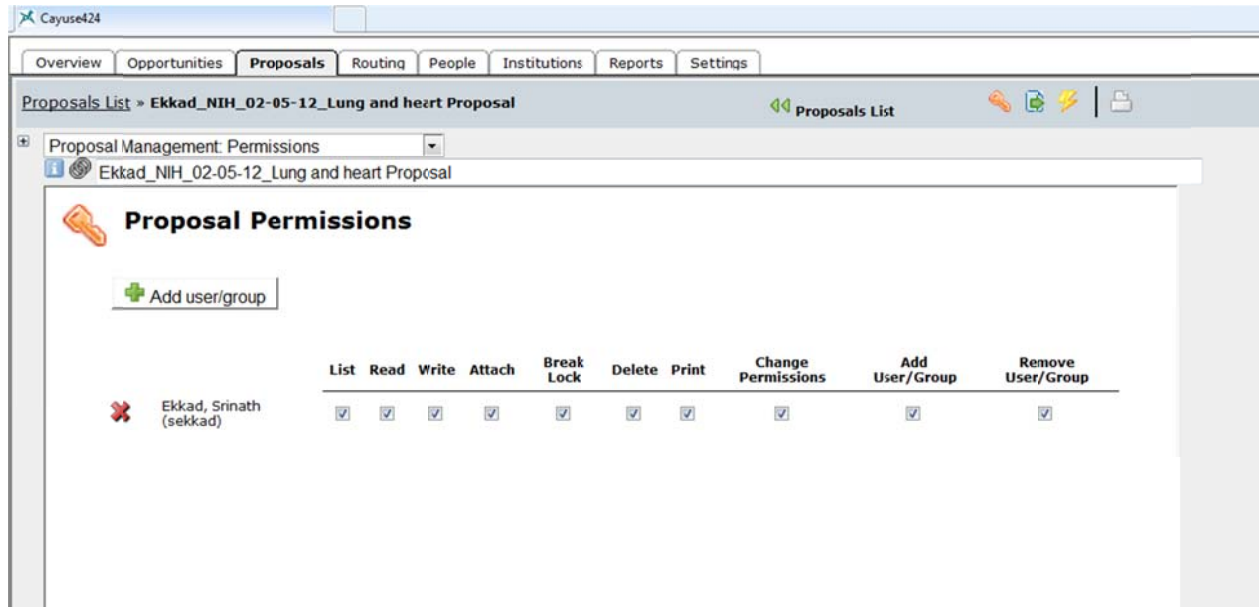
**Approving the proposal entered and notifying OSP Pre Award Administrator that proposal is ready for review/submission:**

When the PI or delegate completes proposal entry and is ready to notify OSP, the PI approves the proposal on the Routing & Approval screen and an e-mail is sent to the next user in the routing chain (Pre-Award Administrator).



**Proposal Management – Setting Proposal Permissions:**

If the user wants to give permissions for this proposal to other users, the user clicks the Permissions icon (under ‘Proposal Management’ in the Navigation Pane). The Proposal Permissions screen displays:

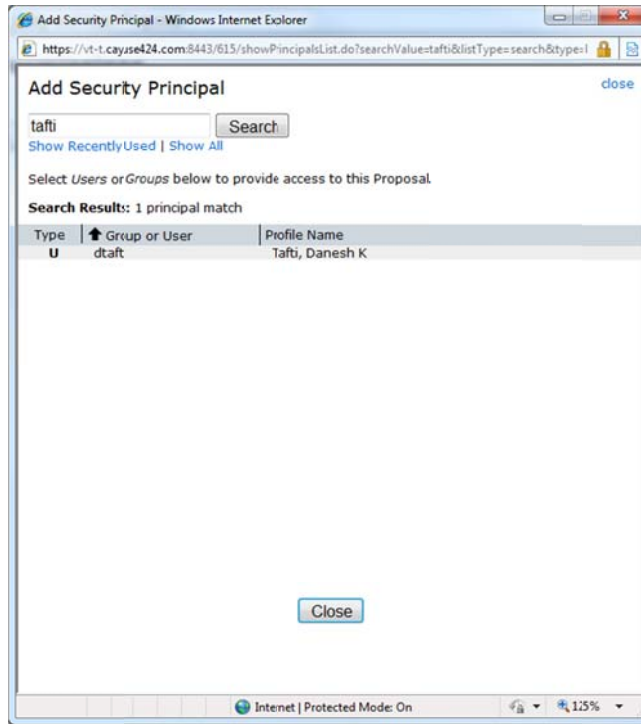


The person entering the proposal displays with permissions. The PI automatically has permissions to the proposal. You do not need to add the PI. You do need to add any Co-PIs if they need access to the proposal in the Cayuse system. The following table explains the permission categories. Click the corresponding checkbox to give permissions and unclick checkbox to take away permissions.

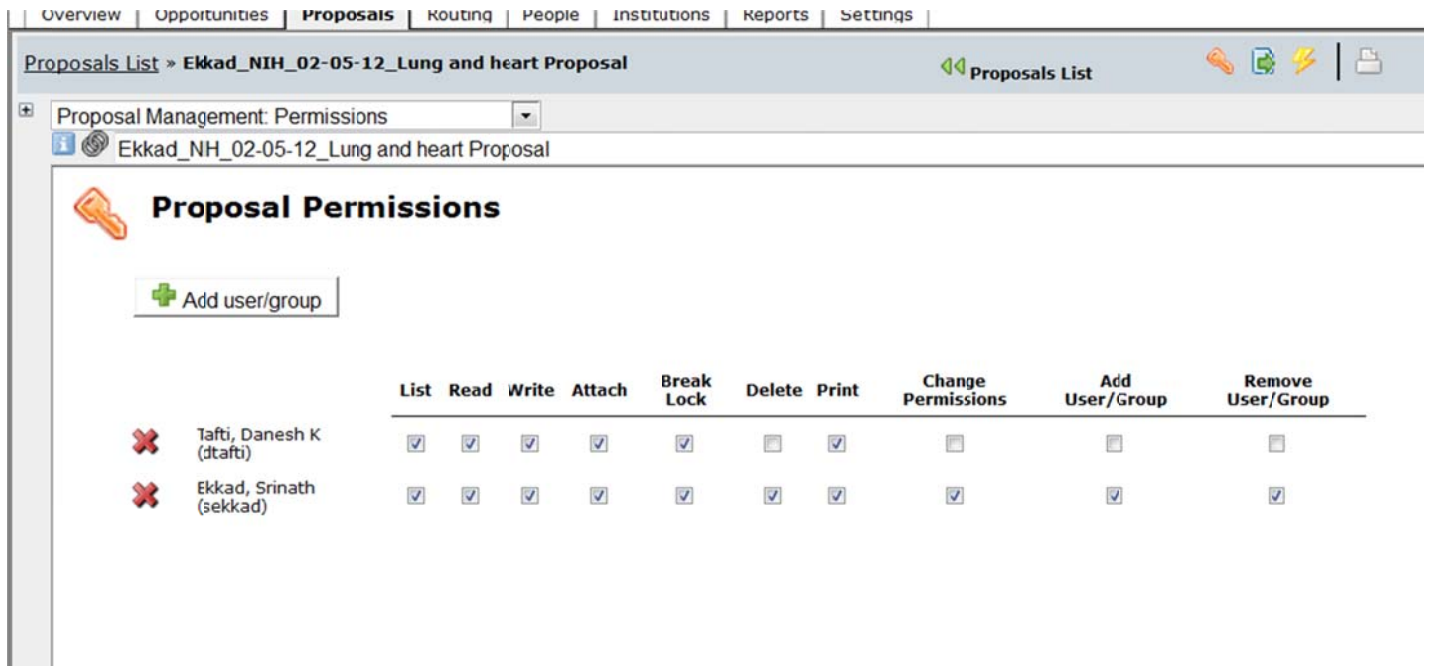
Permission	Meaning
List	Proposal will appear in lists, but, Read permission is required to view it.
Read	User or Group Members can view proposal, but not edit it.
Write	User or Group Members can edit data in the proposal, and run the Final Review.
Delete	User or Group Members can delete the proposal.
Change Permissions	Allow User or Group Members to change security permissions for this proposal, which can result in complete control.
Add/Remove User Group	Allow User or Group Members to add/remove a User or Group permission from this proposal.
Attach	Allow User or Group Members to upload attachments to this proposal.
Print	Controls permission to print proposal.
Break Lock	Allow User or Group Members to take write access away from another user who is in the Proposal. Use with caution as this can incur loss of their unsaved changes.

To give permissions click on the Add user/group button.

The Add Security Principal screen will display. Search for the person you want to give permissions. Select user from Search Results and the name should appear behind the window on the Permissions screen.



After the name displays in the Proposal Permissions screen, grant the user the appropriate permissions by clicking on the correct checkboxes.



**Budget Entry:**

Proposals List > Ekkad-DOT-01/31/2012-TurbineBlades

**RESEARCH & RELATED BUDGET - SECTION A & B** Budget Period 1 of 2

ORGANIZATIONAL DUNS: 090991098

Budget Type:  Project  Subaward/Consortium

Enter name of Organization: Virginia Polytechnic Institute and State University

Period 1 Start Date: 03/01/2012 End Date: 02/28/2013

**A. Senior/Key Persons in Budget Period 1 of 2**

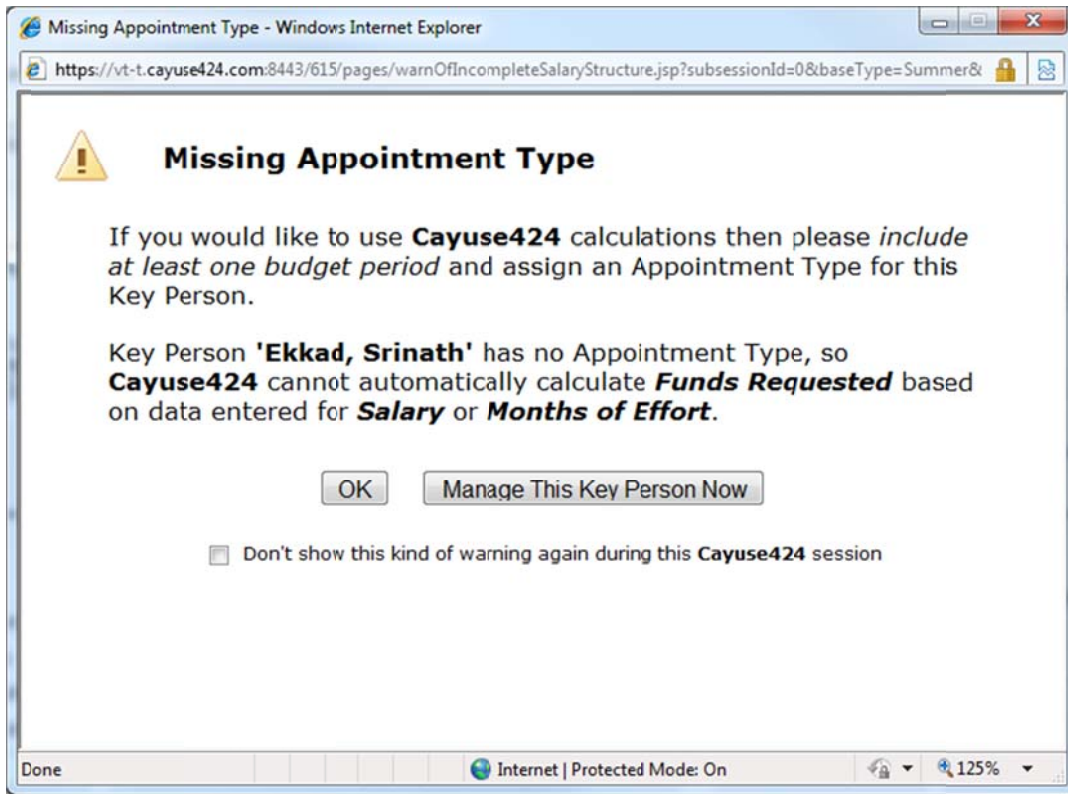
First Prof. Name	Mid. Name	Last Name	Project Suf. Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
Srinath		Ekkad	PDPI	0	0	0	0				0	0	0
<b>Total Senior/Key Person</b>												0	

**B. Other: Personnel**

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
	Secretarial / Clerical						

Error (15) / Warning (6) / Info (1) Other Federal Agency Final Review

Salary information is not being stored in Cayuse 424. When entering the budget the user should enter the Number of applicable Months, Requested Salary and Fringe Benefit amounts from the OSP budget. The system will try to calculate this for you and you might receive the following message (next page):



The user should click on “Don’t show this kind of warning again” and hit OK button. Proceed to enter the amounts needed to complete the budget.



**RESEARCH & RELATED BUDGET - SECTION A & B** Budget Period 1 of 2

ORGANIZATIONAL DUNS: 09093098

Budget Type:  Project  Subaward/Consortium

Enter name of Organization: Virginia Polytechnic Institute and State University

Period 1 Start Date: 03/01/2012 End Date: 02/28/2013

**A. Senior/Key Persons in Budget Period 1 of 2**

First Pref. Name	Mid. Name	Last Name	Project Suf. Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
Srinath		Ekkad	PD/PI	0	0	0	0			1,000	15,000*	4,125	19,125
<b>Total Senior/Key Person</b>												19,125	

**B. Other Personnel**

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
1	Graduate Students	12.00			21,000	1,470	22,470
	Undergraduate Students						
	Secretarial / Clerical						

Error (15) / Warning (6) / Info (1) Other Federal Agency Final Review

The red star will indicate manual override of a calculation.

**RESEARCH & RELATED BUDGET - SECTION F - K** Budget Period 1 of 2

8. Tuition	excluded		10,450
9.	excluded		
10.	excluded		
<b>Total Other Direct Costs</b>			<b>17,450</b>

**G. Direct Costs** Funds Requested (\$) **63,045**  
**Total Direct Costs (A thru F)** **63,045**

**H. Indirect Costs** Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. Bring any profile changes into budget by refreshing Applicant Organization.

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. Research On Campus Capped	59.600	52,595 *	31,347 *
2.			
3.			
4.			
<b>Total Indirect Costs</b>			<b>31,347</b>

Cognizant Federal Agency ONR, Deborah K. Rafi (703) 696-5641  
 (Agency Name, POC Name, and POC Phone Number)

**I. Total Direct and Indirect Costs** Funds Requested (\$) **94,392**  
**Total Direct and indirect Institutional Costs (G + H)** **94,392**

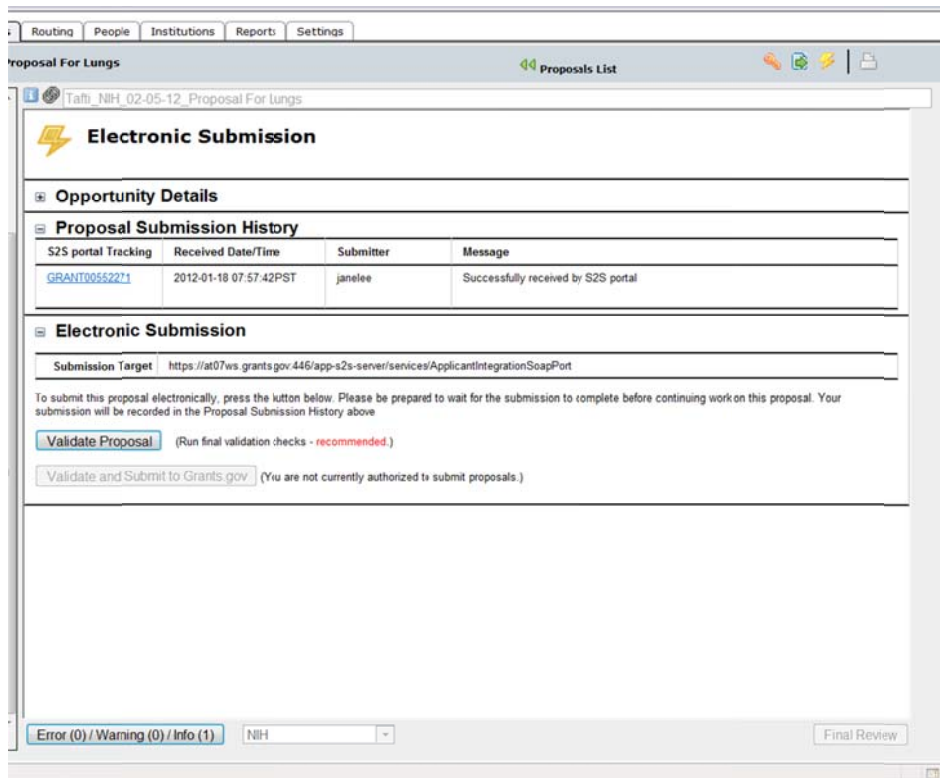
**J. Fee** Funds Requested (\$)

**K. \* Budget Justification** (Only attach one file.) (no pdf) (no src) [Add Attachment](#) [Delete Attachment](#)

Error (15) / Warning (6) / Info (1) Other Federal Agency Final Review

The user should enter the Indirect base and the indirect from the OSP budget. The red stars will display for manual override of a calculation.

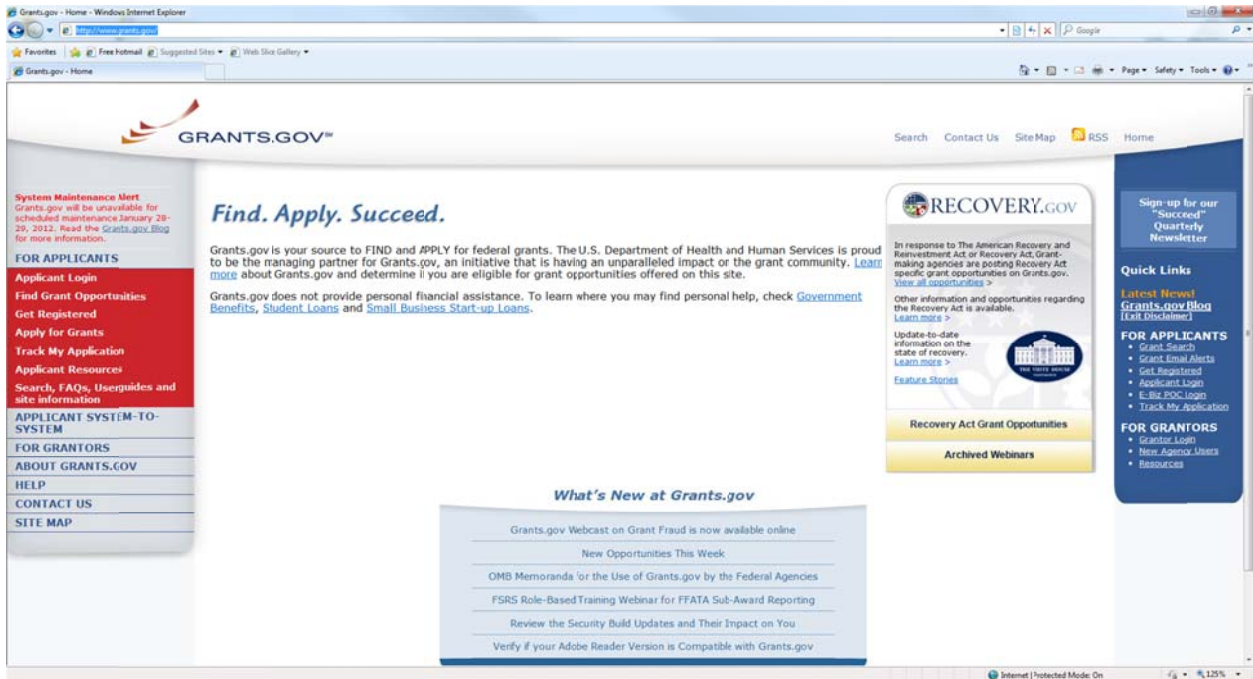
**Proposal Management – Electronic Submission:**



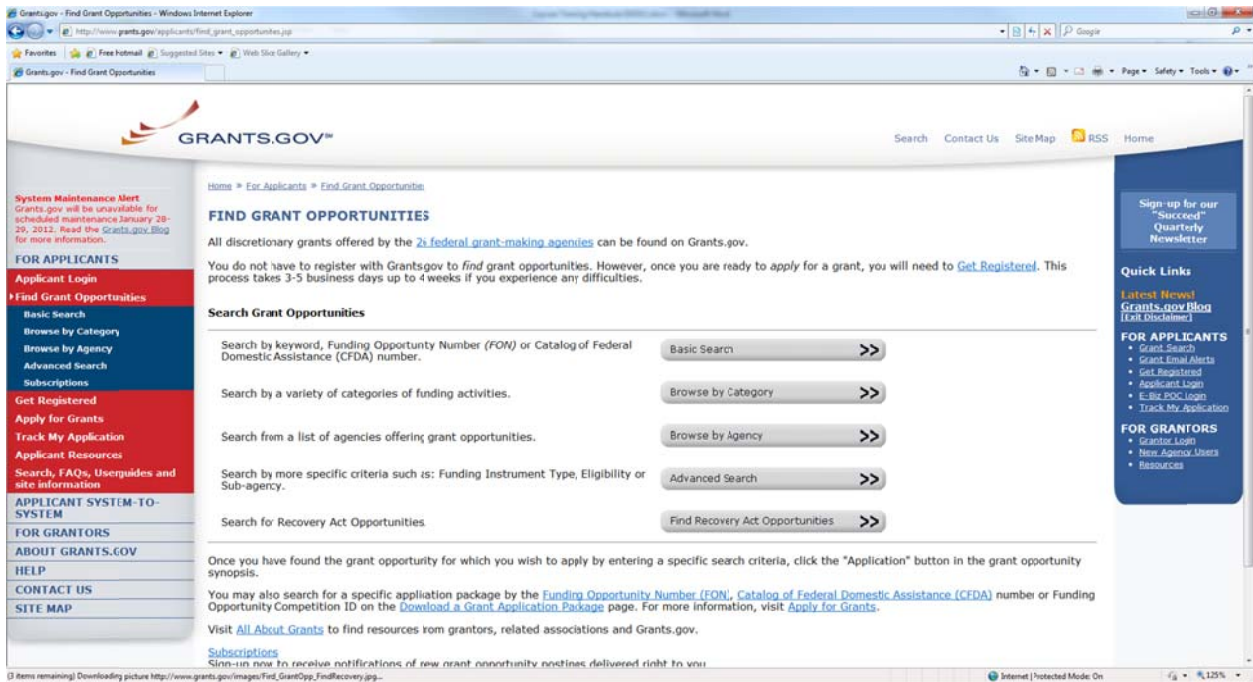
The user uses the Electronic Submission icon (under 'Proposal Management' in the Navigation Pane) to view information on the submitted proposal. This screen displays information on the date and time of submission, the person who submitted the proposal and tracking numbers.

WORKFLOW for Submission

1. PI determines the opportunity to which he/she will apply.
2. PI goes to Grants.gov



3. Searches for opportunity by clicking on “Find Grant Opportunity”



4. Searches by entering criteria.

The screenshot shows the Grants.gov search results page. The table below represents the data visible in the search results:

Open Date	Opportunity Title	Agency	Funding Number	Attachment
12/06/2011	<a href="#">Young Faculty Award (YFA)</a>	DARPA - Defense Sciences Office	DARPA-RA-12-12	<a href="#">1 Research Announcement Young Faculty Award DSO...</a>
11/21/2011	<a href="#">New Tools to Study Astrocyte Heterogeneity, Development and Function in Brain Regions Relevant to Mental Illness (R01)</a>	National Institutes of Health	RFA-MH-13-010	
11/18/2011	<a href="#">Effects of Adolescent Binge Drinking on Brain Development (321)</a>	National Institutes of Health	PA-12-028	
11/18/2011	<a href="#">Effects of adolescent binge drinking on brain development (R01)</a>	National Institutes of Health	PA-12-027	
11/09/2011	<a href="#">Developer Tools for Medical Education Public Physiology Research Platform (DTME-PRP)</a>	Dept. of the Army -- USAMRAA	WB1XWH-12-JPC1-DTME-PRP	<a href="#">September 2, 2011</a>
11/02/2011	<a href="#">Community Nutrition and Health Care Project</a>	Guatemala USAID-Guatemala City	USAID-GUATEMALA-520-11-000004	<a href="#">January 29, 2007</a>
10/11/2011	<a href="#">Air Force Defense Research and Development Rapid Innovation Fund (RIF) Program</a>	Air Force -- Research Lab	AFRL-PK-11-0001	<a href="#">BAA Solicitation Template 2-Step</a>
10/05/2011	<a href="#">DoD Psychological Health/Traumatic Brain Injury Applied Neurotrauma Research Award</a>	Dept. of the Army -- USAMRAA	WB1XWH-11-PHTBI-ANRA	<a href="#">Program Announcement</a> , <a href="#">Program Announcement</a>
10/03/2011	<a href="#">Longitudinal Studies on the Impact of Adolescent Drinking on the Adolescent Brain (Phase II) (J01)</a>	National Institutes of Health	RFA-AA-12-006	
10/01/2011	<a href="#">U.S. Army Medical Research and Materiel Command Broad Agency Announcement for Extramural Medical Research</a>	Dept. of the Army -- USAMRAA	WB1XWH-BAA-12-1	<a href="#">United States Army Medical Research and Materiel Command</a>
09/28/2011	<a href="#">Long Range BAA for Navy and Marine Corps Science and Technology</a>	Office of Naval Research	ONRBAA12-001	<a href="#">Long Range Broad Agency Announcement (BAA) for Navv...</a>
09/15/2011	<a href="#">DoD Psychological Health/Traumatic Brain Injury Basic/Applied Psychological Health Award</a>	Dept. of the Army -- USAMRAA	WB1XWH-11-PHTBI-BAPHA	<a href="#">Program Announcement</a> , <a href="#">Program Announcement</a>
09/15/2011	<a href="#">Applied Research and Technology Development Award (ARATDA) - Psychological Health, Polytrauma, and Operational Health</a>	Dept. of the Army -- USAMRAA	WB1XWH-12-MOMJFC-ARATDA	<a href="#">Program Announcement</a> , <a href="#">Program Announcement</a> , <a href="#">Program Announcement</a>

5. Finds opportunity and prints/saves full announcement and also notes the Funding Opportunity Number. In this example our opportunity is PA-12-027. We use the Funding Opportunity Number to search in Cayuse424.
6. PI sends the full announcement/guidelines to OSP Pre-award Administrator.
7. PI works with OSP to develop and finalize an OSP approved budget.
8. PI searches VT production of Cayuse 424 for the needed opportunity with the Funding Opportunity Number.
  - a. If the opportunity resides in the VT production, create the proposal with the needed opportunity
  - b. If the opportunity is not in the VT production, retrieve the opportunity to the VT productions environment by the Funding Opportunity Number.
9. PI completes the grants.gov/research.gov proposal in Cayuse424
  - a. PI names the proposal using the naming convention PI's Last Name, Sponsor Name, Due Date, and Proposal Short Name. For example the user would use the needed components separated with underscores - Rakha\_NSF\_02-02-2012\_TrafficLights.
  - b. PI goes to the Summary section under Proposal Summary and adds the due date for the proposal.
  - c. PI goes to the Routing & Approval for this proposal and adds their Pre-award Administrator to the chain.
  - d. PI completes the all needed documents in the application using the OSP approved budget numbers.
  - e. PI approves the proposal on the Routing & Approval screen when ready for OSP to submit (two days before the proposal is due).
10. PI sends completed and approved Sponsored Programs Approval Form (SPAF) to OSP Pre-award administrator two days before proposal is due.
11. OSP Pre-award Administrator will review and submit proposal and then notify the PI of submission.