

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 main navigation bar contains "ERA Home", "Available Tools", and "Contact". A left sidebar contains a "QUICKLINKS" section with a "Use a Tool" dropdown menu. The "Use a Tool" menu is open, showing a list of 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 this 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 "Awards Database" and "Cayuse-424", both circled in red), "Announcements" with a table of dates and descriptions, and "Upcoming Training" with a table of titles and dates.

VirginiaTech
Invent the Future

Office of Research | Electronic Research Administration

People Pages
Search Virginia Tech
GO

ERA Home Available Tools Contact

QUICKLINKS

Use a Tool

- 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

ERA Home

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 |

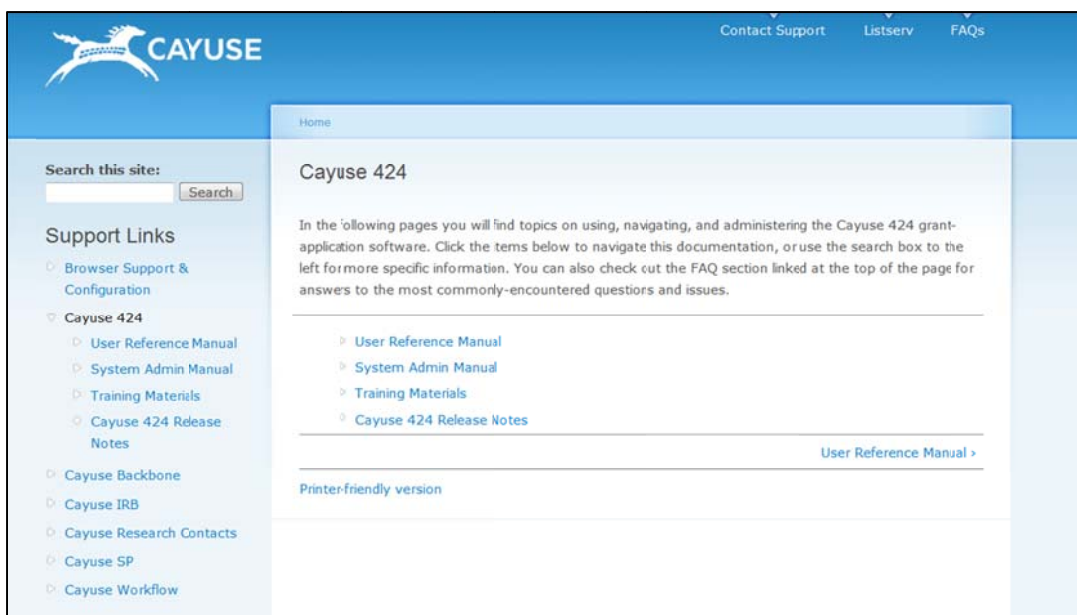
Trusted site

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.

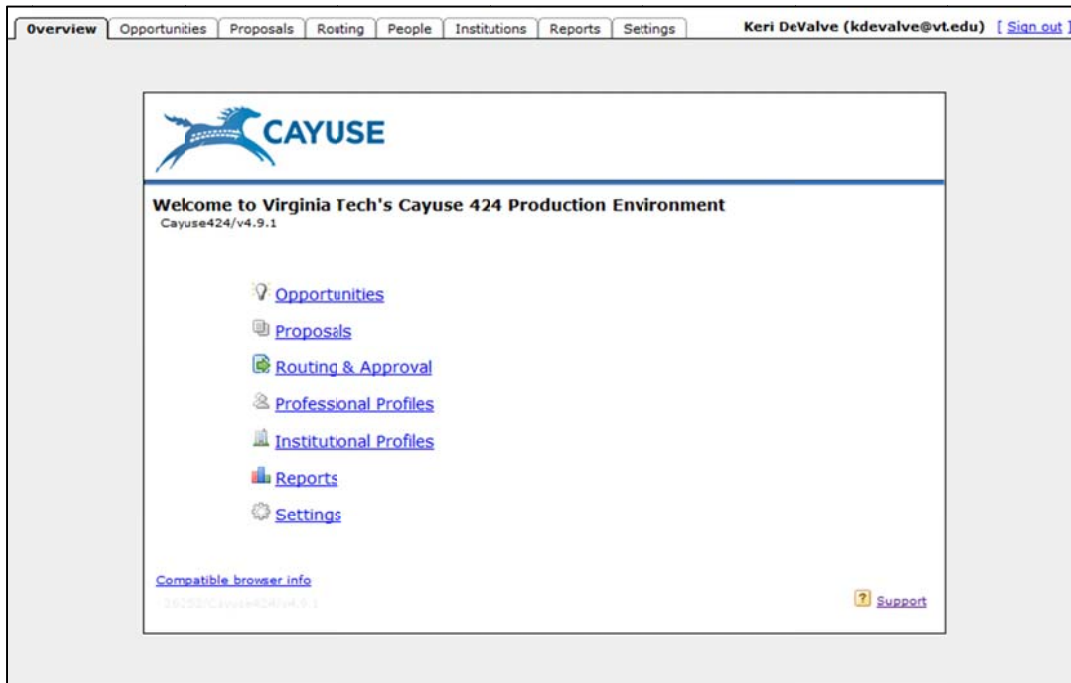


Production/Live Environment:

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.)



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.

| Opportunity Number | Title | Comp. ID | Agency | CFDA # | Opens | Closes | Retrieved |
|--------------------|--|----------------|-----------------------------|--------|------------|------------|------------|
| 09-560 | Sedimentary Geology and Paleobiology | [Research.gov] | National Science Foundation | 47.050 | 2010-09-24 | 2012-07-16 | 2012-04-19 |
| 11-503 | Major Research Instrumentation program: | [Research.gov] | National Science Foundation | 47.081 | 2011-11-08 | 2013-01-24 | 2012-04-19 |
| 11-533 | Integrative Graduate Education and Research Traineeship Program | | National Science Foundation | 47.081 | 2011-03-10 | 2012-07-02 | 2012-04-19 |
| 11-533 | Integrative Graduate Education and Research Traineeship Program | [Research.gov] | National Science Foundation | 47.076 | 2011-04-21 | 2012-07-02 | 2012-04-19 |
| 11-545 | Division of Molecular and Cellular Biosciences: Investigator-initiated research projects | | National Science Foundation | 47.074 | 2011-05-10 | 2012-05-21 | 2012-04-19 |
| 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 | 2012-04-19 |
| 12-506 | Opportunities for Promoting Understanding through Synthesis: | | National Science Foundation | 47.074 | 2011-10-28 | 2012-08-01 | 2012-04-19 |

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 screenshot shows the 'Opportunities' section of the Cayuse system. At the top, there are navigation tabs: Overview, Opportunities (selected), Proposals, Routing, People, Institutions, Reports, and Settings. The user is identified as Keri DeValve (kdevalve@vt.edu) with a 'Sign out' link. Below the tabs, there is a 'Retrieve Opportunities' button. The main area shows '152 Opportunities / Showing 2'. A search box contains '11-545' with 'Search' and 'Show All' buttons. A checkbox for 'Show closed opportunities' is present. Below this is a table with the following data:

| | Opportunity Number | Title | Comp. ID | Agency | CFDA # | Opens | Closes | Retrieved | |
|--|--------------------|--|----------------|-----------------------------|--------|------------|------------|------------|--|
| | 11-545 | Division of Molecular and Cellular Biosciences: Investigator-initiated research projects | | National Science Foundation | 47.074 | 2011-05-10 | 2012-05-21 | 2012-04-19 | |
| | 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 | 2012-04-19 | |





























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.

The 'Retrieve Opportunities' dialog box features a lightbulb icon and the title 'Retrieve Opportunities'. Below the title, it states: 'To retrieve Federal opportunities, please specify one of the following values.' There are two input fields: 'Opportunity Number:' followed by a text box, and 'CFDA #:' followed by a smaller text box. At the bottom, there are two buttons: 'Retrieve Opportunities' and 'Cancel'.

Virginia Tech/Cayuse Processing – Training Handouts

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)

| Opportunities | | | | | | | | |
|--|---|----------------|---------------------------------------|--------|------------|------------|------------|---|
| 152 Opportunities / Showing 140 | | | | | | | | |
| Opportunity Number | Title | Comp. ID | Agency | CFDA # | Opens | Closes | Retrieved | |
|  09-560 | Sedimentary Geology and Paleobiology | [Research.gov] | National Science Foundation | 47.050 | 2010-09-24 | 2012-07-16 | 2012-04-19 |  |
|  11-503 | Major Research Instrumentation Program: | [Research.gov] | National Science Foundation | 47.081 | 2011-11-08 | 2013-01-24 | 2012-04-19 |  |
|  11-533 | Integrative Graduate Education and Research Traineeship Program | | National Science Foundation | 47.081 | 2011-03-10 | 2012-07-02 | 2012-04-19 |  |
|  11-533 | Integrative Graduate Education and Research Traineeship Program | [Research.gov] | National Science Foundation | 47.076 | 2011-04-21 | 2012-07-02 | 2012-04-19 |  |
|  11-545 | Division of Molecular and Cellular Biosciences: Investigator-initiated research projects | | National Science Foundation | 47.074 | 2011-05-10 | 2012-05-21 | 2012-04-19 |  |
|  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 | 2012-04-19 |  |
|  12-506 | Opportunities for Promoting Understanding through Synthesis | | National Science Foundation | 47.074 | 2011-10-28 | 2012-08-01 | 2012-04-19 |  |
|  12-506 | Opportunities for Promoting Understanding through Synthesis | [Research.gov] | National Science Foundation | 47.074 | 2011-11-08 | 2012-08-01 | 2012-04-19 |  |
|  12-534 | Nanotechnology Undergraduate Education (NUE) in Engineering | [Research.gov] | National Science Foundation | 47.041 | 2012-02-07 | 2012-04-23 | 2012-04-19 |  |
|  12-SN-0003 | Special Program Announcement for 2012 Office of Naval Research Research Opportunity: Basic Research Challenge: Carbon Molecular Electronics | 12-SN-0003 | Office of Naval Research | 12.300 | | 2012-05-01 | 2012-04-19 |  |
|  20120501-PG | Preservation Assistance Grants | | National Endowment for the Humanities | 45.149 | 2012-01-09 | 2012-05-01 | 2012-04-19 |  |
|  DE-FOA-0000600 | Continuation of Solicitation for the Office of Science Financial Assistance Program | DE-FOA-0000600 | Office of Science | 81.049 | 2011-09-30 | 2012-09-30 | 2012-04-19 |  |
|  DE-FOA-0000657 | Biomass Research and Development Initiative (BRDI) | | Golden Field Office | 81.087 | 2012-03-22 | 2012-04-24 | 2012-04-19 |  |
|  DE-FOA-0000677 | Solid State Energy Conversion Alliance Core Technology Program | | National Energy Technology Laboratory | 81.089 | 2012-03-16 | 2012-04-30 | 2012-04-19 |  |

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 | |
|--|--|---------------------------------------|-----------------|------------|-------------------|------------|--|
| | Keri NIF 04-10-12_ReadyForSubmission | Innovations in Telescope Technologies | O'Brien, Walter | 2012-04-10 | Math...al Biology | 2012-09-24 | |
| | Obrien NIH 03-16-12_LungCapacityII | title of proposal | O'Brien, Walter | 2012-03-19 | G.g ... FOA (R01) | 2012-03-16 | |
| | Transform of Obrien NIH 04-16-12_Biosphere | | O'Brien, Walter | 2012-03-14 | Focu...l Sciences | 2012-03-19 | |
| | OBrien NIH 04-16-12_LungandHeartCapacity | Lung Capacity for the Elderly | O'Brien, Walter | 2012-03-08 | G.g ... FOA (R01) | 2012-04-16 | |
| | Keri NIF 03-01-12_ReadyForSubmission3-8-12 | Innovations in Telescope Technologies | O'Brien, Walter | 2012-03-08 | Cent...Innovation | 2012-03-01 | |
| | Keri NIF 03-01-12_ReadyForSubmission2 | Innovations in Telescope Technologies | O'Brien, Walter | 2012-03-07 | Cent...Innovation | 2012-03-01 | |
| | Obrien NIH 04-16-12_Biosphere | | O'Brien, Walter | 2012-03-07 | G.g ... FOA (R01) | 2012-04-16 | |
| | Keri NIF 03-01-12_ReadyForSubmission | Innovations in Telescope Technologies | O'Brien, Walter | 2012-03-07 | Cent...Innovation | 2012-03-01 | |
| | Diller NSF 2-28-12_Test1 | Descriptive Title of Proposal | Diller, Thomas | 2012-03-02 | Plan... Telescope | 2012-02-28 | |
| | SUB Tyson UGA Diller | | Tyson, John | 2012-02-20 | Subaward | | |
| | SUB rrcury WakeForest Diller | | Arury, Thomas | 2012-02-20 | Suba...(imported) | | |
| | SUB Smiht USC diller | | Jones, Thomas | 2012-02-20 | Suba...rom Adobe) | | |
| | OBrien AirForce 05-01-12_WindTunnelTesting | Innovations in Telescope Technologies | O'Brien, Walter | 2012-03-01 | Rese...iretorate | 2012-03-01 | |
| | testing autofill | | Ekkad, Srinath | 2012-02-27 | Rese...arent R01) | | |
| | Ekkad NIH 10-05-12_LungMechFINAL | Building Strong Lunchs - Lung Mech | Ekkad, Srinath | 2012-02-27 | G.g ... FOA (R01) | 2012-10-15 | |
| | Ekkad NIH 10-05-12_LungMechTesting | | Ekkad, Srinath | 2012-02-27 | G.g ... FOA (R01) | 2012-10-05 | |
| | Ekkad NSF 10-15-12_LungMech1 | | Ekkad, Srinath | 2012-02-27 | Comp...l Sciences | | |
| | Ekkad NIH 10-05-12_LungMech1 | | Ekkad, Srinath | 2012-02-27 | G.g ... FOA (R01) | | |
| | Ekkad NIH 10-05-12_LungMech | | Ekkad, Srinath | 2012-02-27 | G.g ... FOA (R01) | | |

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.

Transform Proposal...

Proposal To Transform: "Keri_NSF_04-10-12_ReadyForSubmission"
Current Opportunity: PD-09-7334

Select Opportunity Show closed opportunities:

| | Opportunity Number | Title | Comp. ID | Agency | CFDA # | Opens | C |
|---|--------------------|---|----------------|-----------------------------|--------|------------|------|
| + | 11-533 | Integrative Graduate Education and Research Traineeship Program | [Research.gov] | National Science Foundation | 47.076 | 2011-04-20 | 2011 |
| + | PD-11-9134 | Education and Interdisciplinary Research | [Research.gov] | National Science Foundation | 47.049 | 2011-04-20 | 2011 |
| + | PD-11-8069 | Computational and Data-Enabled Science and Engineering in Mathematical and Statistical Sciences | [Research.gov] | National Science Foundation | 47.049 | 2011-10-14 | 2011 |
| + | PD-11-7246 | Physics of Living Systems | [Research.gov] | National Science Foundation | 47.049 | 2011-05-24 | 2011 |
| + | PD-11-1774 | Ceramics | [Research.gov] | National Science Foundation | 47.049 | 2010-09-24 | 2011 |
| + | PD-11-1643 | Particle and Nuclear Astrophysics | [Research.gov] | National Science Foundation | 47.049 | 2010-09-24 | 2011 |
| + | PD-11-1288 | Theoretical Particle Astrophysics and Cosmology | [Research.gov] | National Science Foundation | 47.049 | 2011-05-24 | 2011 |
| + | PD-11-1287 | Mathematical Physics | [Research.gov] | National Science Foundation | 47.049 | 2011-05-24 | 2011 |
| + | PD-11-1286 | Theoretical Elementary Particle Physics | [Research.gov] | National Science Foundation | 47.049 | 2011-05-24 | 2011 |

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.

Transform Proposal

Opportunity: PA-10-158

NEW Proposal Name: (For reference within Cayuse 424)

Copy Attachments?

Due Date:

Validation Type: NIH

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 | |
|--|--|--|--------------------|------------|-------------------|------------|--|
| | Transform of Tafti NIH 02/06/12 Lung... | Lung project #2 | Tafti, Danesh | 2012-02-07 | Rese...ers (R01)_ | 2012-02-07 | |
| | DeValve NIH 2-5-12 LungTest | DeValve_Lung Test Proposal | Ekkad, Srinath | 2012-02-01 | G.g ... FOA (R01) | | |
| | EkkadNIH-120503_Subcontract.test | | Ekkad, Srinath | 2012-02-07 | G.g ... FOA (R01) | | |
| | BostonUniversity_Schneider_SubBudget | | Schneider, Michael | 2012-02-07 | Subaward | | |
| | Ekkad NIH 02-05-12 LungMech | Lung Mech | Ekkad, Srinath | 2012-02-01 | G.g ... FOA (R01) | 2012-02-05 | |
| | EkkadDoD-01/31/2012-TurbineBlades | Turbine Blades in Defense Applications | Ekkad, Srinath | 2012-01-25 | Inta...l Sciences | 2012-01-31 | |
| | Ekkad NIH 02-05-12 Lung and heart Proposal | | Ekkad, Srinath | 2012-01-26 | Rese...arent R01) | | |
| | Tafti NIH 02-05-12 Proposal For Lungs-2 | Mechanical Lung proposal | Tafti, Danesh | 2012-02-01 | NIH ...arent R21) | 2012-02-05 | |
| | Tafti NIH 02-05-12 Proposal For Lungs | Mechanical Lung proposal | Tafti, Danesh | 2012-01-26 | G.g ... FOA (R01) | 2012-02-05 | |
| | Ekkad NIH 02-07-12 LungProject #3 | | Ekkad, Srinath | 2012-01-26 | G.g ... FOA (R01) | | |
| | EkkadDOT-01/31/2012-TurbineBlades | Turbine Blades in Defense Applications | Tafti, Danesh | 2012-02-01 | FAA ...licitation | 2012-01-31 | |

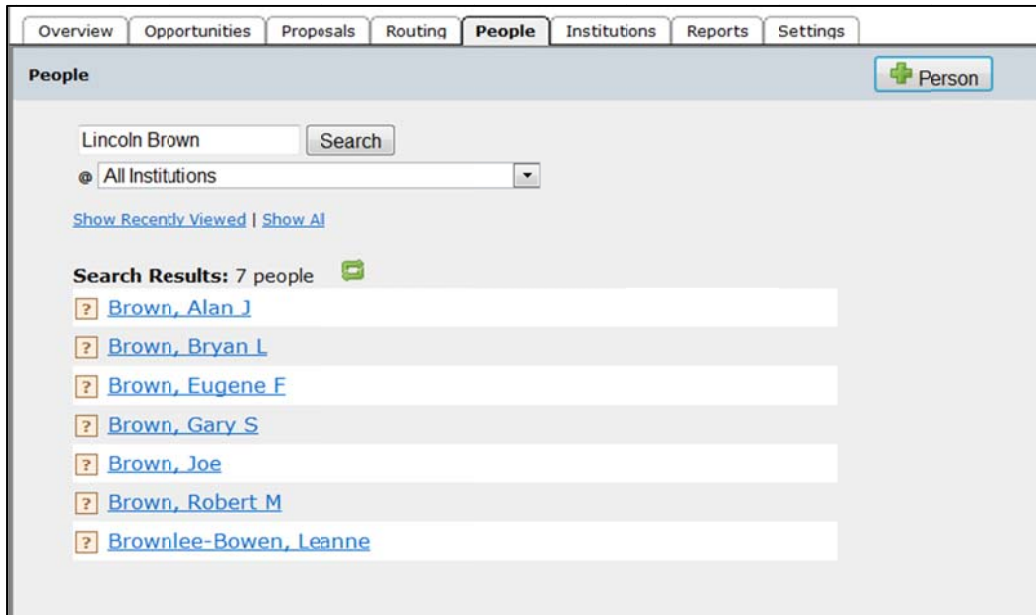
Routing Tab/Screen:

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.

| Overview | Opportunities | Proposals | Routing | People | Institutions | Reports | Settings |
|---|--|------------|----------|--------|--------------|---------|----------|
| Routing Hot List | | | | | | | |
| Showing 2 out of 2 proposals which may soon require action... | | | | | | | |
| Don't show entries older than: <input type="text"/> | | | | | | | |
| | Proposal | Steps away | Days old | | | | |
| * | Ekkad-DoD-01/31/2012-TurbineBlades | 0 | 55 | | | | |
| * | Ekkad_DOT_01/31/2012_TurbineBlades | 0 | 21 | | | | |

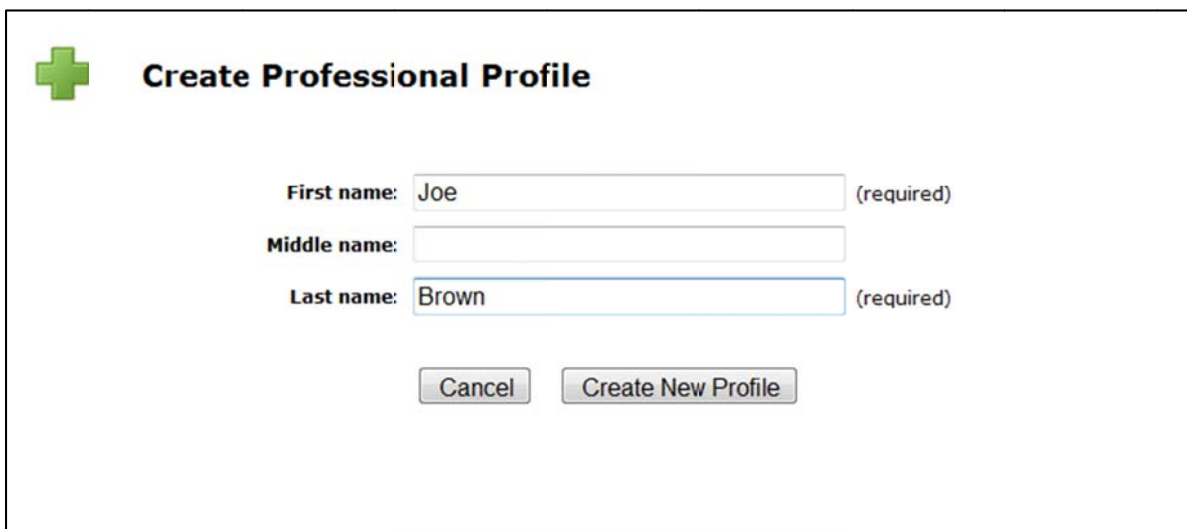
People Tab/Professional Profile Link:

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.



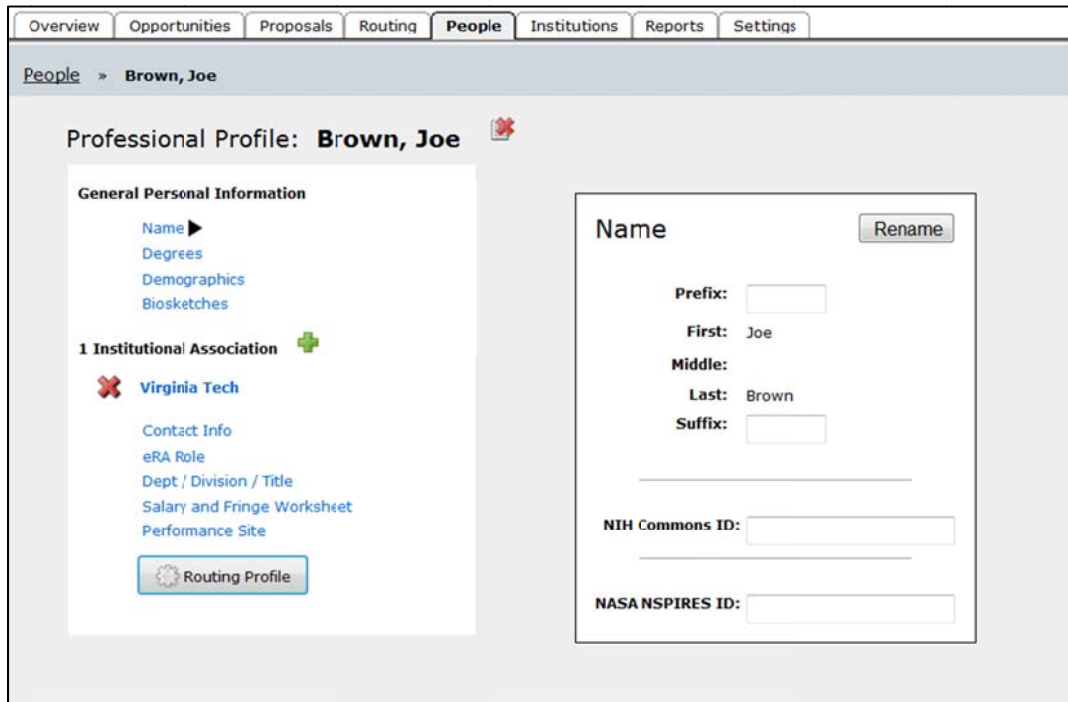
A Professional Profile displays for entered person (below) . If you add a person, you need to link them to an organization to add their contact information. Click on the green plus sign to associate a organization to the added person.

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 heading is 'Professional Profile: **Brown, Joe**' with a red 'X' icon. On the left, there is a 'General Personal Information' sidebar with links for Name, Degrees, Demographics, and Biosketches. Below this sidebar, it says '0 Institutional Associations' with a green plus sign. The main content area is titled 'Name' and includes a 'Rename' button. The name fields are: Prefix (empty), First: Joe, Middle (empty), Last: Brown, and Suffix (empty). Below the name fields are two ID fields: NIH Commons ID (empty) and NASA NSPIRES ID (empty).

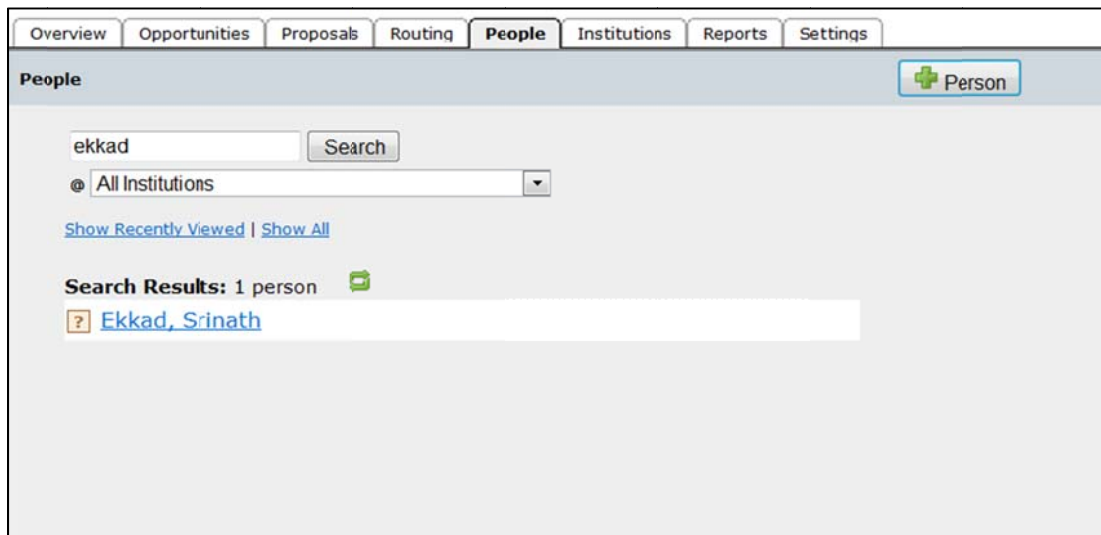
Search and then select the institution from the list. If an institution is not in the list – contact your Pre-award Administrator to add the institution. Click on the Create Institutional Association button.

The screenshot shows a dialog box titled 'Create Institutional Association' with a green plus icon. It contains a label 'Institution:' followed by a dropdown menu showing 'Virginia Polytechnic Institute and State University'. At the bottom of the dialog, there are two buttons: 'Create Institutional Association' and 'Cancel'.

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

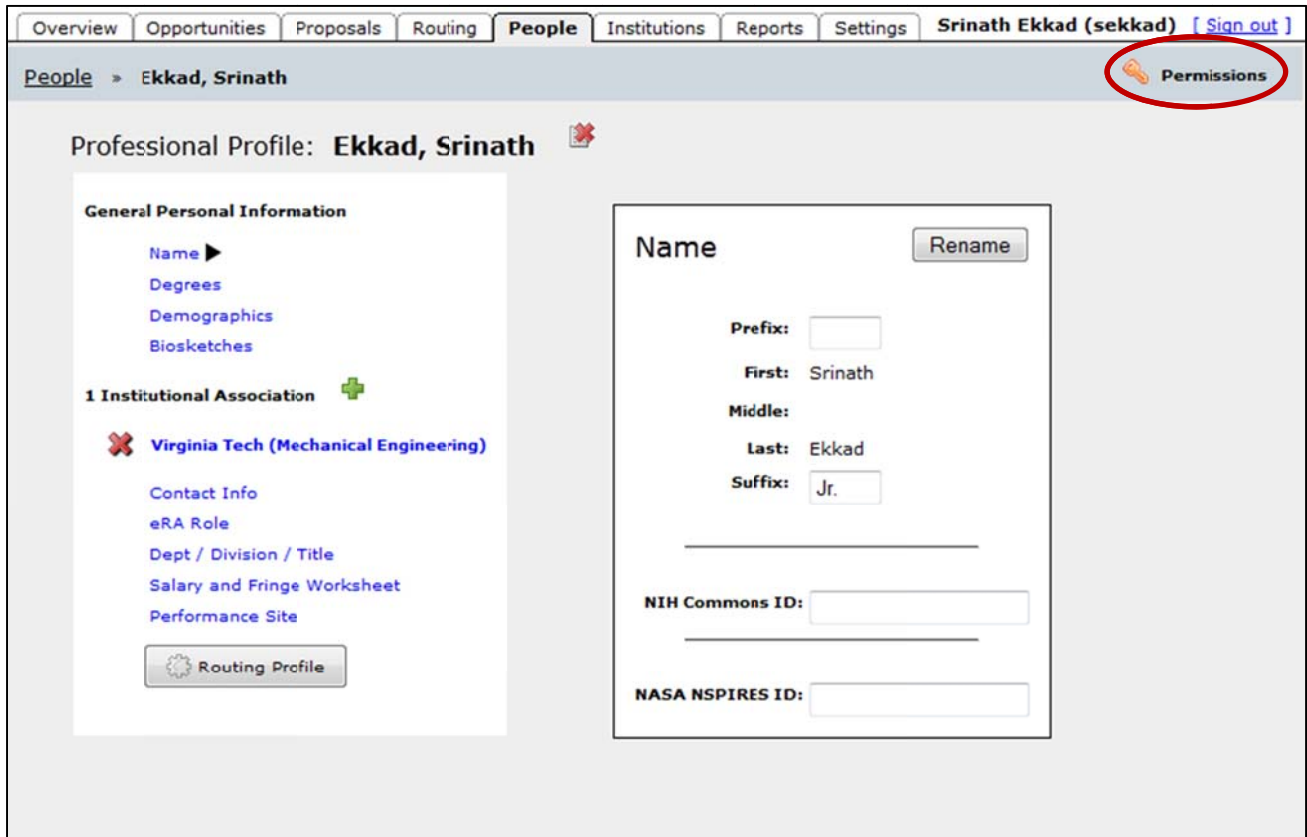


If you perform the search on the Professional Profile screen and the person is available, click the link in the Search Results section to view their Professional Profile.



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 an orange key.



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

Permissions for Professional Profile: **Ekkad, Srinath**

[Add user/group](#)

| | List | Read | Write | Autofill | Delete | Change Permissions | Add User/Group | Remove User/Group |
|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 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 user searches for the appropriate user and selects the user from the Search Results.

Add Security Principal [close](#)

[Search](#)

[Show All](#)

Select *Users* or *Groups* below to provide access to this Professional Profile.

Recently Used: 1 principal

| Type | Group or User | Profile Name |
|------|---------------|-----------------|
| U | disrael | Israel, Diana D |

[Close](#)

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 (in this case [Ekkad, Srinath](#)), it will take the user back to the Professional Profile where they can continue to update their information if needed.

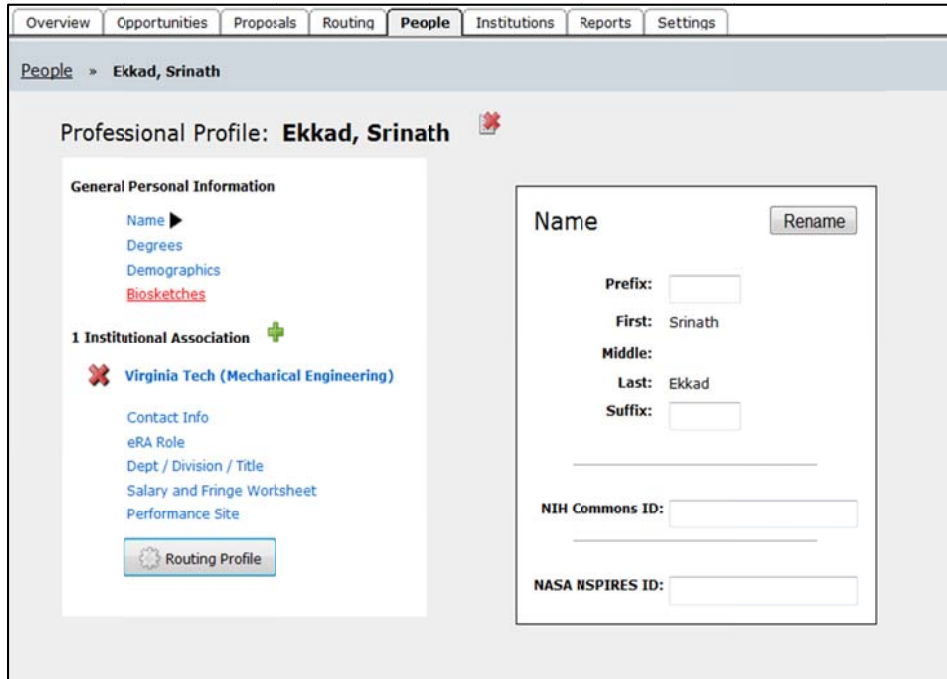
| | | List | Read | Write | Autofill | Delete | Change Permissions | Add User/Group | Remove User/Group |
|--|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | 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.

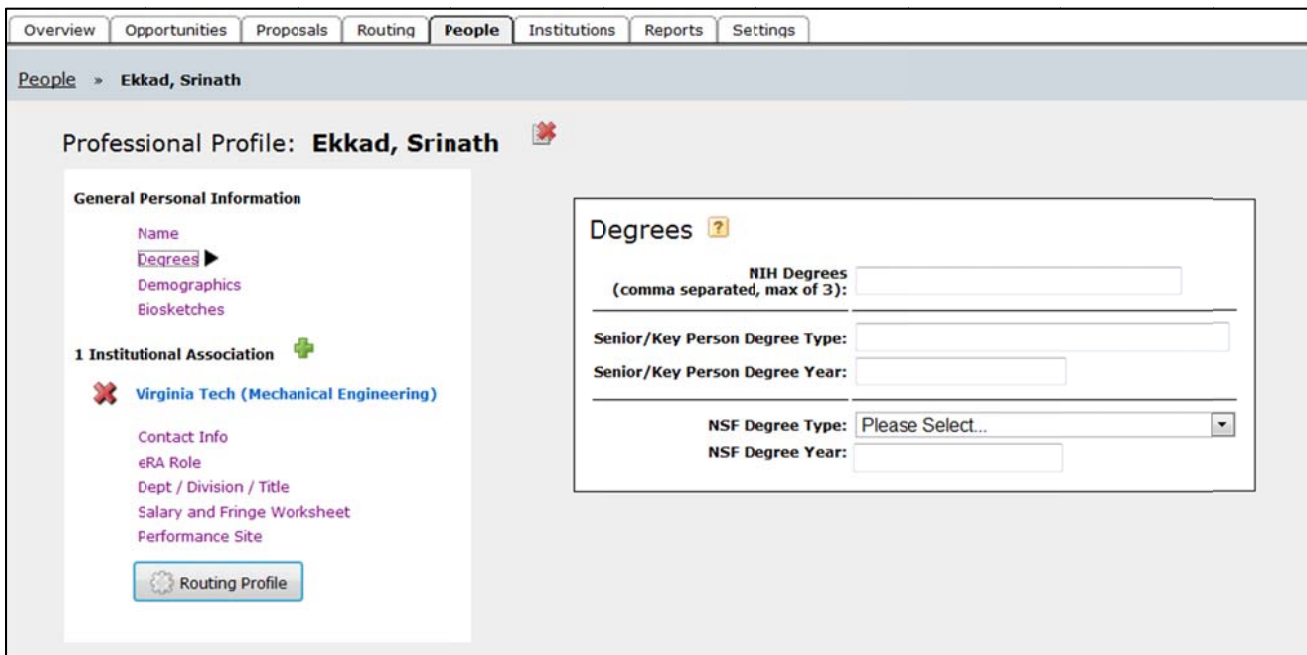
| Permission | Meaning |
|--------------------|---|
| List | Users with this permission for a given profile can only note the existence of a Profile – the name will appear in lists. They may not look at or modify the data. If they want more access, they must appeal to the owner of the profile or a System 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:

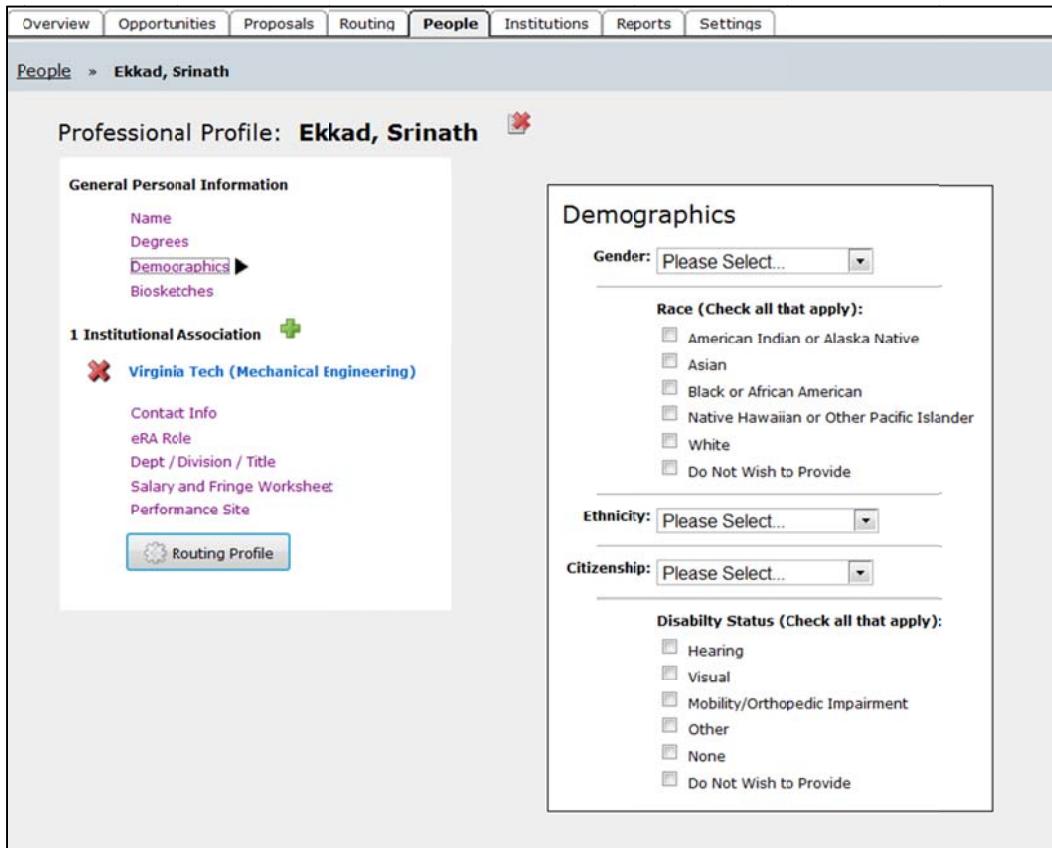
From the Professional Profile screen, a user can update Name, Degrees, Demographics, add Biosketches and update contact information. The Professional Profile – Name (above) screen will capture Name and NIH and NSPIRES IDs. By clicking the links on the left hand side of the screen, users can update different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



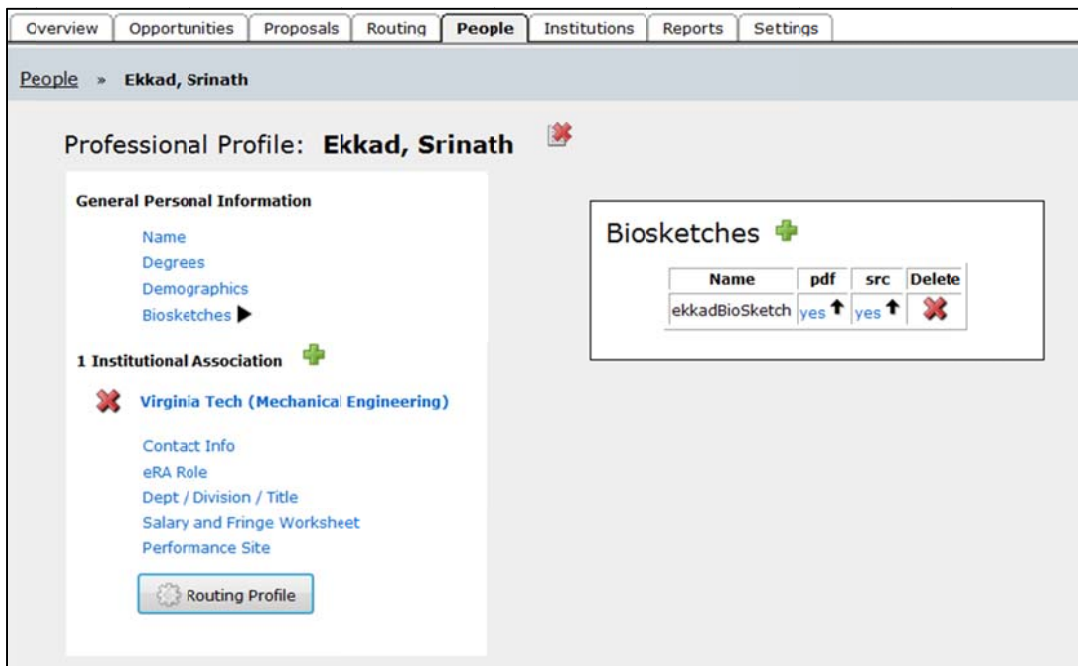
The user should update degree information used by different types of proposals on the Professional Profile – Degrees screen .



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



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.



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

The screenshot shows the 'Professional Profile: Ekkad, Srinath' page. The left sidebar contains links for 'General Personal Information' (Name, Degrees, Demographics, Biosketches), '1 Institutional Association' (Virginia Tech (Mechanical Engineering)), and 'Contact Info' (eRA Role, Dept / Division / Title, Salary and Fringe Worksheet, Performance Site). A 'Routing Profile' button is at the bottom. The main content area is titled 'Virginia Tech (Mechanical Engineering) Contact Info' and contains the following fields: 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, and 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.

The screenshot shows the 'Professional Profile: Ekkad, Srinath' page with the 'eRA Role' section selected. The left sidebar is identical to the previous screenshot, but the 'eRA Role' link is highlighted. The main content area is titled 'Virginia Tech (Mechanical Engineering) eRA Role' and contains a 'Role(s):' section with the following options: Principal Investigator, Assistant, Administrative Official, Signing Official / "AOR", and Payee.

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

The screenshot shows the 'Professional Profile: Ekkad, Srinath' page. The left sidebar contains 'General Personal Information' (Name, Degrees, Demographics, Biosketches) and '1 Institutional Association' (Virginia Tech (Mechanical Engineering) with a red X icon). Below the association are links for 'Contact Info', 'eRA Role', 'Dept / Division / Title' (highlighted), 'Salary and Fringe Worksheet', and 'Performance Site', along with a 'Routing Profile' button. The main content area is titled 'Virginia Tech (Mechanical Engineering) Department / Division / Title'. It features a dropdown menu for '[Select Division and Department]', input fields for 'Department: 0107' and 'Title: Mechanical Engineering', and empty fields for 'Division:' and 'Position/title: Professor'. Below these is a 'NASA' label and two questions: 'Is this appointment an employee of the U.S. Government?' and 'Is this appointment an employee of a foreign organization?', each with a dropdown menu. A text field for 'If yes, select U.S. Government agency:' is also present.

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.

The screenshot shows the 'Professional Profile: Ekkad, Srinath' page. The left sidebar is identical to the previous screenshot, but the 'Dept / Division / Title' link is no longer highlighted, and the 'Salary and Fringe Worksheet' link is highlighted. The main content area is titled 'Virginia Tech (Mechanical Engineering) Salary / Appointment type'. It displays 'Employee ID: 905360019' in a text box. Below is an 'Appt Type:' section with a table for 'Months' and 'Salary' for 'Calendar:', 'Academic:', and 'Summer:' rows. At the bottom is a 'Fringe Worksheet' section with an 'Import Institutional Rates' button, a '+ New Row' button, and input fields for 'Base Fringe Rate: %' and '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.

Overview Opportunities Proposals Routing **People** Institutions Reports Settings

People > Ekkad, Srinath

Professional Profile: **Ekkad, Srinath**

General Personal Information

- Name
- Degrees
- Demographics
- Eiosketches

1 Institutional Association +

- Virginia Tech (Mechanical Engineering)**
- Contact Info
- eRA Role
- Dept / Division / Title
- Salary and Fringe Worksheet
- Performance Site ▶

Routing Profile

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.

Manage Routing Profile

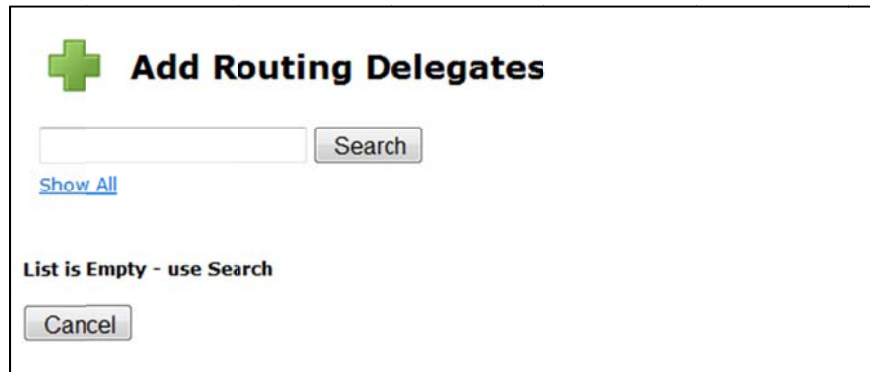
Ekkad, Srinath - Virginia Tech: Mechanical Engineering

Next Reviewer

[[No Next Reviewer]]

0 Delegates

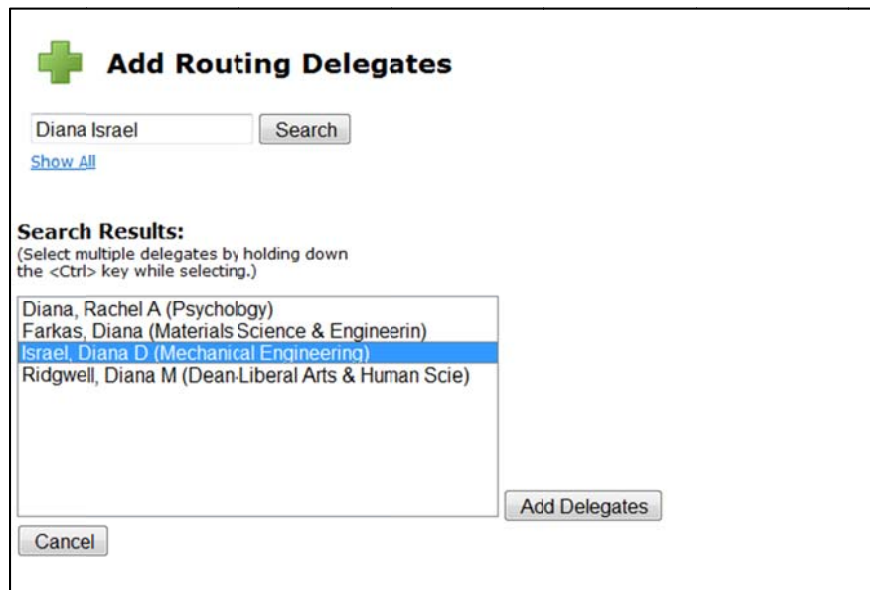
Search for the name of the person to add as a delegate.



+ **Add Routing Delegates**

[Show All](#)
List is Empty - use Search

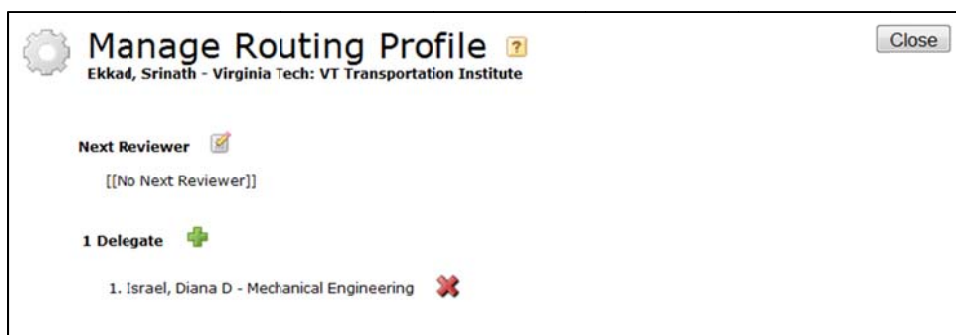
Select person and click on the Add Delegates button.






+ **Add Routing Delegates**



[Show All](#)
Search Results:
(Select multiple delegates by holding down the <Ctrl> key while selecting.)
Diana, Rachel A (Psychology)
Farkas, Diana (Materials Science & Engineerin)
Israel, Diana D (Mechanical Engineering)
Ridgwell, Diana M (Dean Liberal Arts & Human Scie)

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.



 **Manage Routing Profile** 
Ekkaal, Srinath - Virginia Tech: VT Transportation Institute

Next Reviewer 
[[No Next Reviewer]]

1 Delegate 
1. Israel, Diana D - Mechanical Engineering 

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 breadcrumb trail is 'Institutions > Virginia Polytechnic Institute and State University'. 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 form 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:** (empty)
- County:** (empty)
- Country:** United States of America
- URL:** http://www.vt.edu
- DUNS:** 090993098
- Parent Org DUNS:** (empty)
- CRS/EIN:** (empty) - 546001805 - (empty)
- Congressional district:** VA-009
- Organization Type:** State-Controlled Institution of Higher Education
- Additional Applicant Types:** Please Select...
- NIH Commons Profile Number:** (empty)
- DHHS-DMS PIN (for USDA CSREES proposals):** (empty)

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 right, the user is identified as 'Keri DeValve (kdevalve@vt.edu)'. Below the navigation tabs, there is a search bar and a 'Retrieve Opportunities' button. A table lists 152 opportunities, with 140 shown. The table has columns for Opportunity Number, Title, Comp. ID, Agency, CFDA #, Opens, Closes, and Retrieved. A green plus sign icon is visible in the first column of the first row, which is circled in red.

| Opportunity Number | Title | Comp. ID | Agency | CFDA # | Opens | Closes | Retrieved |
|--------------------|--|----------------|-----------------------------|--------|------------|------------|------------|
| 09-560 | Sedimentary Geology and Paleobiology | [Research.gov] | National Science Foundation | 47.050 | 2010-09-24 | 2012-07-16 | 2012-04-19 |
| 11-503 | Major Research Instrumentation Program: | [Research.gov] | National Science Foundation | 47.081 | 2011-11-08 | 2013-01-24 | 2012-04-19 |
| 11-533 | Integrative Graduate Education and Research Traineeship Program | | National Science Foundation | 47.081 | 2011-03-10 | 2012-07-02 | 2012-04-19 |
| 11-533 | Integrative Graduate Education and Research Traineeship Program | [Research.gov] | National Science Foundation | 47.076 | 2011-04-21 | 2012-07-02 | 2012-04-19 |
| 11-545 | Division of Molecular and Cellular Biosciences: Investigator-initiated research projects | | National Science Foundation | 47.074 | 2011-05-10 | 2012-05-21 | 2012-04-19 |
| 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 | 2012-04-19 |
| 12-506 | Opportunities for Promoting Understanding through Synthesis | | National Science Foundation | 47.074 | 2011-10-28 | 2012-08-01 | 2012-04-19 |

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 right, the user is identified as 'Srinath Ekkad (sekkad)'. Below the navigation tabs, there is a search bar, a 'View days back' dropdown set to '2 months', and a checkbox for 'Include submitted proposals'. A 'Create Proposal' button is circled in red. Below the navigation, there is a table listing proposals. The table has columns for Proposal, Title, PI, Modified, Type, and Deadline.

| Proposal | Title | PI | Modified | Type | Deadline |
|--|---------------------------------------|-----------------|------------|-------------------|------------|
| Keri NIF 04-10-12 ReadyForSubmission | Innovations in Telescope Technologies | O'Brien, Walter | 2012-04-10 | Math...al Biology | 2012-09-24 |
| Obrien NIH 03-16-12 LungCapacityII | title of proposal | O'Brien, Walter | 2012-03-19 | G.g ... FOA (R01) | 2012-03-16 |
| Transform of Obrien NIH 04-16-12 Biosphere | | O'Brien, Walter | 2012-03-14 | Focu...l Sciences | 2012-03-19 |
| OBrien NIH 04-16-12 LungandHeartCapacity | Lung Capacity for the Elderly | O'Brien, Walter | 2012-03-08 | G.g ... FOA (R01) | 2012-04-16 |
| Keri NIF 03-01-12 ReadyForSubmission3-8-12 | Innovations in Telescope Technologies | O'Brien, Walter | 2012-03-08 | Cent...Innovation | 2012-03-01 |
| Keri NIF 03-01-12 ReadyForSubmission2 | Innovations in Telescope Technologies | O'Brien, Walter | 2012-03-07 | Cent...Innovation | 2012-03-01 |
| Obrien NIH 04-16-12 Biosphere | | O'Brien, Walter | 2012-03-07 | G.g ... FOA (R01) | 2012-04-16 |
| Keri NIF 03-01-12 ReadyForSubmission | Innovations in Telescope Technologies | O'Brien, Walter | 2012-03-07 | Cent...Innovation | 2012-03-01 |
| Diller NSF 2-28-12 Test1 | Descriptive Title of Proposal | Diller, Thomas | 2012-03-02 | Plan... Telescope | 2012-02-28 |
| SUB Tyson UGA Diller | | Tyson, John | 2012-02-20 | Subaward | |
| SUB Arcury WakeForest Diller | | Arcury, Thomas | 2012-02-20 | Suba...(imported) | |
| SUB smiht USC diller | | Jones, Thomas | 2012-02-20 | Suba...rom Adobe | |
| OBrien AirForce 05-01-12 WindTunnelTesting | Innovations in Telescope Technologies | O'Brien, Walter | 2012-03-01 | Rese...redorate | 2012-03-01 |
| testing autofill | | Ekkad, Srinath | 2012-02-27 | Rese...arent R01) | |
| Ekkad NIH 10-05-12 LungMechFINAL | Building Strong Lunchs - Lung Mech | Ekkad, Srinath | 2012-02-27 | G.g ... FOA (R01) | 2012-10-15 |
| Ekkad NIH 10-05-12 LungMechTesting | | Ekkad, Srinath | 2012-02-27 | G.g ... FOA (R01) | 2012-10-05 |
| Ekkad NSF 10-15-12 LungMech1 | | Ekkad, Srinath | 2012-02-27 | Comp...l Sciences | |
| Ekkad NIH 10-05-12 LungMech1 | | Ekkad, Srinath | 2012-02-27 | G.g ... FOA (R01) | |
| Ekkad NIH 10-05-12 LungMech | | Ekkad, Srinath | 2012-02-27 | G.g ... FOA (R01) | |

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

Create Grants.gov/Research.gov Proposal

Opportunity: 06-01 [i](#)

Proposal Name: (For reference within Cayuse424)

[Show recent](#) | [Show all](#)

Principal Investigator:

Organization: ▾

Default IDC Rate: ▾

of Budget periods: 1 2 3 4 5

Validation Type: ▾

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 the 'Proposals List' interface for 'Ekkad-DOT-01/31/2012-TurbineBlades'. The main form is titled 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)'. It contains several sections:

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

At the bottom, there is a status bar showing 'Error (54) / Warning (7) / hfo (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.

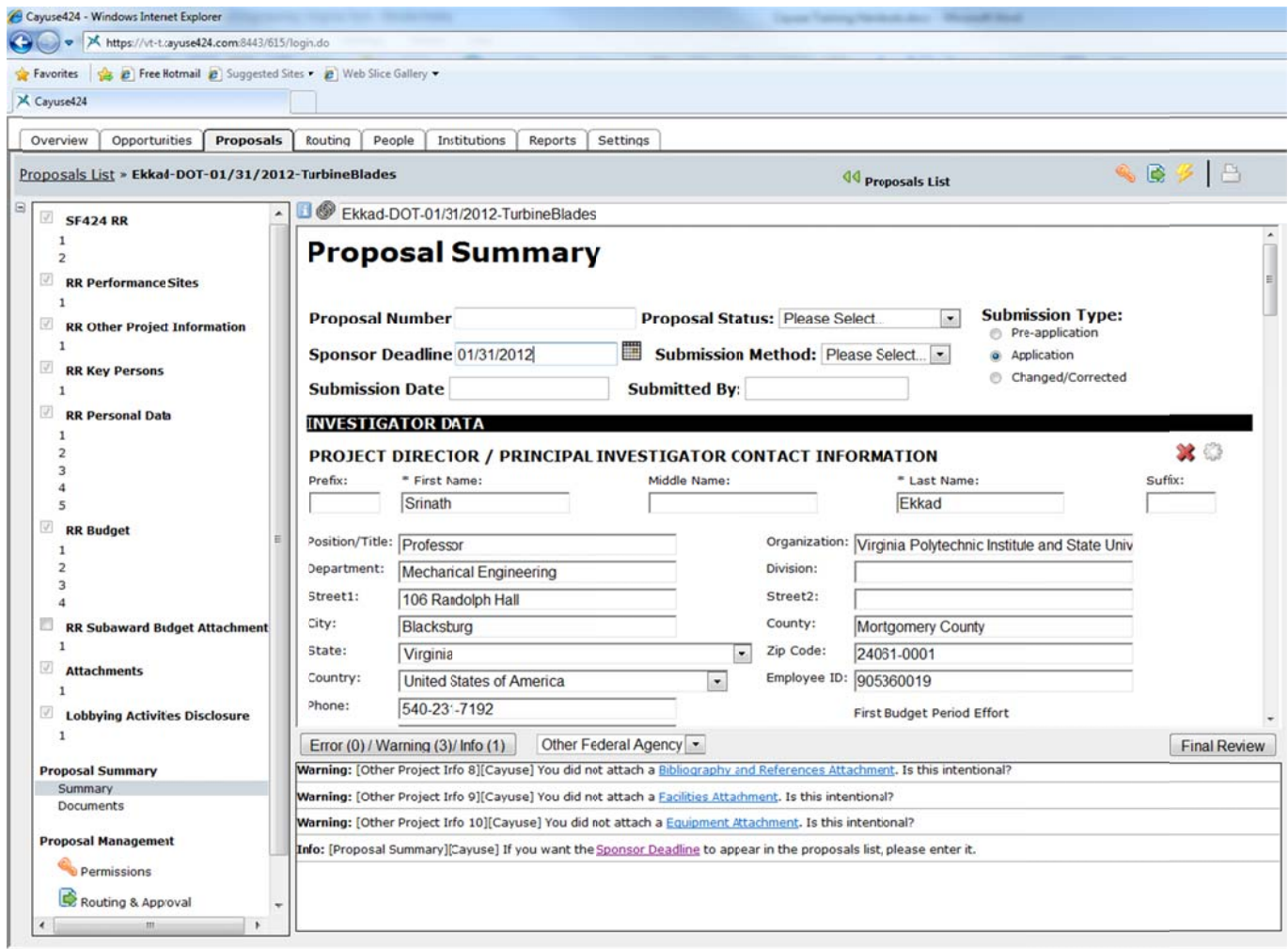
Routing and Approval (Green arrow) is where you go to enter your Pre-Award Administrator as next approver.

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.

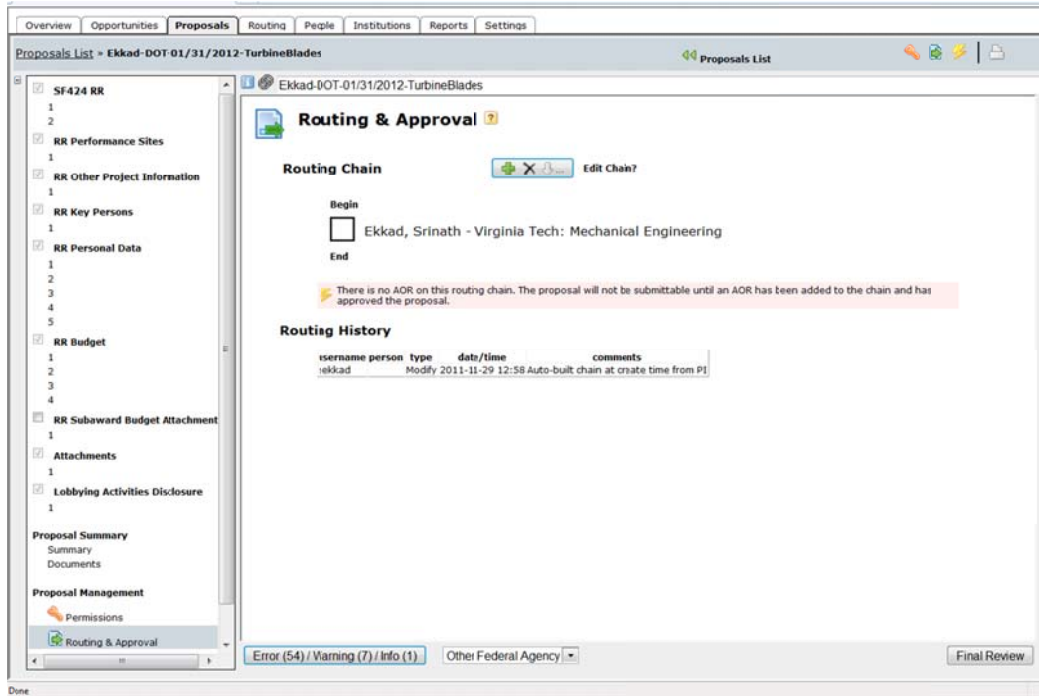
After you have created the proposal, there are 2 actions that you should always take immediately before entering the rest of your proposal information:

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.

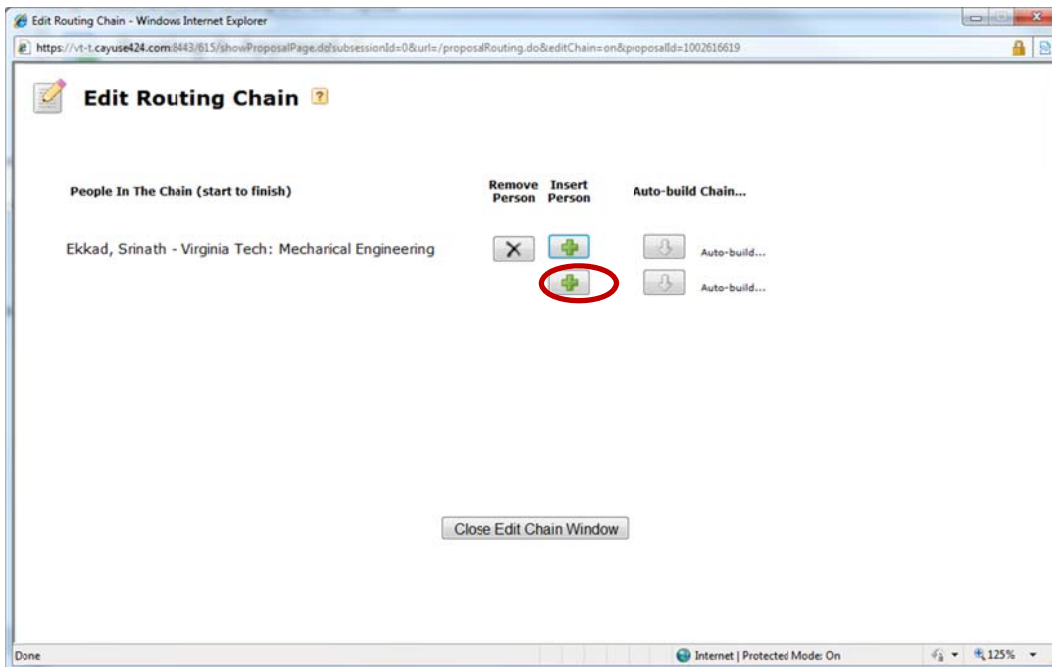


2. Add your Pre Award Administrator to the Routing and Approval screen (under ‘Proposal Management’ within the Navigation Pane on the left side of the screen)

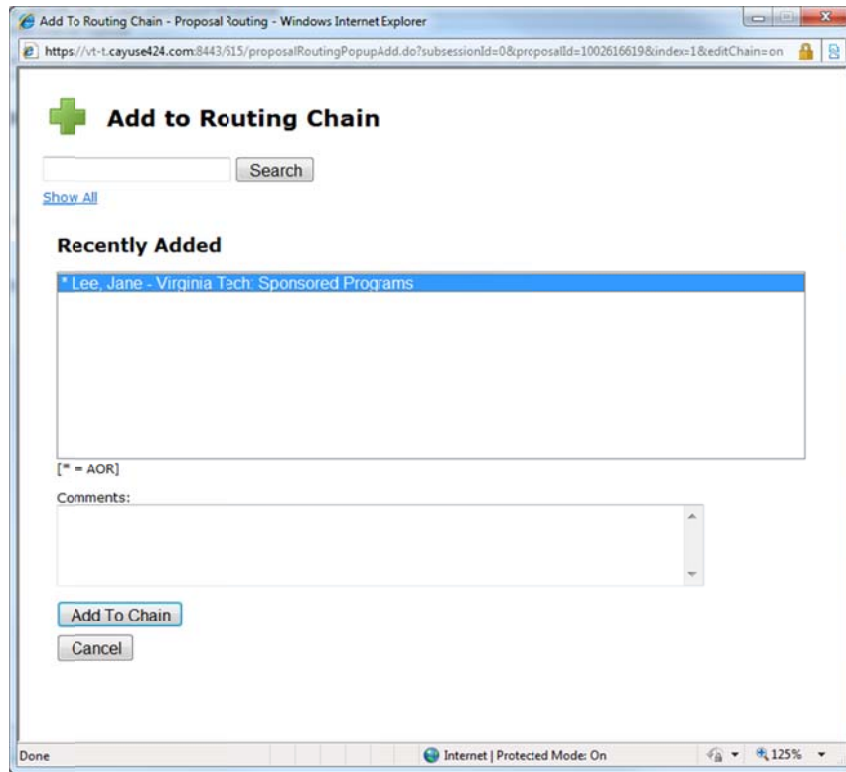
The PI is automatically listed in the approval chain on the Routing & Approval screen. The user must add the Pre-Award Administrator to the chain by clicking on the Edit Chain? icon in the middle of the screen at the top.



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



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



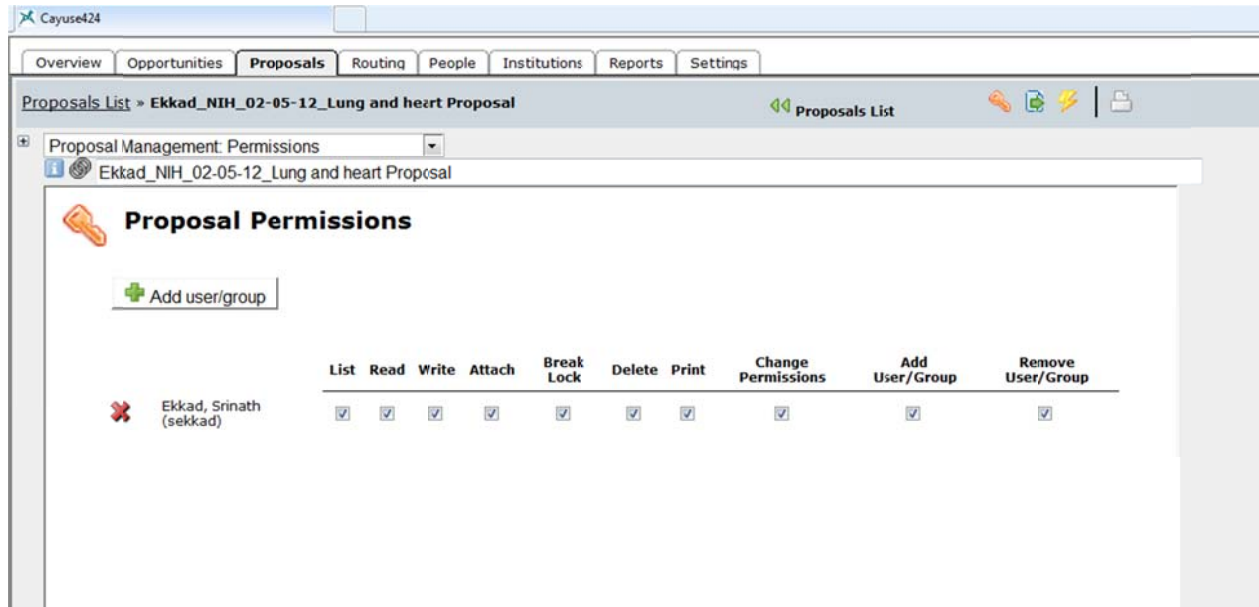
Approving the proposal entered and notifying OSP Pre Award Administrator that proposal is ready for review/submission:

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:

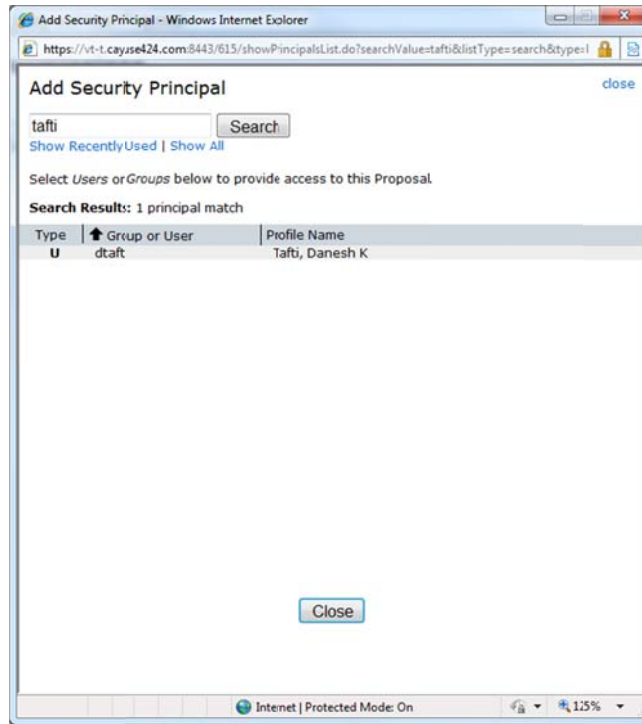


The person entering the proposal displays with permissions. The PI automatically has permissions to the proposal. You do not need to add the PI. You do need to add any Co-PIs if they need access to the proposal in the Cayuse system. The following table explains the permission categories. Click the corresponding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

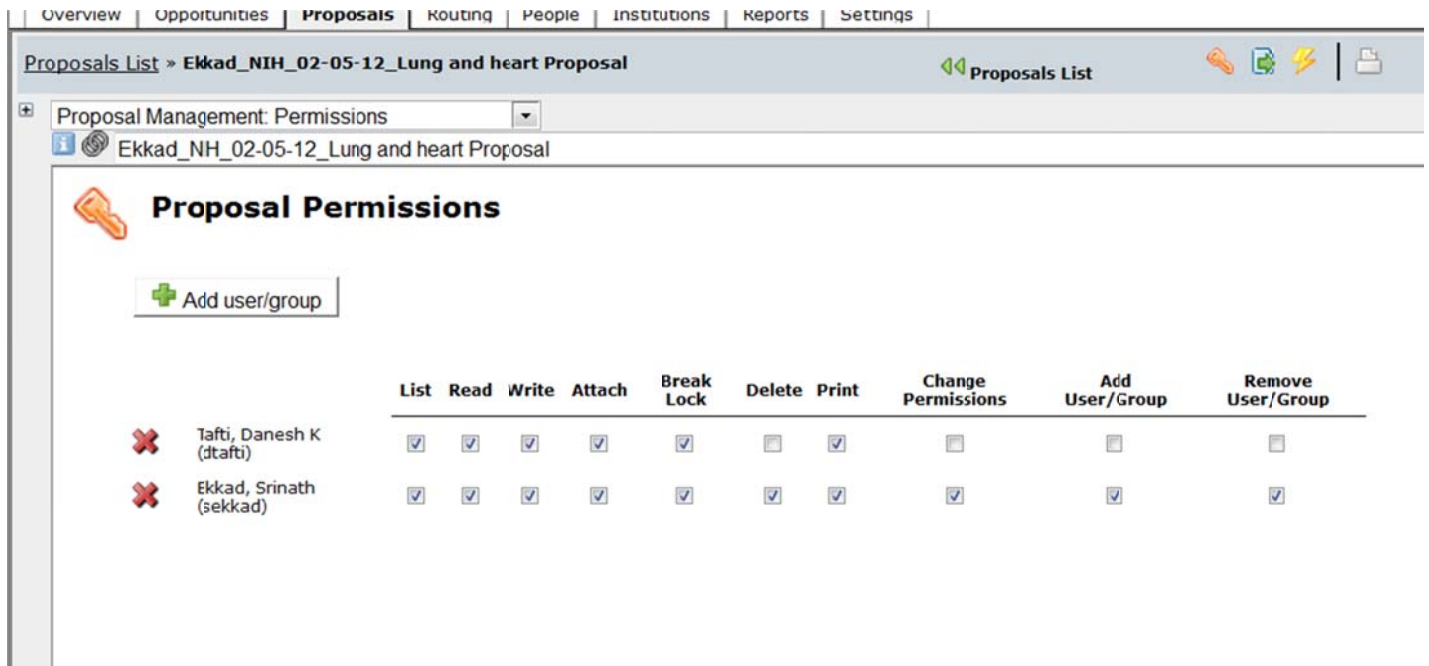
| Permission | Meaning |
|-----------------------|---|
| List | Proposal will appear in lists, but, Read permission is required to view it. |
| Read | User or Group Members can view proposal, but not edit it. |
| Write | User or Group Members can edit data in the proposal, and run the Final Review. |
| 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

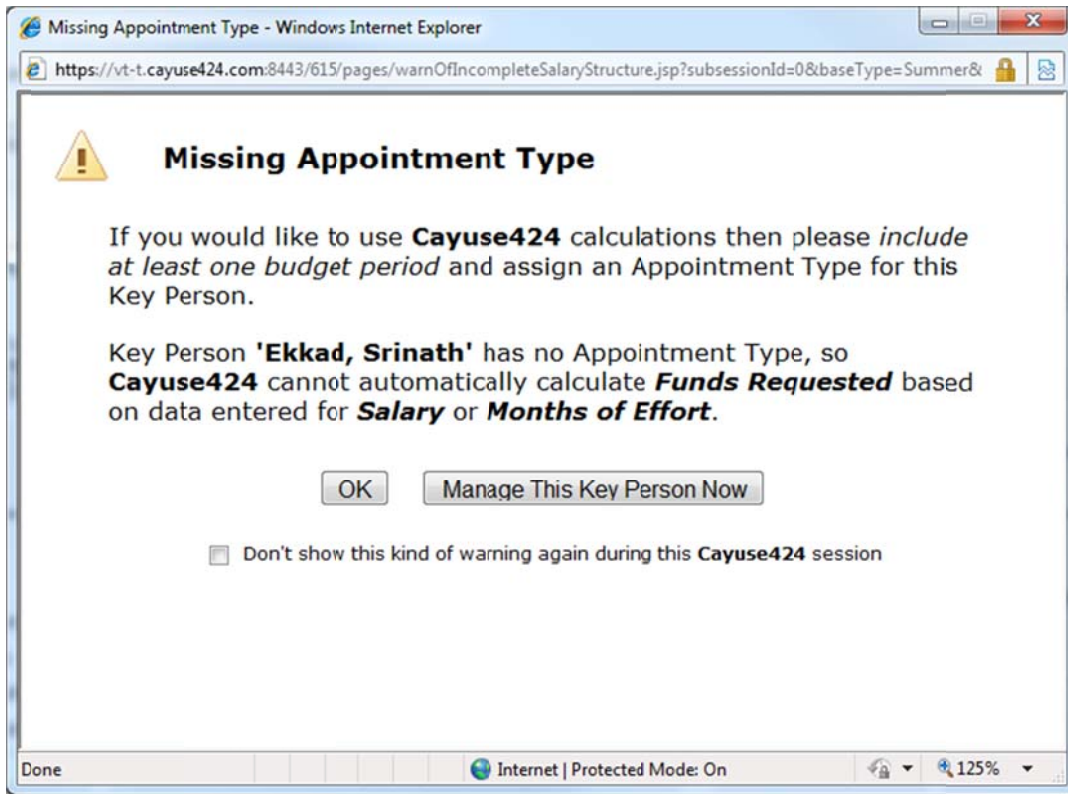
| First Prof. Name | Mid. Name | Last Name | Project Suf. Role | Base Salary (\$) | Cal. Salary (\$) | Acad. Salary (\$) | Sum. Salary (\$) | Cal. Mons | Acad. Mons | Sum. Mons | Requested Salary (\$) | Fringe Benefits (\$) | Funds Req. (\$) |
|--------------------------------|--------------|--------------|----------------------|---------------------|---------------------|----------------------|---------------------|--------------|---------------|--------------|--------------------------|-------------------------|-----------------|
| Srinath | | Ekkad | PDPI | 0 | 0 | 0 | 0 | | | | 0 | 0 | 0 |
| Total Senior/Key Person | | | | | | | | | | | | 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 |
| Total Senior/Key Person | | | | | | | | | | | | 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 | | |
| Total Other Direct Costs | | | 17,450 |

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. | | | |
| Total Indirect Costs | | | 31,347 |

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**

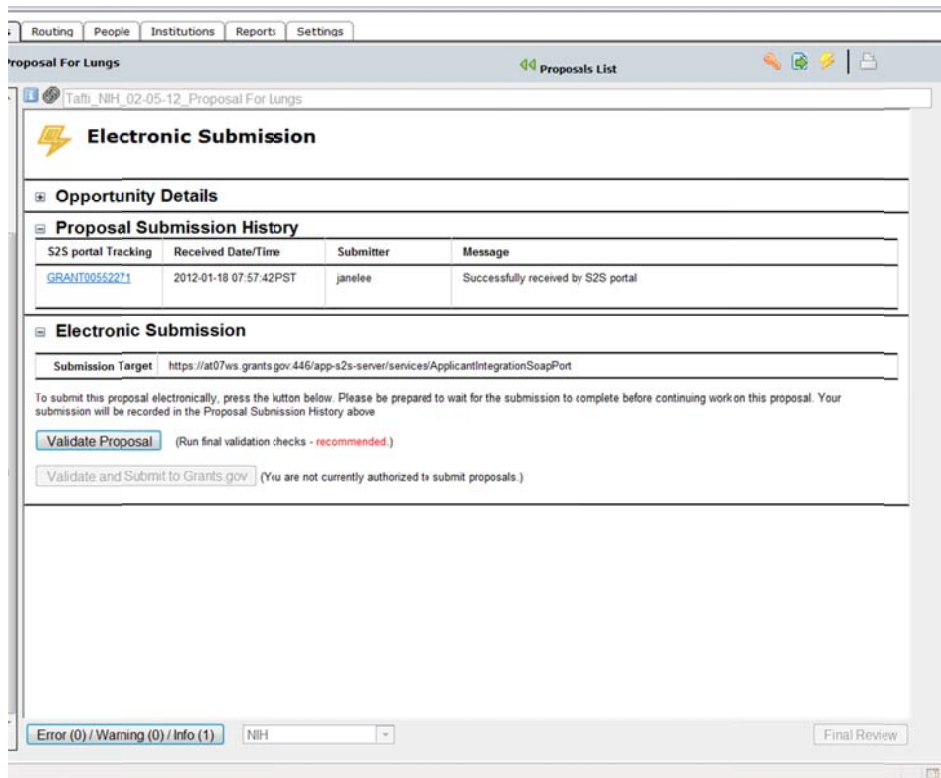
J. Fee Funds Requested (\$)

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.

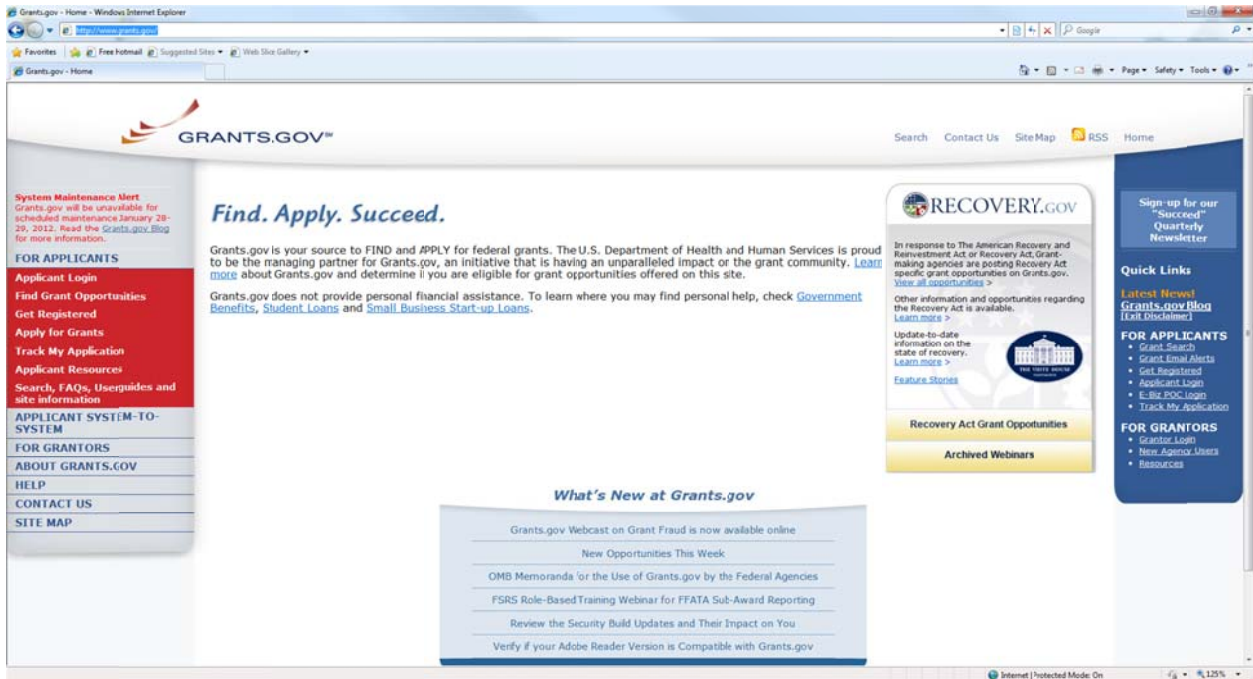
Proposal Management – Electronic Submission:



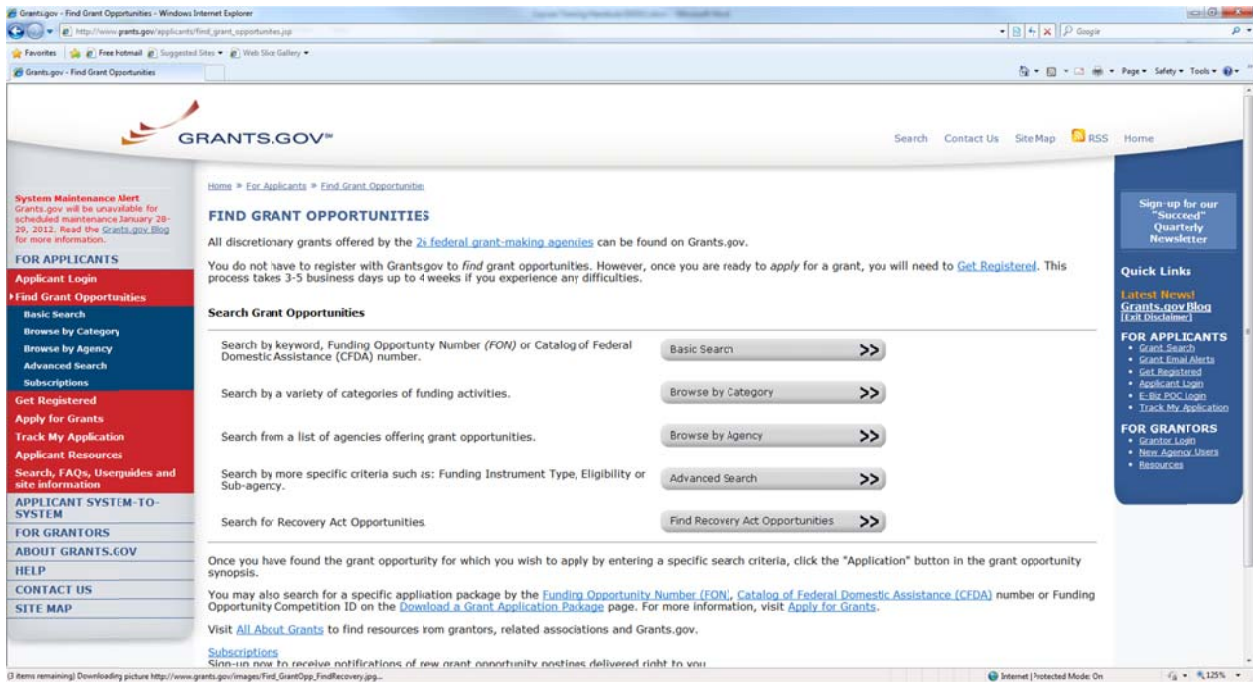
The user uses the Electronic Submission icon (under 'Proposal Management' in the Navigation Pane) to view information on the submitted proposal. This screen displays information on the date and time of submission, the person who submitted the proposal and tracking numbers.

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

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.