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 <u>http://www.research.vt.edu/era/</u>. 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.

Invent the F	Ch Office of Research	Electronio	: Research Adminis	stration Search	Virginia Tech
ERA Home Available Too	ls Contact			► A to Z	Index I Directory
QUICKLINKS	ERA Home				
Use a Tool	Featured Tools				
Awards					
Cayuse 424					
Cost Share Tracker	Land Land				
Funding Opporturities			CAN		
Limited Submissions			LAI	IUSE	
Pan Distribution System					
RCR Training Tracker					
RB Protocol Management	1				
ACUC Protocol Information	<i>a i a i</i>				
ACUC Protocol Information TCP Review & Annual Compliance Certification	Cayuse 424 CAYUSE 424 is a brand-new service	that gives fac	ilty and staff an improved	Learn	More
ACUC Protocol Information TCP Review & Annual Compliance Certification Virginia Tech Expertise Database	CAYUSE 424 is a brand-new service to Grants.gov for submitting researc	that gives fact th proposals to	ulty and staff an improved federal agencies.	l interface Learn	More
ACUC Protocol Information TCP Review & Annual Compliance Certification Virginia Tech Expertise Database File Drop	Cayuse 424 CAYUSE 424 is a brand-new service to Grants.gov for submitting researc	that gives faci th proposals to	ulty and staff an improved federal agencies.	l interface Learn	More
ACUC Protocol Information TCP Review & Annual Compliance Certification Virginia Tech Expertise Database File Drop Related Links	Cayuse 424 CAYUSE 424 is a brand-new service to Grants.gov for submitting researc	that gives face th proposals to	Ilty and staff an improved federal agencies.	Learn	More
ACUC Protocol Information TCP Review & Annual Compliance Certification Virginia Tech Expertise Database File Drop Related Links Office of Sponsored Programs	Cayuse 424 CAYUSE 424 is a brand-new service to Grants.gov for submitting researce Learn About Tools	that gives face th proposals to Annou	ulty and staff an improved federal agencies. Incements	l interface Learn Upcoming Tr	More
ACUC Protocol Information TCP Review & Annual Compliance Certification Virginia Tech Expertise Database File Drop Related Links Office of Sponsored Programs Office of Export and Secure	Cayuse 424 CAYUSE 424 is a brand-new service to Grants.gov for submitting researce Learn About Tools Sponsored Programs	that gives face th proposals to Annou Date	ulty and staff an improved federal agencies. Incements	Learn Upcoming Tr Title	More raining Date

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 <u>http://support.cayuse.com/docs/cayuse-424</u>. 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.

CAYUSE	Contact Support Listserv FAQs					
	Home					
Search this site:	Cayuse 424					
Support Links Browser Support & Configuration Cayuse 424 © User Reference Manual © System Admin Manual © Training Materials © Cayuse 424 Pelease	In the 'ollowing pages you will find topics on using, navigating, and administering the Cayuse 424 grant- application software. Click the terms below to navigate this documentation, or use the search box to the left for more specific information. You can also check out the FAQ section linked at the top of the page for answers to the most commonly-encountered questions and issues. User Reference Manual System Admin Manual Training Materials Cayuse 424 Release Notes					
Notes Cayuse Backbone Cayuse IRB Cayuse Research Contacts Cayuse SP Cayuse Workflow	User Reference Manual > Printer-friendly version					

Production/Live Environment:

The URL to the VT/Cayuse production environment is <u>http://vt.cayuse424.com</u>. 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.)

Virgin	niaTech	Central	Authentication Servi	ce
	○ Help	Terms of Use	About CAS	
	Username Password For	got username or password? Warn before logging in ogin Clear	to other sites.	
	Sw	vitch to high securit	y PDC login.	
Securit	y Notice			
For securit that requir	y reasons, pease clo e authentication.	ose your web browser v	when you have finished accessing services	

Cayuse's Main Menu:

CAYUSE	
Wekome to Virginia Tech's Cayuse 424 Production Er Cayuse424/v4.9.1	nvironment
9 Opportunities	
Proposals	
Routing & Approval	
Professional Profiles	
Institutional Profiles	
Reports	
© <u>Settings</u>	
Compatible browser info	
2.62527Cavvas-4247v4.0.1	? Support

Cayuse's <u>Main Menu</u> (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 <u>Opportunities</u> 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.

Cv	erview	Opportunities	Proposals Routing	People Instituti	ons Reports Sett	ings	Keri DeValve	(kdevalve@	ovt.edu) [Si	an o
ppc	ortuni	ties 🛱		_	Retrieve Opportu	nities				
152	Oppor	rtunities / Showing	140		Search			Show closed	opportunities:	
	1 Opp	ortunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved	
4		09-560	Sedimentary Geology and Paleobiology	[Research.gov]	National Science Foundation	47.050	2010-09-24	2012-07-16	2012-04-19	*
•	E	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	3
•		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	3
•		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	3
4	:	12-506	Opportunities for Promoting Understanding through Synthesis		National Science Foundation	47.074	2011-10-28	2012-08-01	2012-04-19	34

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.

Overvi	ew	Opportunities	Proposals F	Routing	People	Institutions	Reports	Settings	1	Keri DeValv	e (kdevalve	@vt.edu) [§	Sign out]
Opportu	nitie	s 🛱				3	Retrieve 0	pportunitie	s				
152 0	pport	unities / Showing 2	2		11-545		Searc	h Sh	ow All]	Show clos	ed opportunitie	es: 🗖
	10	portunity Number	Title	e	Comp.	ID	Agency	CF	DA #	Opens	Closes	Retrieved	
		11-545	Division of M and Cellular Biosciences: Investigator research pro	Molecular - initiated		Na Fo	tional Science undation		47.074	2011-05-10	2012-05-21	2012-04-19	*
*		11-545	Division of M and Cellular Biosciences: Investigator research pro	Molecular -initiated ojects	[Research	h.gov] Na Fo	tional Science undation		47.074	2011-05-26	2012-05-21	2012-04-19	*
3													-

Retrieve Opportunities:

If the user clicks the Retrieve Opportunities button, The <u>Retrieve Opportunities</u> 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.

Retrieve Opportur	nities
To retrieve Federal opportunities	, please specify one of the following values.
Opportunity Number:	
CFDA #:	
Retrieve Opportunities	Cancel

The user can start the entry of a proposal from the <u>Opportunities</u> 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)

portu	nities 📮			Retrieve Opportuni	ties				
2 Opp	portunities / Showing	140		Search			Show closed	opportunities:	e.
10	pportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved	
0	09-560	Sedimentary Geology and Paleobiology	[Research.gov]	National Science Foundation	47.050	2010-09-24	2012-07-16	2012-04-19	
6	11-503	Major Research Instrumentation Program:	[Research.gov]	National Science Foundation	47.081	2011-11-08	2013-01-24	2012-04-19	1
	11-533	Integrative Graduate Education and Research Traineeship Program		National Science Foundation	47.081	2011-03-10	2012-07-02	2012-04-19	-
٥	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	
۵	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 Opportunty: Basic Research Chalenge: 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	
6	DE-FOA-0000677	Solid State Energy Conversion Alliance Core		National Energy Technology	81.089	2012-03-16	2012-04-30	2012-04-19	1

Proposals Tab/Screen:

The Proposals tab or link from the Main Menu will display the <u>Proposals List</u> (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.

Overvie	w	Орро	rtunities Proposals Routing People Ins	tilutions Reports Settings			Srina	th Ekkad (sekk	(ad) [Sign ou
Proposal	ls Lis	t				Create Pro	oposal Mimpor	Subaward	
Show F	lecent	ly Vie	Search View days back:	2 months	mitted proposals	?			
Show	All:	31 pr	roposas since Feb 19, 2012 📮	Make Show All	the default view				
			Proposal	Title	PI	Modified	Туре	Deadline	
	4	R	Keri NSF 04-10-12 ReadyForSubmission	Innovations in Telescope Technologies	O'Brien, Walter	2012-04-10	Mathal Eiology	2012-09-24	
		R	Obrien NIH 03-16-12 LungCapacityII	ttitle of proposal	O'Brien, Walter	2012-03-19	G.g FOA (R01)	2012-03-16	B
		R	Transform of Obrien NIH 04-16-12 Biosphere		O'Brien, Walter	2012-03-14	FocuI Sciences	2012-03-19	
		R	OBrien NIH 04-16-12 LungandHeartCapacity	Lung Capacity for the Elderly	O'Brien, Walter	2012-03-08	G.g FOA (R01)	2012-04-16	B
8	4	R	Keri NSF 03-01-12 ReadyForSubmission3-8-12	Innovations in Telescope Technologies	O'Brien, Walter	2012-03-08	CentInnovation	2012-03-01	B
8	4	R	Keri NSF 03-01-12 ReadyForSubmission2	Innovations in Telescope Technologies	O'Brien, Walter	2012-03-07	CentInnovation	2012-03-01	9
		R	Obrien NIH 04-16-12 Biosphere		O'Brien, Walter	2012-03-07	G.g FOA (R01)	2012-04-16	B
8	4	R	Keri NSF 03-01-12 ReadyForSubmission	Innovations in Telescope Technologies	O'Brien, Walter	2012-03-07	CentInnovation	2012-03-01	
×		R	Diller NSF 2-28-12 Test1	Descriptive Title of Proposal	Diller, Thomas	2012-03-02	Plan Telescope	2012-02-28	-
		R	SUB Tyson UGA Diller		Tyson, John	2012-02-20	Subaward		-
		R	SUB arcury WakeForest Diller		Arcury, Thomas	2012-02-20	Suba(imported)		-
		R	SUB Smiht USC diller		Jones, Thomas	2012-02-20	Subarom Adobe)		
	_	R	OBrien AirForce 05-01-12 WindTunnelTesting	Innovations in Telescope Technologies	O'Brien, Walter	2012-03-01	Reseirectorate	2012-03-01	-
		R	testing autofill		Ekkad, Srinath	2012-02-27	Researent R01)		B 渊
	4	R	Ekkad NIH 10-05-12 LungMechFINAL	Building Strong Lunchs - Lung Mech	Ekkad, Srinath	2012-02-27	G.g FOA (R01)	2012-10-15	B 🗱
_		R	Ekkad NIH 10-05-12 LungMechTesting		Ekkad, Srinath	2012-02-27	G.g FOA (R01)	2012-10-05	B
		R	Ekkad NSF 10-15-12 LungMech1		Ekkad, Srinath	2012-02-27	CompI Sciences		B
		R	Ekkad NIH 10-05-12 LungMech1		Ekkad, Srinath	2012-02-27	G.g FOA (R01)		B 🕷
		R	Ekkad NIH 10-05-12 LungMech		Ekkad, Srinath	2012-02-27	G.g FOA (R01)		B 🗱

Copy/Transform a Proposal:

You can also copy or transform a proposal from the <u>Proposal List</u>. 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. <u>Proposal Copy/Transform</u> window displays. Click the appropriate button.



If you are transforming the proposal to another opportunity, you can select the opportunity when the <u>Transform</u> <u>Proposal</u> 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.

Prop	posal To Transform: "Keri_ urrent Opportunity: PD-09	NSF_04-10-12_ReadyFor 9-7334	Submission"				
Sele	ect Opportunity		Search		Show clo	sed opportuni	ties:
	Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	c
4	11-533	Integrative Graduate Education and Research Traineeship Program	[Research.gov]	National Science Foundation	47.076	2011-04-20	201
4	PD-11-9134	Education and InterdiscipInary Research	[Research.gov]	National Science Foundation	47.049	2011-04-20	201
4	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	201
4	D-11-7246	Physics of living Systems	[Research.gov]	National Science Foundation	47.049	2011-05-24	201
4	D-11-1774	Ceramics	[Research.gov]	National Science Foundation	47.049	2010-09-24	201
4	D-11-1643	Particle and Nuclear Astrophysics	[Research.gov]	National Science Foundation	47.049	2010-09-24	201
4	PD-11-1288	Theoretical Particle Astrophysics and Cosmology	[Research.gov]	National Science Foundation	47.049	2011-05-24	201
4	D-11-1287	Mathematical Physics	[Research.gov]	National Science Foundation	47.049	2011-05-24	201
•	D-11-1286	Theoretical Elementary Particle Physics	[Research.gov]	National Science Foundation	47.049	2011-05-24	201
۲.			m				•

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.

NEW Proposal Name: Transform Copy Attachments?	ofEkkad_NSF_	_06-10-12_LungPr	roject (For	reference within Course 424)
Copy Attachments?				reference wann cayuse 424)
Due Date:				
Validation Type: NIH	٣			

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

	Proposal	Title	PI	Modified	Туре	Deadline	
	R Transform of Tafti NIH 02/05/12 Lung	Lung project #2	Tafti, Danesh	2012-02-07	Reseers (R01)_	2012-02-07	ک 🖉
	R DeValre NIH 2-5-12 Lung1Test	DeValve_Lung Test Proposal	Ekkad, Srinath	2012-02-01	G.g FOA (R01)		B 🗱
	R Ekkad-NIH-120503 Subcontract test		Ekkad, Srinath	2012-02-07	G.g FOA (R01)		B 🗱
	R BostonUniversity Schneider SubBudget		Schneider, Michael	2012-02-07	Subaward		-
	R Ekkad NIH 02-05-12 Lung Mech	Lung Mech	Ekkad, Srinath	2012-02-01	G.g FOA (R01)	2012-02-05	B 😻
	R Ekkad-DoD-01/31/2012-TurbineBlades	Turbine Blades in Defense Applications	Ekkad, Srinath	2012-01-25	Intel Sciences	2012-01-31	ک 🛃
	R Ekkad NIH 02-05-12 Lung and heart Proposal		Ekkad, Srinath	2012-01-26	Researent R01)		🖳 🇩
	R Tafti NIH 02-05-12 Proposal For Lungs-2	Mechanical Lung proposal	Tafti, Danesh	2012-02-01	NIHarent R21)	2012-02-05	کے 🛃
4	R Tafti NIH 02-05-12 Proposal For Lungs	Mechanical Lung proposal	Tafti, Danesh	2012-01-26	G.g FOA (R01)	2012-02-05	
	R Ekkad NIH 02-07-12 LungProject #3		Ekkad, Srinath	2012-01-26	G.g FOA (R01)		ک 💐
×	R Ekkad-DOT-01/31/2012-TurbineBlades	Turbine Blades in Defense Applications	Tafti, Danesh	2012-02-01	FAAlicitation	2012-01-31	B 🗱

Routing Tab/Screen:

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

ng Hot	List							
She	win	7 2 out	of 2 pro	nosals v	which n		require	action
SIIC	wini,	y 2 000	01 2 pro	posais v	and n	Don't show	entries older ti	han:
				Proposal		1	Steps aw	ay Days ol
	*	Ekkad	DoD-01/3	31/2012-	Turbine	Blades	0	55
							0	21

People Tab/Professional Profile Link:

The People tab or Professional Profile link from the Main Menu will display the <u>People</u> 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).

Overview	Opportunities	Propesals	Routing	People	Institutions	Reports	Settings	
eople								Person
Lincoln	Brown	Searc	ch					
@ All Ins	stitutions			-				
Show Rec	ently Viewed	Show Al						
Search	Results: 7 p	eople 🖾						
? Broy	wn, Alan J							
? Broy	wn, Bryan L							
? Brow	wn, Eugene	F						
? Brow	wn, Gary S							
? Brow	wn, Joe							
? Bro	wn, Robert	м						
? Brow	wnlee-Bowe	en, Leanne	1					

Creating a Professional Profile:

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

Create Professio	onal Profile	
First name: Middle name:	Joe	(required)
Last name:	Brown	(required)
	Cancel Create New Profile	

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.

Overview	Opportunities	Proposals	Routing	People	Institutions	Reports	Settings		
People	Brown, Joe								
Pro	fessional Pro	ofile: Br	own, J	oe 🏽					
Ge 0 I	neral Personal Info Name Degrees Demographics Biosketches	ermation			Na	Me Prefix: First: Middle: Last: Suffix:	Joe Brown	Rename	
					NIH	Commons IC	D:		
					NAS	A NSPIRES ID	D:		

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.

🛑 Crea	te Institutional Association	n
Institution:	Virginia Poytechnic Institute and State Univ	versity -
	Create Institutional Association	Cancel

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

verview	Opportunities	Proposals	Routing	People	Institutions	Reports	Settings	
eople » I	Brown, Joe							
Profe: Genera	ssional Pro Personal Info Name ► Degrees Demographics Biosketches	ofile: Br	own, J	oe 🏼	Na	me Prefix	c	Rename
1 Insti	tutiona Associa	ation 🐈				First Middle	t: Joe	
*	Virginia Tech Contact Info eRA Role	Title				Last Suffix	t: Brown	
	Salary and Fri Performance S	nge Workshee Site	t		NIF	I Commons 1	ID:	
	Routing	Profile			NAS	ANSPIRES	ID:	

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.

Overview	Opportunities	Proposals	Routing	People	Institutions	Reports	Settings	
People								Person
ekka	d	Searc	h					
@ All	Institutions			-				
Show F	Perently Viewed I	Show All						
DITOWY	(eccility viewed 1)							
Searc	h Results: 1 p	erson 📮						
? E	kad, Srinath							

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 <u>Professional Profile</u> 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.

Overview Opportunities Proposals Routing People	Institutions Reports Settings Srinath Ekkad (sekkad) [Sign out]
People » Ekkad, Srinath	Remissions
Professional Profile: Ekkad, Srinath	Name
Demographics Biosketches 1 Institutional Association Virginia Tech (Mechanical Engineering)	Prefix: First: Srinath Middle: Last: Ekkad Suffix: Jr.
eRA Role Dept / Division / Title Salary and Fringe Worksheet Performance Site	NIH Commons ID:
	NASA NSPIRES ID:

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

Nerm	issi dd us	ons for Profession	al P	rofile	: Ek	kad, S	Srina	th		
			List	Read	Write	Autofill	Delete	Change Permissions	Add User/Group	Remove User/Group
:	×	Ekkad, Srinath (sekkad)				V	V		V	7
:	×	AllUsers	7							

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

Add s	Security Principa	d.	close
		Search	
Show A	di .		
Select (Users or Groupsbelow	to provide access to this Professional Profile.	
Recent	ly 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 <u>Ekkad, Srinath</u>), it will take the user back to the Professional Profile where they can continue to update their information if needed.



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 <u>Professional Profile</u> screen, a user can update Name, Degrees, Demographics, add Biosketches and update contact information. The <u>Professional Profile – Name</u> (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.

Overview	Opportunities	Proposals	Routing	People	Institutions	Reports	Settings	
People »	Ekkad <mark>, Sri</mark> nath	18						
Profe	ssional Pro	ofile: Ek	kad, S	rinath	*			
Genera	al Personal Info	rmation						
	Name Degrees				Na	me		Rename
	Demographics Biosketches					Prefix		j 👘
1 Insti	tutional Associa	ation 🜵				First: Middle:	Srinath	
*	Virginia Tech	(Mecharical I	Engineering)		Last: Suffix:	Ekkad	
	eRA Role	1741-						
	Salary and Fri Performance S	nge Wortshee Site	ŧ		NIH	l Commons I	D:	
	C Routing	Profile			NAS	A NSPIRES I	D:	

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

e » Ekkad, srinath Professional Profile: Ekkad, Srinath	¥		
General Personal Information Name Degrees	Degrees ?		
Eiosketches	(comma separated, max of 3): Senior/Key Person Degree Type: Senior/Key Person Degree Year:		
Contact Info eRA Role	NSF Degree Type: NSF Degree Year:	Please Select	
Salary and Fringe Worksheet Performance Site	L		

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

» [Ekkad, Srinath		
rofe	ssional Profile: Ekkad, Srinath	3	
Genera	al Personal Information		
	Name	Demographics	
	Degrees		
	Democraphics	Gender: Please Select	
	Biosketches		
	and a state of the	Race (Check all that apply):	
1 Insti	tutional Association	American Indian or Alaska Native	
*	Virginia Tech (Mechanical Engineering)	Asian	
		Black or African American	
	Contact Info	Native Hawaiian or Other Pacific Isla	nder
	eRA Role	C White	
	Salary and Eringe Worksheet	Do Not Wish to Provide	
	Performance Site	Crhoicing -	,
		Please Select	
	Routing Profile	Citizenship: Please Select •	
		Disabilty Status (Check all that apply)	
		Hearing	
		Visual	
		Mobility/Orthopedic Impairment	
		C Other	
		None None	
		Do Not Wish to Provide	

The user can store multiple BioSketches needed in proposal processing on the <u>Professional Profile – Biosketches</u> 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 .

ew Opportunities Proposals Routin	q People	Institutions	Reports	Settings	5	
» Ekkad Srinath						
# ERROU, Sillidui						
	C (1) (1)	1				
roressional Profile: Ekkad,	Srinath					
General Personal Information						
Name		Virgin	nia Tech (Med	hanical En	gineering)	
Degrees		Co	ntact Ir	nfo		
Demographics				Street 1:	106 Randolph Hall	
Biosketches				Street 2:	Too Randolph Hall	
a stational dans station 🚔			2	neer z.		
I Institutional Association				City:	Blacksburg	
🗱 Virginia Tech (Mechanical Engineer	ing)		State/P	rovince:	Virginia	-
Contact Info			Zip/Post	al Code:	24061-0001	
eRA Role				County:	Montgomery County	
Dept / Division / Title				Country:	United States of America	-
Salary and Fringe Worksheet				•	United States of America	
Performance Site				Phone:	540-231-7192	
Reuting Profile				Fax:		
and totaling Provide				Emails		
				cman:	sekkad@ctest.vt.edu	

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

Overview	Opportunities	Proposals	Routing	People	Institu	utions	Reports	Settings	
People » 1 Profe Genera 1 Insti	Ekkad, Srinath SSIONA Pro al Personal Info Name Degrees Demographics Biosketches itutional Associa Virginia Tech	ofile: Ek ormation ation 💠 (Mechanica E	kad, Sr	inath	*	Virgini eRA	a Tech (Mec A Role Role(s):	hanical Engir Principa Assistar Adminis Signing Payee	neering) Il Investigator nt itrative Official Official / "AOR"
	Contact Info	n / Title nge Workshee Site Profile	t						

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

Professional Profile: Ekkad, Srinath 🏾 🛎				
General Personal Information Name Degrees Demographics Biosketches 1 Institutional Association Virginia Tech (Mechanical Engineering)	Virginia Tech (Mechanica Department / Department: Division:	al Engineerin ' Divisic [Select Dir Code 0107	ng) on / Title vision and Department] • Title Mechanical Engineering	
Contact Info eRA Role Dept / Division / Title Salary and Fringe Worksheet Performance Site	Is this appoint If yes, select Is this appoint	Professor ment an emp U.S. Govern ment an emp	NASA ployee of the U.S. Government? ment agency: ployee 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 <u>Professional Profile – Salary / Appointment type</u> screen at Virginia Tech.

People Ekkad, Srinath Professional Profile: Ekkad, Srinath General Personal Information Name Degrees Demographics Biosketches 1 Institutional Association Virginia Tech (Mechanical Engineering) Salary / Appointment type Employee ID: 905360019 Appt Type: Months Salary Contact Info eRA Role Dept / Division / Title Salary and Fringe Worksheet Performance Site Import Institutional Rates Import Institutional Rates	Overview	Opportunities	Proposals	Routing	People	Institutions	Reports	Settings	
Professional Profile: Ekkad, Srinath General Personal Information Name Degrees Demographics Biosketches 1 Institutional Association Virginia Tech (Mechanical Engineering) Contact Info eRA Role Dept / Division / Title Salary and Fringe Worksheet Performance Site Performance Site Import Institutional Rates	People »	Ekkad, Srinat	h						
General Personal Information Name Degrees Demographics Biosketches 1 Institutional Association X Virginia Tech (Mechanical Engineering) Contact Info eRA Role Dept / Division / Title Salary and Fringe Worksheet Performance Site X Routing Profile Virginia Tech (Mechanical Engineering) Contact Info eRA Role Dept / Division / Title New Row New Row	Profe	ssional Pi	rofile: Ek	kad, Sı	inath				
1 Institutional Association Appt Type: X Virginia Tech (Mechanical Engineering) Contact Info Contact Info eRA Role Academic: Dept / Division / Title Summer: Salary and Fringe Worksheet Fringe Worksheet Performance Site Import Institutional Rates Import Institutional Rates New Row	Gener	al Personal Inf Name Degrees Demographic Biosketches	formation			virgi Sa	nia Tech (Mech lary / Aj Employe	hanical Engine ppointm ee ID: 90536	eering) ent type S0019
Virginia Tech (Mechanical Engineering) Calendar: Contact Info Academic: eRA Role Summer: Dept / Division / Title Salary and Fringe Worksheet Salary and Fringe Worksheet Fringe Worksheet Performance Site Import Institutional Rates Routing Profile New Row	1 Insti	itutional Assoc	iation 👎				Appt Type	e: Months	Salary
Salary and Fringe Worksheet ► Performance Site Import Institutional Rates Import Institutional Rates Import Institutional Rates	×	Virginia Tech Contact Info eRA Role Dept / Divisio	n (Mechanical) on / Title	Engineering)		Calendar Academic Summer	" [] " []	
Base Fringe Rate: %		Salary and F Performance	g Profile	e t ►		Fri	nge Wo Base Frin	Import Institution ge Rate: %	utional Rates

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

ofessional Profile: Ekkad, Srinath	
ieneral Personal Information	
Name	Performance Site V Active Fill from Contact Inb
Cemographics	Organization Name: Virginia PolytechnicInstitute
Elosketches	Street 1: 106 Randolph Hall
💥 Virginia Tech (Mechanical Engineering)	City: Blacksburg
Contact Info	State/Province: Virginia
«RA Role	Zip/Postal Code: 24061-0001
Cept / Division / Title	County: Montgomery County
Salary and Fringe Worksheet	Country: United States of America -
Routing Profile	Organization DUNS: 090993098
	Congressional District: 144,000

Manage Routing Profile/Adding a Delegate:

If the user clicks the Routing Profile button on the Professional Profile screen the <u>Professional Profile - Manage Routing</u> <u>Profile</u> screen displays. At VT, we will not use Next Reviewer field. Users can add delegates on the <u>Professional Profile -</u> <u>Manage Routing Profile</u> 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	Close
Next Reviewer 📓 [[No Next Reviewer]]	
0 Delegates 📫	

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

🛉 Add Rout	ting Delegates
Show All	Search
List is Empty - use Search	
Cancel	

Select person and click on the Add Delegates button.

hana israel	Search	
now All		
arch Results:		
ect multiple delegates	by holding down	
na Rachel A (Psyc	hobay)	7
kas, Diana (Materia	als Science & Engineerin)	
el, Diana D (Mecha gwell Diana M (De	and iberal Arts & Human Scie)	
g., o., o.a.a (o.o		

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.

Overview	Opportunities	Proposals	Routing	People	Institutions	Reports	Settings					
Institutions	· · · Viroinia D	abstachnic I	netituto ar	d State II	nhuorcitu							
msuddons	» virginia P	Siytechnic I	institute an	u state u	niversity							
Inst	titutional Pi	ofile: V	irginia	Polyte	echnic Ins	titute a	and Stat	e University				
Addr	ess 🕨											
Assu	rances and Certifi	cations		Instituti	onal Address							
Fring	e Rates & Benefit	5										
Indir	ect Costs					Insti	tution name:	Virginia Polylechnic Institute and Slate U	nivers			
Esca	lation Rates					Institution	short name:	Virginia Tech	_			
orga	inzacional onica						Street 1:	Office of Sponsored Programs				
							Street 2:	1880 Pratt Drive, Suite 2006				
							City:	Blacksburg				
						Sta	te/Province:	Virginia	•	-		
						Zip/	Postal Code:	24060-3580				
							Mailstop:					
							County:					
							Country:	United States of America	Y			
							URL:	http://www.vt.edu				
							DUNS:	090993098				
						Paren	t Ore DUNS:					
							? CPS/ETN	-546001805				
					2	Congrassi	onal district:	VA-009				
						Organ	ization Type	State Controlled Institution of Higher Edu	ration		v	
					Ad	fitional App	licant Types	Please Solert	reation			×
						mmone Dro	file Number					
				DUUE	DMC DIN (for U	COA CEDEEC	ne number.					
				DHHS	UMS PIN (IOF US	DA CSREES	s proposais):					
				-								

Adding a Proposal:

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

Ov	ervie	w Opportunities	Proposals Routing	People Instituti	ons Reports Set	tings	Keri DeValve	(kdevalve@	vt.edu) [Si	qn
ppc	ortu	nities 📁			Retrieve Opportu	nities				
152	Орр	ortunities / Showing	140		Search			Show closed	opportunities:	E
	10	pportunity 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	3
•	1	11-503	Major Research Instrumentation Program:	[Research.gov]	National Science Foundation	47.081	2011-11-08	2013-01-24	2012-04-19	-
5		11-533	Integrative Graduate Education and Research Traineeship Program		National Science Foundation	47.081	2011-03-10	2012-07-02	2012-04-19	
P		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	
2		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	
Þ		12-506	Opportunities for Promoting Understanding through Synthesis		National Science Foundation	47.074	2011-10-28	2012-08-01	2012-04-19	8

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

Overview	w	Oppo	rtunities Proposals Routing People Ins	tilutions Reports Settings			Srina	th Ekkad (sekk	ad) [<u>Siq</u>
roposal	s List	ł			(📌 Create Pro	oposal 📔 👘 Import	Subaward	
Show R	ecent	ly Vie	Search View days back:	2 months V Include sub	omitted proposals	7			
Show	All:	31 pr	roposas since Feb 19, 2012 📮	Make Show All	the default view				
			Proposal	Title	PI	Modified	Туре	Deadline	
	4	R	Keri NSF 04-10-12 ReadyForSubmission	Innovations in Telescope Technologies	O'Brien, Walter	2012-04-10	Mathal Eiology	2012-09-24	-
		R	Obrien NIH 03-16-12 LungCapacityII	ttitle of proposal	O'Brien, Walter	2012-03-19	G.g FOA (R01)	2012-03-16	
		R	Transform of Obrien NIH 04-16-12 Biosphere		O'Brien, Walter	2012-03-14	FocuI Sciences	2012-03-19	
		R	OBrien NIH 04-16-12 LungandHeartCapacity	Lung Capacity for the Elderly	O'Brien, Walter	2012-03-08	G.g FOA (R01)	2012-04-16	
8	4	R	Keri NSF 03-01-12 ReadyForSubmission3-8-12	Innovations in Telescope Technologies	O'Brien, Walter	2012-03-08	CentInnovation	2012-03-01	-
8	44	R	Keri NSF 03-01-12 ReadyForSubmission2	Innovations in Telescope Technologies	O'Brien, Walter	2012-03-07	CentInnovation	2012-03-01	
		R	Obrien NIH 04-16-12 Biosphere		O'Brien, Walter	2012-03-07	G.g FOA (R01)	2012-04-16	-
×	4	R	Keri NSF 03-01-12 ReadyForSubmission	Innovations in Telescope Technologies	O'Brien, Walter	2012-03-07	CentInnovation	2012-03-01	
×		R	Diller NSF 2-28-12 Test1	Descriptive Title of Proposal	Diller, Thomas	2012-03-02	Plan Telescope	2012-02-28	-
		R	SUB Tyson UGA Diller		Tyson, John	2012-02-20	Subaward		
		R	SUB arcury WakeForest Diller		Arcury, Thomas	2012-02-20	Suba(imported)		
		R	SUB Smiht USC diller		Jones, Thomas	2012-02-20	Subarom Adobe)		-
	_	R	OBrien AirForce 05-01-12 WindTunnelTesting	Innovations in Telescope Technologies	O'Brien, Walter	2012-03-01	Reseiredorate	2012-03-01	-
		R	testing autofill		Ekkad, Srinath	2012-02-27	Researent R01)		۹ 🎉
	44	R	Ekkad NIH 10-05-12 LungMechFINAL	Building Strong Lunchs - Lung Mech	Ekkad, Srinath	2012-02-27	G.g FOA (R01)	2012-10-15	B 渊
		R	Ekkad NIH 10-05-12 LungMechTesting		Ekkad, Srinath	2012-02-27	G.g FOA (R01)	2012-10-05	ی 🛃
		R	Ekkad NSF 10-15-12 LungMech1		Ekkad, Srinath	2012-02-27	Compl Sciences		B 🎉
		R	Ekkad NIH 10-05-12 LungMech1		Ekkad, Srinath	2012-02-27	G.g FOA (R01)		B 渊
		R	Ekkad NIH 10-05-12 LungMech		Ekkad, Srinath	2012-02-27	G.g FOA (R01)		N *

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

Create Gra	nts.gov/Research.gov Proposal	
-		
Opportunity:	06-01 Select A Different Opportunity	
Proposal Name:	Ekkad_DOT_01/31/2012_TubineBlades	(For reference within Cayuse424)
	ekkad Search for Pl	
Principal Investigator:	[None] Ekkad, Srinath (Mechanical Engineering) / Virginia Poly	technic Institute and State
Organization:	Virginia Polytechnic Institute and State University	
Default IDC Rate:	Research_Federal & Default_On Campus	•
# of Budget periods:	◎ 1 ● 2 ◎ 3 ◎ 4 ◎ 5	
Validation Type:	Other Federal Agency	
Create Proposa	l Cancel	

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

The naming convention for this is Pl'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:

Overview	Opportunities	Proposals	Routing	People	Institutions	Reports	Settings					
oposals L	ist » Ekkad-DOT	-01/31/201	2-TurbineB	lades					dd Proposa	ls List	4	🗟 🌽 🛛 🖴
SF42	4 RR		🖪 🎯 Ek	kad-DOT-	01/31/2012-T	urbineBlad	ies					
1 2			SF 424	(R&R)	DERAL ASSISTA	ANCE			2. DATE SUBMITTED		Applicant Identifier	
RR Pe	erformance Sites							Ī	3. DATE RECEIVED BY STATE		State Application Iden	itifier
RR 01	ther Project Infor	mation	1. * TYPE	OF SUBMI	ISSION				4. Federal Identifier		~	
2 RR Ke	ey Persons		 Appli Char 	ication nged/Correct	ted Application							
1 2	ersonal Data		5. APPLI	CANT INFO	RMATION							* 🖬
3 4 5			* Legal Dep:	I Name: Vi artment:	irginia Polytec	hnic Institut	te and State	Jniversity	* Organizational DUNS: Division:	003137015	5	
RR Bu	adget			* City: BI	ffice of Sponso lacksburg	ored Progra	ams		Street2 County:	1880 Pratt	Drive	
2 3			* State/P	rovince: V Country: U	irginia Inited States o	f America			* Zip/Postal Code:	24060		
RR SI	ubaward Budget 🛚	Attachment	Person to	be contact	ed on maters inv	olving this ap	pplication					I
Attac	hments		Prefix:	* Firs	st Name:		Mic	idle Name:	*La	ist Name:		Suffix:
Lobby	ying Activities Dis	closure	* Phone N	lumber:			Fax Nu	mber:		Email:		
Proposal : Summa Docum	Summary ary ients		6. * EMPL (TIN): 460018	JOYER IDEN	NTIFICATION NU	JMBER(EIN)	or 7. * TY H: Pu Other (PE OF APPL Iblic/State (Specify):	ICANT: Controlled Institution of Highe	r Education		•
Proposal	Management		8. * TYPE New	OF APPLI	CATION:		Small	Business Org	anization Type	isadvantaged		
Per	rmissions		 Result Rener 	bmission wal						automoge -		
< NO.	uung a Approvar	•	Errcr (5	4) / Warni	ng (7) / hfo (1)	Othe	er Federal Ag	ency 💌				Final Review

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 <u>Summary</u> screen.

avorites 🛛 🍰 🔊 Free Hotmail 😰 Suggested Si Cayuse424	tes • 🔊 Web Slice	Gallery 🕶						
verview Opporturities Proposals	Routing Peo	ople Institutions	Reports Settings	1				
posals List » Ekkad-DOT-01/31/2012	-TurbineBlade	5			(📢 Proposals List	4	🗟 🌽 🗎 📇
SF424 RR	Ekkad-l	DOT-01/31/2012-Tur	bineBlades					
1 2 RR Performance Sites	Propo	sal Sum	mary					
1 PR Other Project Information	Proposal N	lumber	P	roposal Statu	Is: Please Se	elect.	Submission Type:	
1	Sponsor D	eadline 01/31/201	2	Submission I	Method: Ple	ase Select	 Pre-application Application 	
RR Key Persons	Cubmission	- Data		witted Bu			Changed/Corrected	
1 PR Descend Date	Submission	n Date	Su	omitted By:				
1	INVESTIG/	ATOR DATA						
2	PROJECT	DIRECTOR / PR	INCIPAL INVES	IGATOR CO	NTACT INFO	ORMATION		**
4	Prefix:	* First Name:		Middle Name:		* Last Name	ə;	Suffix:
5		Srinath				Ekkad		I
RR Budget	Position/Title:	Professor			Organization:	Virginia Polytechr	ic Institule and State Univ	
2	Department:	Mechanical Engine	ering	_	Division:			
3	Street1:	106 Randolph Hall	-		Street2:			
RR Subaward Bidget Attachment	City:	Blacksburg			County:	Mortgomery Cour	nty	
1	State:	Virginia		•	Zip Code:	24061-0001		
Attachments	Country:	United States of A	merica		Employee ID:	905360019		
1	Phone:	540-231-7192				First Budget Beriod	Effort	
Lobbying Activites Disclosure			01 5 1 1			First budget Fellou	Enore	
	Error (0) / Wa	arning (3)/ Into (1)	Other Federal Ag	ency			1	Final Revie
Summary	Warning: [Other	Project Irto 8][Cayus	e] You did not attach a	Bibliography and	References Atta	achment. Is this inter	tional?	
Documents	Warning: [Other	Project Irfo 9][Cayus	e] You did not attach a	Facilities Attachn	nent. Is this inte	entional?		
oposal Management	Warning: [Other	Project Irfo 10][Cayu	se] You did not attach	a Equipment Atta	chment. Is this	intentional?	0	
Dermissions	Info: [Proposal S	Summary][Cayuse] If y	ou want the <u>Sponsor I</u>	<u>Deadline</u> to appea	r in the proposa	als list, please enter it	L)	

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 <u>Routing & Approval</u> 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.

posals List » Ekkad-DOT-01/31/2012	t-TurbineBlades	44 Proposals List	🔦 🗟 🌽 🗄
SF424 RR 1 1 2 RR Performance Sites 1 RR Reformance Sites 1 RR Reformance Sites 1 RR Reverses 1 RR Reverses 1 RR Repersonal Data 1 RR Repersonal Data 1 RR Budget 1 Attachments 1 Lobbying Activities Disclosure 1 Documents Proposal Management Proposal Management Promissions	Ekkad-00T-01/31/2012-TurbineBlades Routing & Approval Routing Chain Begin Ekkad, Srinath - Virginia Tech End End End Soproved the proposal. Routing History issername person type data/time iskad Modfy 2011-11-29 12:58 Auto-b	Edit Chain? Edit Chain? Mechanical Engineering osal will not be submittable until an AOR has been added ut chain at onate time from PI	to the chain and has
Cito Routing & Approval +	(E anti-tra anti-tra

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.

dd To Routing Chain - Proposal Routing - Windows Internet Explorer		- 22
https://vt-t.cayuse424.com/8443/515/proposalRoutingPopupAdd.do?subsessionId=0&proposalId=1002616619&cin	dex=1&teditChain=on	A [
🛉 Add to Routing Chain		
Search Search		
Recently Added		
*Lee, Jane - Virginia Tech: Sponsored Programs		
[* = AOR]		
Comments:	*	
Add To Chain Cancel	Ŧ	

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 <u>Routing & Approval</u> screen and an e-mail is sent to the next user in the routing chain (Pre-Award Administrator).

Routing & A	Approval 💈		
Routing Chain	+ >	Edit Chain?	
Begin			
Ekka	ad, Srinath - Virgini	ia Tech: Mechanical Enginee	ring
🖐 🗌 Lee,	Jane - Virginia Tec	h: Sponsored Programs	
End			
Routing History	proposal.	not yet approved this proposal. The pr	
username person	type date/tine	comments	
sekkad	Modify 2011-11-2913:07 Modify 2011-11-2912:58	Auto-built chain at create time from PI	

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 <u>Proposal Permissions</u> screen displays:

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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.

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



Budget Entry:

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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.



The red star will indicate manual override of a calculation.

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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.

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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"

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rants.gov will be unavailable for cheduled maintenance January 28- 9, 2012. Read the Grants.gov Blog	FIND GRANT OPPORTUNITIES						Sign-up for our "Succeed" Quarterly
r more information.	All discretionary grants offered by the 2i federal grant-making agencies can be four	nd on Grants.gov.					Newsletter
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4. Searches by entering criteria.

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Browse by Category Browse by Agency	Open Date	Opportunity Title	Agency	Funding Number	Attachment
Advanced Search Email Subscription	12/06/2011	Young Faculty Award (YFA)	DARPA - Defense Sciences Office	DARPA-RA-12-12	1 Research Announcement Young Faculty Award DSO
Get Registered	11/21/2011	New Tools to Study Astrocyte Heterogeneity, Development and Function in Brain Regions Relevant to Mintal Illness (R01)	National Institutes of Health	RFA-MH-13-010	
Track My Application	11/18/2011	Effects of Adolescent Binge Linking on Brain Development (321)	National Institutes of Health	PA-12-028	
Applicant Resources Search FAOs, User Suides and	11/18/2011	Effects of adolescent binge dinking on brain development (PD1)	National Institutes of Health	PA-12-027	
Site Information	11/09/2011	Developer Tools for Medical Iducation Public Physiology Research Platform (DTME-PRP)	Dept. of the Army USAMRAA	W81XWH-12-JPC1- DTME-PRP	September 2, 2011.
SYSTEM	11/02/2011	Community Nutrition and Heilth Care Project	Guatemala USAD- Guatemala City	USAID-GUATEMALA-S20- 11-000004	January 29, 2007 .
ABOUT GRANTS.GOV	10/11/2011	Air Force Defense Research and Development Rapid Innovaton Fund (RIF) Program	Air Force Research Lab	AFRL-PK-11-0001	BAA Solicitation Template 2-Step.,
HELP	10/05/2011	DoD Psychological Health/Triumatic Brain Injury Applied Neurotrauma Research Award	Dept. of the Army USAMRAA	W81XWH-11-PHTBI- ANRA	Program Announcement, Program Announcement,
SITE MAP	10/03/2011	Longitudinal Studies on the Inpact 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 Extramuni Medical Research	Dept. of the Army USAMRAA	W81XWH-BAA-12-1	United States Army Medical Research and Materiel Command ,
	09/28/2011	Long Range BAA for Navy ard Marine Corps Science and Technology	Office of Naval Research	ONRBAA12-001	Long Range Broad Agency Announcement (BAA) for Navy
	09/15/2011	DoD Psychological Health/Triumatic Brain Injury Basic/Appled Psychological Health Award	Dept. of the Army USAMRAA	W81XWH-11-PHTBI- BAPHA	Program Announcement, Program Announcement,
	09/15/2011	Applied Research and Technology Development Award (ARA'DA) - Psychological Health, Polytraima, and Operational Health	Dept. of the Army USAMRAA	W81XWH-12-MOMJFC- ARATDA	Program Announcement, Program Announcement, Program Announcement,
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- 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.