Cayuse 424

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

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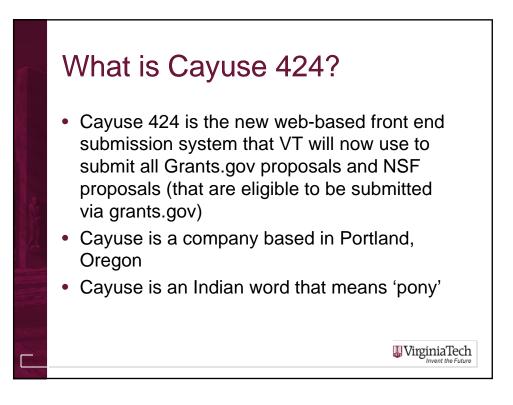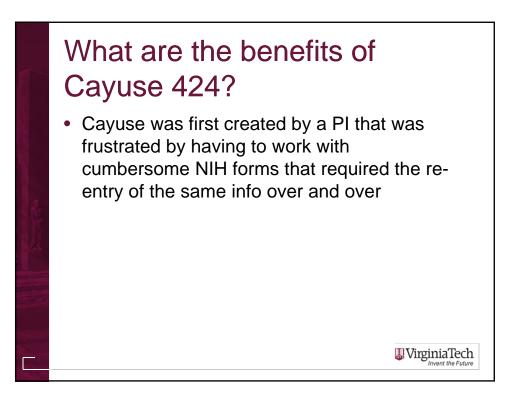*Invent the Future*

Agenda

- What is Cayuse 424?
- Benefits of Cayuse 424
- When Cayuse 424 should be used
- How will Cayuse affect the way we do business now?
- Where do I go to get started?
- Where do I go to get help?
- Demo of Cayuse 424 System
- Questions?
  *Please hold ALL questions until the end of today's class
  (use the paper provided to write down questions as we go
  in case we do not have time at the end of class – we can
  then email you answers after class)

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What is Cayuse 424?

- Cayuse 424 is the new web-based front end submission system that VT will now use to submit all Grants.gov proposals and NSF proposals (that are eligible to be submitted via grants.gov)
- Cayuse is a company based in Portland, Oregon
- Cayuse is an Indian word that means 'pony'

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What are the benefits of Cayuse 424?

- Cayuse was first created by a PI that was frustrated by having to work with cumbersome NIH forms that required the re-entry of the same info over and over

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What are the benefits of Cayuse 424?

- Some of the benefits to VT users of Cayuse 424 include, but are not limited to:
  - Ability to store pdf and Word documents (and even multiple versions of those documents!) that you use over and over (for example, Biosketches)
  - Ability to save key info so that you do not have to enter it over and over again (for example, the full legal name of VT, DUNS #, FEIN #, etc.)
  - Ability to autofill key information and contact info (for example, John Rudd is always the AOR)
  - Ability to share and work on proposal packages with your VT Co-PIs without having to send large pdf packages back and forth via email or file drop
  - Ability to duplicate previous proposals
  - Much better Error/Warning checking system
  - Excellent resources available via the Cayuse website

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When do I need to use Cayuse 424?

Pilot Phase: December 2011 - March 9, 2012

Campus-wide go-live date: Mon, March 12, 2012

- ALL grants.gov proposals are now required to go through Cayuse 424

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In what situations will I need to use Cayuse 424?

Cayuse 424 will be used to submit the following types of proposals:

- ALL Grants.gov proposal submissions supported by Cayuse

  (Please note: Cayuse currently supports roughly 98% of all Grants.gov opportunities, but they do not currently support HUD and Dept. of Commerce solicitations)

- ALL NSF proposal submissions supported by Cayuse

  (Please note: Cayuse does not currently support NSF Collaborative Proposals – those must still be submitted via the Fastlane system)

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In what situations will I need to use Cayuse 424?

But how do I *know* if the solicitation that I want to respond to is 'supported' by the Cayuse 424 system?

- Generally all solicitations that require, or provide for, submission via Grants.gov are supported
- If an opportunity is available for download within the Cayuse system (we will do a demo shortly), then you can submit a proposal to it via Cayuse
- If you try to download an opportunity in the Cayuse system and have problems doing so, please contact your Pre Award Admin so that they can double-check for you

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How will Cayuse 424 affect the way we do business now?

Still need to follow the normal proposal process:

- Find an opportunity and review it thoroughly (same process)
- Work with OSP to develop an approved excel budget and other important elements of your proposal (same process)
- Secure and send OSP the Sponsored Programs Approval Forms (same process)
- Enter your proposal information into the proposal package (now you will use Cayuse instead of a grants.gov package or fastlane) (different process)
- Notify your Pre Award Admin that the proposal is complete and ready for review/submission (will be done via the 'Routing & Approval' feature of Cayuse, kind of like Fastlane) (different process)
- OSP will review and submit the proposal for you (same process)
- You will be able to see and access all of your proposals entered into Cayuse from this point forward (different process)

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How will Cayuse 424 affect the way we do business now?

Still need to follow the normal proposal process:

- All administrative documents need to be submitted to OSP by 9 am the day before the sponsor deadline (same process)

- All proposal elements need to be complete and ready for OSP review/submission no later than 9 am the day of the sponsor deadline (same process)

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How will Cayuse 424 affect the way we do business now?

You will no longer need to complete cumbersome grants.gov pdf packages

- Instead, the pdf package associated with an opportunity will be within the Cayuse system and you will complete the proposal package forms there

No more emailing large pdf packages back and forth to Pre Award and VT Co-PIs

- You can give specific permissions to specific individuals at VT so that the proposal package can be worked on collaboratively within the web-based Cayuse system

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How will Cayuse 424 affect the way we do business now?

No more entering of the same information over and over

- Instead, much of the proposal package will be pre-filled or auto-filled with critical information (like VT's DUNS #, your Performance Site Location and Contact Information, etc)
- Info on individuals and other institutions (subcontractors) can be saved within Cayuse

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How do I get started?

To update your professional profile and pertinent info, and to actually create a real proposal for submission, use the Production Environment:

- http://vt.cayuse424.com
- Use your PID and CAS password to login

*All PIs that have submitted proposals in the last 5 years and all dept. heads and administrators on the OSP e-mail listserv have been pre-loaded into Cayuse. If you try to sign on and are not there please contact your Pre-Award Administrator with PID and e-mail to be added.

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Where can I go for help and additional information?

The OVPR Electronic Research Admin (ERA) website can be used to learn more about Cayuse 424 and to access the Production Site as well as other support resources:

http://www.research.vt.edu/era

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Let's do a Demo!