

Opportunities Tab/Screen:

The screenshot shows the 'Opportunities' tab in the Cayuse system. At the top, there are navigation tabs: Overview, Opportunities (selected), Proposals, Routing, People, Institutions, Reports, and Admin. Below the tabs, there is a 'Retrieve Opportunities' button. The main content area displays '68 Opportunities / Showing 2' and a search bar with '11-545' entered. A 'Search' button and a 'Show All' button are also present. To the right, there is a checkbox for 'Show closed opportunities:'. Below this, a table lists two opportunities:

	↑ 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	2012-02-10	
	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	2012-02-10	

If an opportunity is downloaded for the National Science Foundation (NSF) you will usually 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. The submission through Research.gov has a faster interface with Fastlane than a submission that goes through grants.gov to Fastlane.

Create Grants.gov/Research.gov Proposal window:

Create Grants.gov/Research.gov Proposal

Opportunity: 11-545 [i](#)

Proposal Name: (For reference within **Cayuse424**)

Showing recent PIs | [Show all](#)

Principal Investigator:

Organization:

Default IDC Rate:

of Budget periods: 1 2 3 4 5

Validation Type:

Internet | Protected Mode: On 125%

For a NSF proposal the system will default to NSF validation type.

Form Package that displays once Proposal is created:

The screenshot shows the Cayuse system interface for creating a proposal. The top navigation bar includes tabs for Overview, Opportunities, Proposals, Routing, People, Institutions, Reports, and Admin. The current page is titled 'Proposals List » Abbas_NSF_04-04-2012_Linked Structures'. On the left, a navigation pane lists various form sections, some of which are checked. The main content area displays the 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)' form. This form includes several sections: '2. DATE SUBMITTED' and '3. DATE RECEIVED BY STATE' with input fields; '1. * TYPE OF SUBMISSION' with radio buttons for Pre-application, Application, and Changed/Corrected Application; '4. a. Federal Identifier' and 'b. Agency Routing Number' with input fields; '5. APPLICANT INFORMATION' with fields for Legal Name (Virginia Polytechnic Institute & State University), Department, Street1 (Office of Sponsored Programs), City (Blacksburg), State/Province (Virginia), Country (United States of America), Organizational DUNS (003137015), Division, Street2 (1880 Pratt Drive, Suite 2006), and County/Parish; 'Person to be contacted on matters involving this application' with fields for Prefix, First Name, Middle Name, Last Name, Suffix, Phone Number, Fax Number, and Email; '6. * EMPLOYER IDENTIFICATION NUMBER(EIN) or (TIN):' with the value 546001805; '7. * TYPE OF APPLICANT:' with a dropdown menu set to 'H: Public/State Controlled Institution of Higher Education' and an 'Other (Specify):' field; and '8. * TYPE OF APPLICATION:' with radio buttons for New, Resubmission, and Renewal, and checkboxes for 'Small Business Organization Type' (Women Owned and Socially and Economically Disadvantaged). At the bottom of the form, there are status indicators for 'Error (41) / Warning (13) / Info (1)', a dropdown menu set to 'NSF', and a 'Final Review' button.

The required and optional forms display in the left navigation pane.

RR Key Persons form:

Abbas_NSF_04-04-2012_Linked Structures

RESEARCH & RELATED Senior/Key Person Profile

PROFILE - Project Director/Principal Investigator

Abbas, Montasir M - Virginia Polytechnic Institute and State University

Prefix	* First Name	Middle Name	* Last Name	Suffix
	Montasir	M	Abbas	

Position/Title: Associate Professor
Department: Civil & Environmental Engineer

Organization Name: Virginia Polytechnic Institute and State University
Division:

* Street1: Civil & Environmental Eng
Street2: 301-A Patton Hall

* City: Blacksburg
County/Parish: Montgomery County

* State/Province: Virginia
* Zip/Postal Code: 24061-0001

* Country: United States of America

* Phone Number: 540-231-9002
Fax Number:
* E-Mail: mswift@vt.edu

Credential, e.g., agency login: 000111222

* Project Role: PD/PI
Other Project Role Category:

Degree Type: PhD: Doctor of Philosophy
Degree Year: 1992

*Attach Biographical Sketch - BioSketch pdf (no src) Add Attachment Delete Attachment

Attach Current & Pending Support - CurrentPending pdf (no src) Add Attachment Delete Attachment

PROFILE - Senior/Key Person

0 Senior/Key Persons [expand all](#) / [collapse all](#) [Manage Key Persons](#)

Error (41) / Warning (11) / Info (1) NSF Final Review

The RR Key Person form is used to enter the NSF ID (9 digit number used for user id at sign on in Fastlane) in the “Credential e.g. agency login” field. The user can also attach the needed Biographical Sketch and Current & Pending Support documents on this form.

RR Budget form:

The screenshot shows the 'RR Budget' form for proposal 'Abbas_NSF_02-12-12_Light Aircraft'. The left sidebar contains a tree view with sections like 'SF424 RR', 'RR Performance Sites', 'RR Other Project Information', 'RR Key Persons', 'RR Personal Data', 'RR Budget', 'RR Subaward Budget Attachment', 'NSF Cover Page', 'NSF Deviation Authorization', and 'NSF Suggested Reviewers'. The main content area is titled 'RESEARCH & RELATED BUDGET - SECTION C, D, & E' and includes a 'Budget Period 1 of 3' dropdown. It features several input sections: 'Equipment item' with a table showing '1 Head-mounted display' for \$34,500; 'D. Travel' with 'Domestic Travel Costs' at \$3,000; and 'E. Participant/Trainee Support Costs' with a table for various support categories. A 'New Equipment Row' button is present. At the bottom, a status bar shows 'Error (0) / Warning (3) / Info (0)' and a 'Final Review' button. Three warning messages are displayed, stating that indirect costs (F&A) are not allowed on participant support costs for budget periods 1, 2, and 3.

At Virginia Tech, Participant Support costs are charged normal indirect. The category defaults to the Indirect Cost Type selected for the proposal. NSF does not allow indirect on Participant Support Costs. The user may receive a warning on this. You can submit with the warning or the user can update the Indirect Cost Type to excluded in each budget period.

RR Budget form:

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

Proposals List » Abbas_NSF_02-12-12_Light Aircraft

Proposals List

Abbas_NSF_02-12-12_Light Aircraft

RESEARCH & RELATED BUDGET - SECTION C, D, & E Budget Period 1 of 3

Equipment item	* Funds Requested (\$)
1 Head-mounted display	34,500

+ New Equipment Row

Indirect Cost Type: excluded Total Equipment: 34,500

D. Travel Funds Requested (\$)

1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	3,000
2. Foreign Travel Costs	

Indirect Cost Type: Research_Federal and Default_On Campus Total Travel Cost: 3,000

E. Participant/Trainee Support Costs Funds Requested (\$)

1. Tuition/Fees/Health Insurance	
2. Stipends	
3. Travel	
4. Subsistence	
5. Other	

Number of Participants/Trainees: Total Participant/Trainee Support Costs

Indirect Cost Type: excluded

Error (0) / Warning (0) / Info (0) NSF Final Review

After the user selects “excluded” in the Indirect Cost Type for each budget period, the warnings are removed.

NSF Cover Page form:

The screenshot shows the 'NSF Grant Application Cover Page' form within the Cayuse system. The interface includes a top navigation bar with tabs for Overview, Opportunities, Proposals, Routing, People, Institutions, Reports, and Admin. The main content area is titled 'National Science Foundation Grant Application Cover Page' and is divided into several sections:

- 1. Funding Opportunity Number:** Includes fields for 'Funding Opportunity Number' (11-545) and 'Opportunity closing date' (05/21/2012).
- 2. NSF Unit Consideration:** Includes fields for 'Division Code', 'Division Name', 'Program Code', and 'Program Name'. A link to the Fastlane NSF website is provided for finding this information.
- 3. Principal Investigator (PI) Information:** Includes a checkbox for 'Check here if you are currently serving (or have previously served) as a PI, co-PI or Program Director (PD) on any Federally funded project.'
- 4. Other Information:** Includes checkboxes for 'Beginning Investigator (GPG, Chapter I.G.2)', 'RAPID (GPG, Chapter II.D.1)', 'EAGER (GPG, Chapter II.D.2)', 'Accomplishment-Based Renewal (GPG, Chapter V.B)', 'Disclosure of Lobbying Activities (GPG, Chapter II.C.1.e)', and 'High Resolution Graphics/Other Graphics Where Exact Color Representation Is Required For Proper Interpretation (GPG, Chapter I.G.1)'. A note says 'Check Appropriate Box(es) if this proposal includes any of the items listed below.'
- 5. Additional Single-Copy Documents:** Shows a list with one entry: '1. (no pdf) (no src)' with 'Add' and 'Remove' buttons.

At the bottom of the form, there is a status bar showing 'Error (41) / Warning (13) / Info (1)', a dropdown menu set to 'NSF', and a 'Final Review' button. A 'Done' button is visible at the very bottom left of the browser window.

The Division Code and Program Code must be entered on the NSF Cover Page form. The user can click the link to the Fastlane NSF Division and Program Information web page.

Fastlane NSF Division and Program Information:



NSF Division and Program Information

Use the search function below to search by Funding Opportunity number (#), and then enter the Division Code and Program Code exactly as they appear below in Box 2, "NSF Unit Consideration", on NSF's Grant Application Cover Page. Note that the codes are required, but the Division Name and Program Name are optional and do not need to be typed into the NSF Cover Page. NSF uses the information to electronically route the application to the correct program officer for review.

If you have problems identifying the correct Division and Program information, please contact FastLane User Support at fastlane@nsf.gov or 1-800-673-6188.

 **Search for Division and Program Information by Funding Opportunity #:**
Funding Opportunity #:

The user enters the Funding Opportunity number.

Fastlane NSF Division and Program Information:



NSF Division and Program Information

Use the search function below to search by Funding Opportunity number (#), and then enter the Division Code and Program Code exactly as they appear below in Box 2, "NSF Unit Consideration", on NSF's Grant Application Cover Page. Note that the codes are required, but the Division Name and Program Name are optional and do not need to be typed into the NSF Cover Page. NSF uses the information to electronically route the application to the correct program officer for review.

If you have problems identifying the correct Division and Program information, please contact FastLane User Support at fastlane@nsf.gov or 1-800-673-6188.

Search for Division and Program Information by Funding Opportunity #:
 Funding Opportunity #:

Funding Opportunity #	Division Code	Division Name	Program Code	Program Name
11-545	08070000	DIV OF MOLECULAR AND CELLULAR BIOSCIENCE	1112	Genetic Mechanisms
11-545	08070000	DIV OF MOLECULAR AND CELLULAR BIOSCIENCE	1114	Cellular Processes
11-545	08070000	DIV OF MOLECULAR AND CELLULAR BIOSCIENCE	1144	Biomolecular Dynam,Struc,Func
11-545	08070000	DIV OF MOLECULAR AND CELLULAR BIOSCIENCE	8011	Networks and Regulation

The user copies the Division Code and Program Code to the Cayuse 424 form. The user closes out of this window and continues to complete the Cayuse 424 proposal.

Grants.gov does not handle two of the forms that are sometimes needed for an NSF proposal. If the Biological Sciences (BIO) Classification Form or the Division of Undergraduate Education (DUE) Project Data Form is needed, the forms should be added to Fastlane using the file update module once the proposal is submitted through Cayuse 424 and loaded into Fastlane. This will need to be done after the Cayuse submission is available in Fastlane, but before the sponsor's deadline. For more information on these forms see the NSF guide: <http://www.nsf.gov/pubs/manuals/grantsgovguide606.pdf>

Collaborative proposals to NSF are not supported by Grants.gov and therefore cannot be submitted by Cayuse.