**Accessing Cayuse 424 and training materials**
The Office of Research Electronic Research Administration (ERA) website can be used learn more about Cayuse 424 and to login to Cayuse 424. 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 in the "Learn About Tools" section. If you click on "Cayuse 424," more information will display.
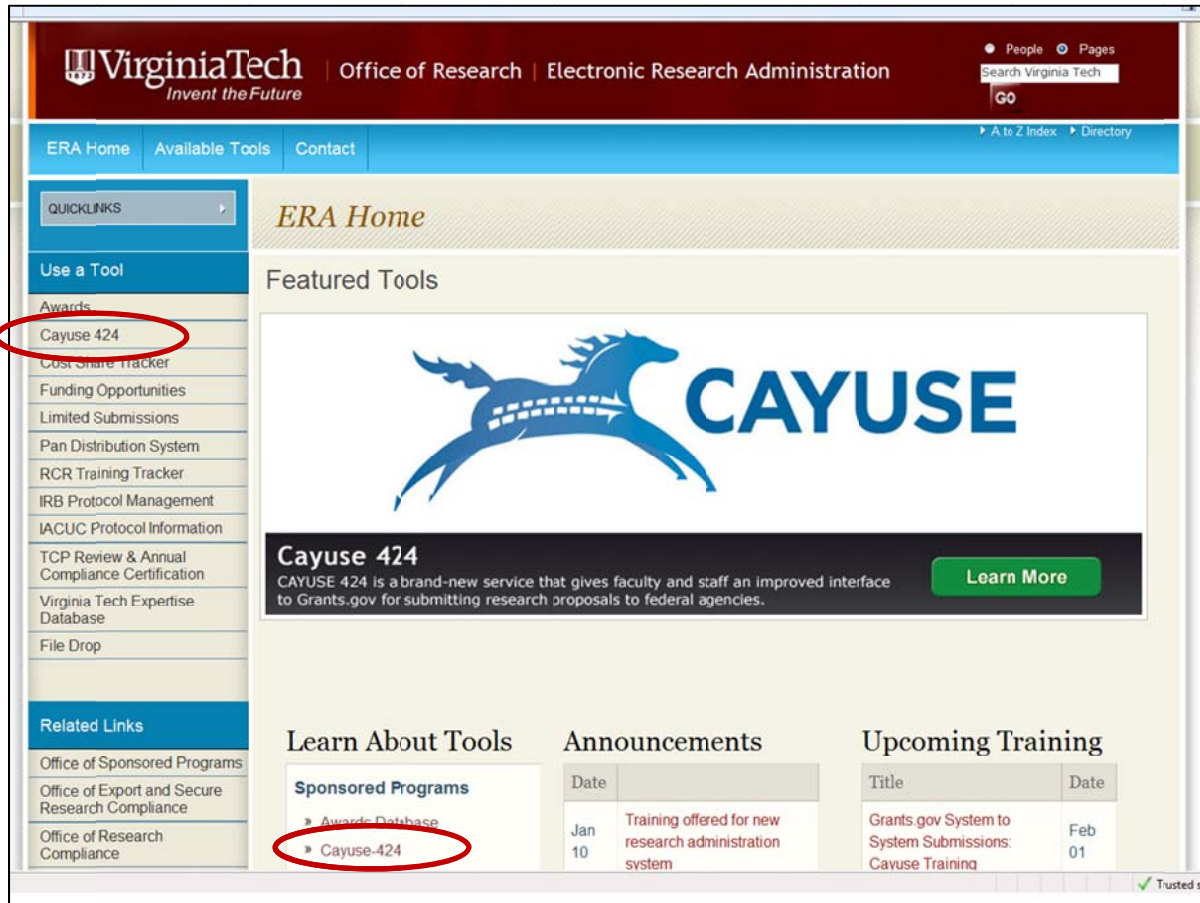
Logging in to Cayuse:
Access to Cayuse is available through the ERA website (under "Use a Tool"); you can also access Cayuse directly at http://vt.cayuse424.com . The system will display the CAS sign on screen. Use your PID and CAS password to log in. (Your CAS password is the same one you use for HR system such a pay stub review.)

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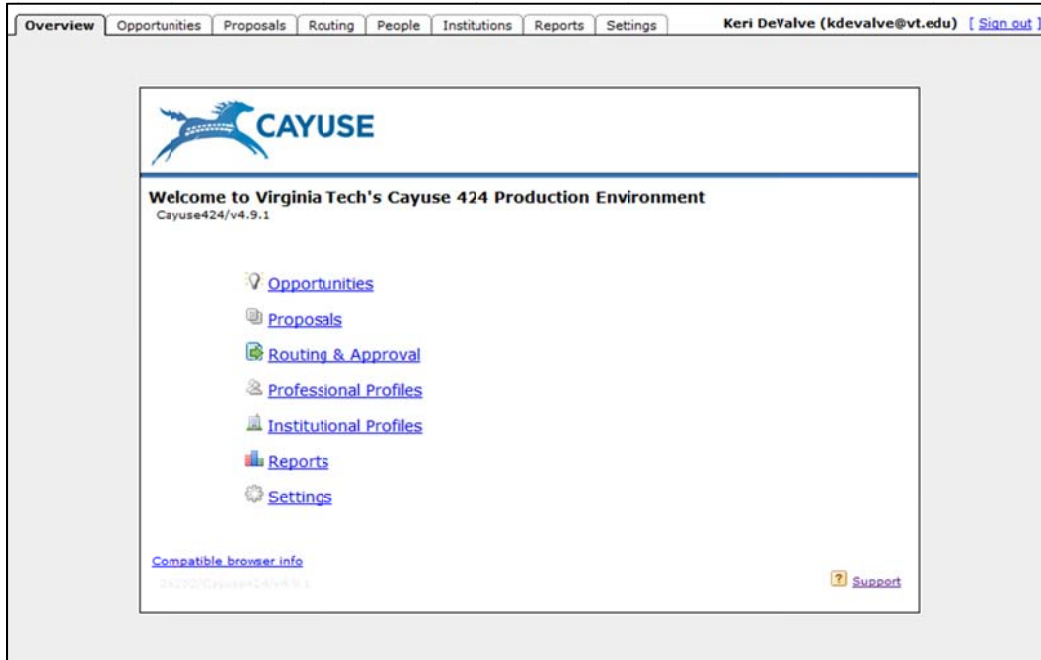
Cayuse's Main Menu (above) is used to navigate to review opportunities, review and enter proposals, review if any proposals need routing and approval activity, update Professional Profiles and review institutional data.

Opportunities tab/screen:
Clicking on the "Opportunities" tab or link will display all of the opportunities that have been downloaded. You can use the search function on this screen to verify if an opportunity has been downloaded. 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.

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. You should always select the research.gov opportunity to use in the submission of a NSF proposal. See below for an example.

Proposals tab/screen:

The Proposals tab or link from the Main Menu will display the Proposals List. 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.

Adding a Proposal:

You can start a proposal from the Opportunities screen by clicking on the green plus sign to add a proposal.

A proposal can also be started from the Proposal List by clicking on the "**Create Proposal**" button.

After, the Create Grants.gov/Research.gov Proposal screen displays, where you enter the Proposal Name. The naming convention for this is **PI's Last Name (underscore) Sponsor Name PI's Last Name (underscore) Due Date PI's Last Name (underscore) and Proposal Short Name**. The user selects a PI, chooses VT as the Organization, selects an IDC Rate (which is the indirect rate that will be used on the proposal--you can find this type on the budget spreadsheet from OSP), and enters the number of budget periods and proposal due date.

Form package that displays once proposal is created:
After creating the proposal, the form package displays. 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. THIS INCLUDES ANY SUBAWARDS.

Subawards in Cayuse 424
Proposals often involve one or more Subawards. Cayuse424 makes it easy to quickly enter required information about your Subawardee or to import budgets for one or more Subawards (non-modular) into a "prime" proposal.

A Cayuse 424 Subaward is essentially a streamlined proposal consisting only of a detailed budget, a Performance Site form, and a simplified Key Person form.

Creating New Subawards
There are two ways to create Subawards in Cayuse424:
- "Stand-alone" Subawards which are unlinked to any prime proposals
- Linked Subawards created from within the prime proposal

Creating a stand-alone Subaward:
A stand-alone Subaward is created by someone at Virginia Tech for inclusion with a prime proposal. Stand-alone Subawards appear on the All Proposals list, but are not linked to any prime proposal. A stand-alone Subaward cannot be submitted directly to Grants.gov – it must be linked to a prime proposal.

Before creating a Subaward, you should have an Institutional Profile for the subcontractor and the information needed to create Professional Profiles for the subcontracting Key Personnel (with Institutional Associations*). You can use partially filled-out Institutional Profiles for Subaward institutions. You will need, at a minimum, an Organization name, a DUNS number, and at least one named IDC rate with a start date established (for the rate, not the proposal).

Note that the DUNS number of the Subaward organization must differ from that of the prime (Virginia Tech) or Grants.gov will reject the proposal.

*Call your Pre-Award Administrator to set up the institution if not in Cayuse.

To create a stand-alone Subaward:
1. Navigate to the Proposals tab at the top of the Cayuse 424 interface.

2. Click the "**Create Proposal**" button. This will take you to the following dialog screen:

3. Select "Subaward Proposal" and then click "Create" and you will then be taken to the next screen:

4. Enter a Proposal Name for the Subaward. At Virginia Tech we use the naming convention: **SUB (underscore) the Sub PI name (underscore) the Sub institution name (underscore) the VT PI name** (e.g. SUB_Smith_Wake Forest_Jones)
5. Select a name from the Organization pull-down menu (optional).
6. Select the number of Budget Periods.
7. Select the validation type. (If you don't know it, don't worry, it can be changed later.)
8. Click "Create Proposal"

Creating a linked Subaward:
A Subaward can be created within an existing primary proposal, in which case, it is automatically linked to that prime proposal. While it is easy to create a Subaward independently of a prime (a stand-alone Subaward), this may not be the most natural sequence. If you already have created the primary proposal then a simpler procedure is to create your new Subaward from within the prime. When you create a new Subaward this way, it is automatically linked to your proposal, and inherits that proposal's budget period structure and validation type.

To create a Subaward from within a prime proposal
1. In the prime, navigate to the <u>Subaward Budget Attachment</u> form, which displays all linked Subawards and worksheet rows.

2. Click the "**Create Subaward**" button.
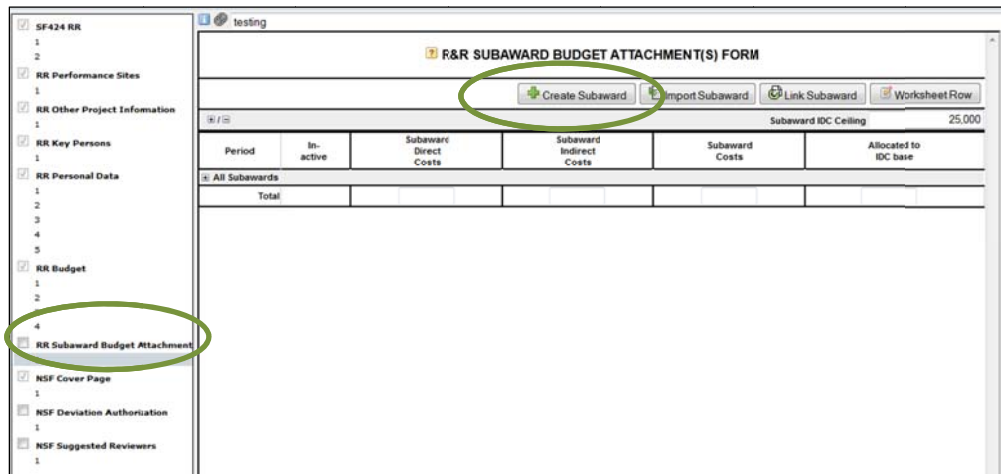3. This will bring you to the following dialog:

4. Enter a Proposal Name for the Subaward. At Virginia Tech we use the naming convention: **SUB (underscore) the Sub PI name (underscore) the Sub institution name (underscore) the VT PI name** (e.g. SUB_Smith_Wake Forest_Jones **)**
5. Select the applicant Organization from the pull-down list. (This can be changed later.)
6. Click "Create Subaward."

Cayuse 424 creates a new Subaward proposal, already linked to your prime proposal. To open, view or edit the new Subaward, click its hyperlinked name on the prime's <u>Subaward Budget Attachment</u> page. You can also click the Subaward tab when you have the prime open. The Subaward tab appears at the top of Cayuse 424 just to the right of the Proposals tab whenever you are viewing a prime proposal which has at least one linked Subaward:

Importing Subawards
One especially useful tool within Cayuse 424 is the ability to import Subaward proposals from external sources, allowing them to then be edited within Cayuse using an interface <u>very similar</u> to that of the primary proposals. There are three sources for importable Subawards:
- Stand-alone Subawards created within Cayuse 424 by a user at another institution.
- Subaward proposals created on Subawards.com.
- Subawards extracted from the Abode application packages

To import a Subaward proposal, your collaborator must have previously sent to you the exported file, and it must be accessible to you on either your computer's hard drive or a shared network drive.

There are two ways to import a Subaward:
- You can import a stand-alone (unlinked) Subaward from the main Proposals screen, adding it to your <u>All Proposals</u> list
- You can import a Subaward from within an existing prime proposal, automatically linking it to that proposal in the process

To import a standalone Subaward:
1. Navigate to the Proposals tab at the top of the Cayuse 424 application.
2. Click the "**Import Subaward**" button at the top of the screen.

3. Navigate to the location of the Subaward export file.

4. Name the Subaward proposal.
5. Click "**Import Subaward**."

To import a linked Subaward proposal
1. Navigate to the Subaward Budget Attachment link in the left-side panel.
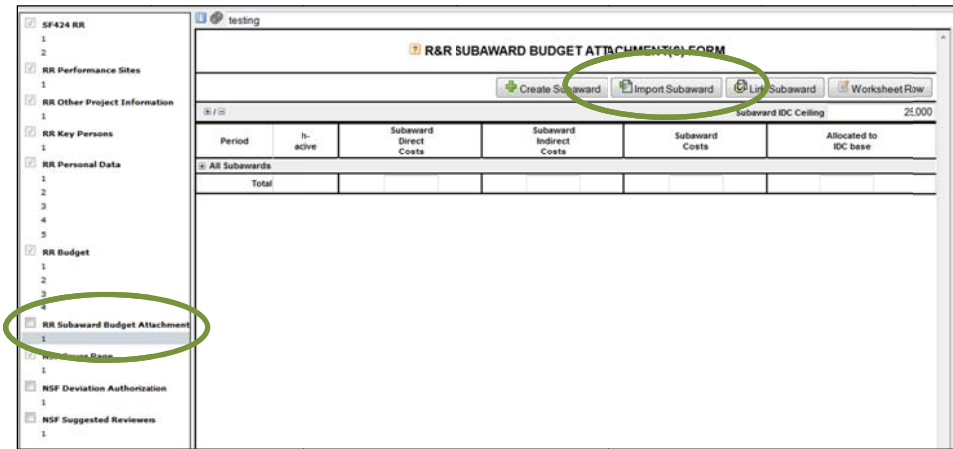
2. Click the "**Import Subaward**" button.
3. Navigate to the location of the Subaward export file.

4. Name the Subaward proposal.
5. Click Import.

The Subaward proposal will be added to your proposal list and linked to the associated prime proposal. You will be able to open and edit the Subaward proposal like any other proposal.

Linking and Unlinking

Linking
"Linking" Subawards allows you to attach a Subaward to your prime proposal. When you link a Subaward:
- The Subaward is listed at the top of the prime's Subaward Budget.
- The Subaward is listed on the Subaward tab.
- Performance Sites and/or Key Persons from the Subaward are copied into the prime.
- The Subaward's total costs will flow into the prime's budget as described below.

To be eligible for linking, a Subaward proposal must:
- Be created with Budget Type set as "Subaward"
- **Not** already be linked to another prime proposal.

How to link a stand-alone Sub to a prime proposal:
If you have imported a Subaward directly to the <u>All Proposals</u> tab, or otherwise developed it within Cayuse without linking to a prime, you will need to link it to a prime in order for its data to attach to that proposal. To do this, you must first open the intended prime proposal within Cayuse and then navigate to the <u>Subawards Budget Attachment</u> form within that proposal.

At the top of that form you should see the following:
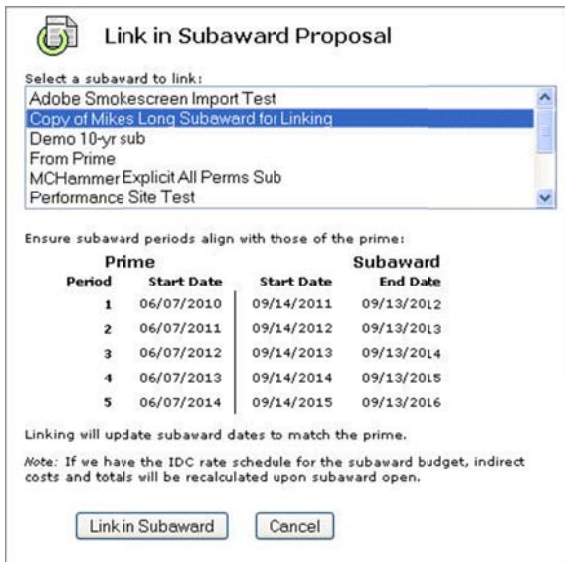
Click the "**Link Subaward**" button, and you will get the <u>Link in Subaward Proposal</u> dialogue. Here you can select the Subaward from the list of all unlinked Subawards currently in the Cayuse 424 system. When you select the Subaward you want to link, you will notice the budget periods of the prime and the Subaward will then be compared below it and you can see how they match up. If these budget periods do not perfectly align, those within the Subaward will be automatically matched to the prime when you click the "**Link in Subaward**" button.

If your Subaward has fewer budget periods than your prime, you will be given the option to use the special arrow buttons (see right) to adjust which periods will sync up, and how.
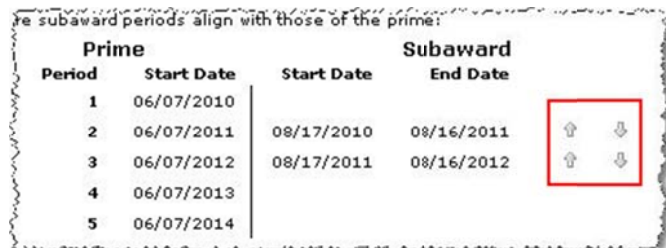
After you have selected your Subaward and matched up the budget periods, click the "**Link in Subaward**" button to continue to the final screen in the process:

This screen will allow you to check which Key Persons and Performance Sites from the sub to import into the budget of the prime. When done, click "Finish," and your Subaward will now be linked to your prime proposal.

How to unlink a Sub from a prime:
To unlink a Subaward from its prime proposal, open the prime and go to the <u>Subaward Budget</u>

<u>Attachment</u> form. To the right of each Subaward in the list you will see the Unlink Icon . Click that to be taken to the following screen:
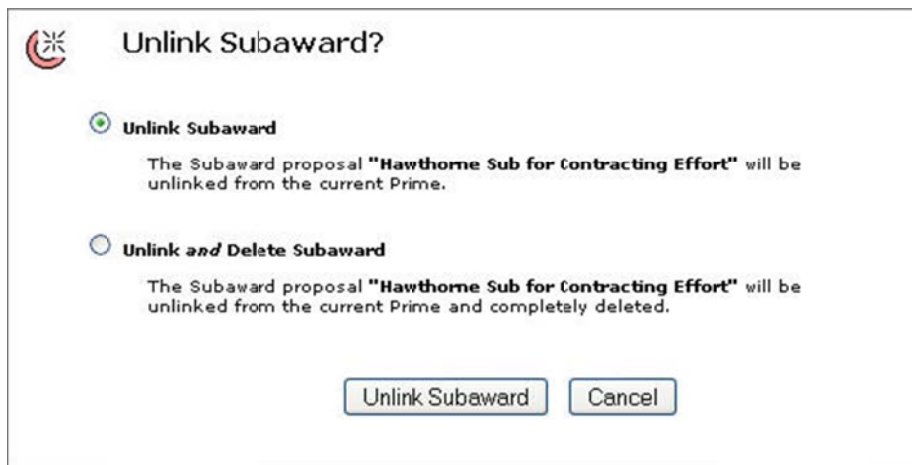
Here you can choose to simply Unlink the Subaward, returning it to the All Proposals list for later use, or to instead Unlink and Delete it all at once. If deleted, no other user will be able to see or use it. After unlinking, all Budget Data, Key Persons, and Performance Sites from the Subaward will be removed from the prime proposal.

Navigating a Subaward
Navigating the interface of a Subaward proposal is much the same as a full proposal. When you open up a Subaward, you will see a screen much like the following:
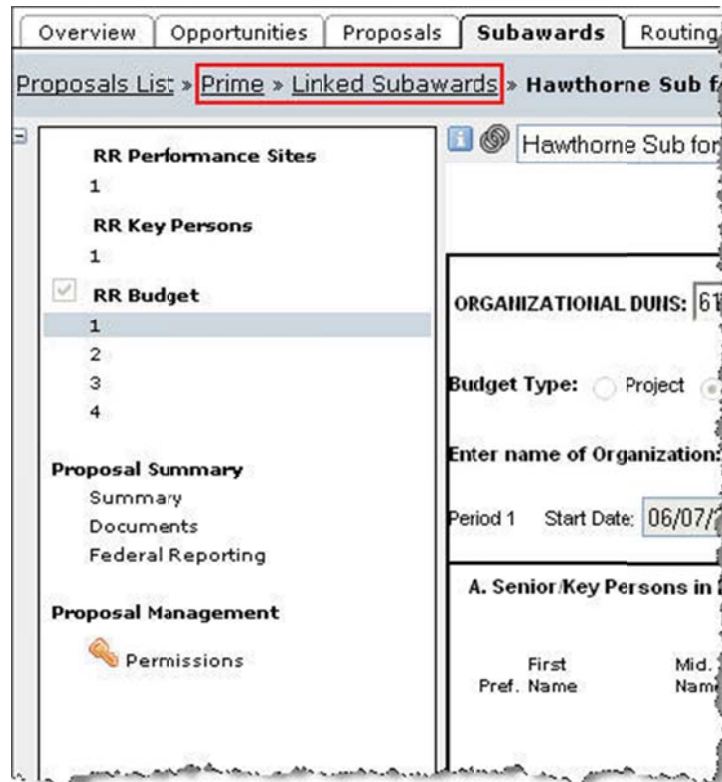
You will notice that it looks very similar to a prime, yet with only a few basic forms standard to all Subawards. Take note of the highlighted "breadcrumb" text in the image above; these breadcrumbs will allow you to easily navigate between a prime proposal and its linked Subawards. If the Subaward you are viewing is not currently linked to a prime, then those two steps of the breadcrumb highlighted above will be omitted.

Locking the Subaward
Just like with a prime proposal, while you are editing a Subaward it will be locked, preventing anyone else from making edits to it. If the Subaward is linked to a prime proposal, then additionally **both the prime *and* all other Subawards linked to that prime will also be locked**. This will prevent anyone else from making changes to any linked primes or subs while you are working within either the prime or its subs. If you see a Lock icon at the top of your screen, the Subaward is locked by the username written next to it.

Organizing and Entering Subaward Data:
Any and all changes to the Subaward's Budget data, Key Persons, and Performance Sites should be done directly within the actual Subaward form. That data will then be automatically synched back into the linked prime, if any.

The Subaward Page

Within your prime proposal you can navigate to the <u>Subaward Budget Attachment</u> page on the left-hand navigation menu. When clicked, you will see a screen similar to the one below:

☒ R&R SUBAWARD BUDGET ATTACHMENT(S) FORM

	➕ Create Subaward	📋 Import Subaward	🔗 Link Subaward	✏ Worksheet Row

⊞ / ⊟   Subaward IDC Ceiling   25,000

Period	In-active	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs	Allocated to IDC base
⊞ Sample R01 Proposal (Subcontract)					✖
Total		219,073	109,538	328,611	25,000
⊟ University of Denver				Error(3) / Warning(0)	⚙ 🐞
1	☐	132,150	63,261	195,411	25,000
2	☐	117,370	63,380	180,750	0
3	☐	117,596	63,502	181,098	0
4	☐	117,828	63,627	181,455	0
5	☐	118,066	63,756	181,822	0
Total		603,010	317,526	920,536	25,000
⊞ Cayuse, Inc.				Error(15) / Warning(0)	⚙ 🐞
Total		359,785	186,185	545,970	25,000
⊞ All Subawards					
Total		1,181,868	613,249	1,795,117	75,000

On this screen you can see basic budget data from all of your imported Subawards. Using the Plus symbols next to each Subaward's name, you can expand them to see more information. You can also click the check boxes next to each budget period to enable or disable those budget periods, removing them from the budget calculations that factor into the prime.

To get more hands-on with an individual Subaward, click the Subaward name and you will be taken to the forms for that specific Subaward.

How information transfers from a linked Subaward to the prime
When a Subaward proposal is linked to a prime, the following changes occur:

- Any Key Persons or Performance Sites on a linked Subaward proposal are automatically copied into the prime.
- The Subaward's total costs (direct + indirect) for each of the budget years are added into Item F.5 (Subawards/Consortium/Contractual Costs) in the R&R budget.
- The Subaward Indirect cost is added to the Direct Cost to obtain the Total Cost for each budget period.
- On the **Subaward Budget Attachment** page, a table entry will have been added to show how Virginia Tech amortizes its own Indirect Costs for administering each Subaward, over the lifetime of the Subaward. The Subaward IDC ceiling limits the amount of Subaward costs for which VT may claim Indirect over the life of the Subaward. Note that you can override the calculated amounts for each "Allocated to IDC base" in case you need a different calculation.
- The prime's Indirect Costs on the Subaward will be added to the Indirect Base for one of the named rates that you specify. This appears on page 3 of the Detailed Budget in an extra field called "**Allocated IDC Base**" designed for this purpose. A sample is shown below.

Note that you can use this Allocated IDC Base field even if you do not use the Subaward Budget page.

Subaward Key Persons
All Key Persons on a Subaward proposal, which are imported or linked to a Cayuse 424 prime proposal, are automatically copied into the prime where they can be directly managed. You will have the option of selecting and de-selecting these persons both at the time of linking, and again after the linking has been performed.

Important note about autofilling Subaward Key Persons
If you need to add a Key Person from the Subaward to the prime proposal, go to the prime's Senior/Key Persons page and Add/Edit a Key person to bring up the Cayuse 424 Key Person auto-fill window. The list of available Key Persons will include those with Professional Profiles on your system, as well as any Key Persons from Subaward proposals linked to the current prime. Key Persons from Subawards are marked on this list with an icon ⊡ next to their name.

Permissions for linked Subawards
It is important to note that after a Subaward has been linked to a prime, all permissions on that Subaward are stripped of write access. Going forward, in order to write to a linked Subaward, you must first open the prime and have write access to it.

Synching Subs and primes
If you change budget, key person, and/or performance site data in one of the linked Subaward budgets, Cayuse 424 will notice and accordingly update that data in the prime as well. This update will happen automatically, without need for manual synchronization.

If Key Persons or Performance Sites have been added to the Subaward or deleted from the prime since it was linked, they will not be automatically synchronized to the sub. Likewise, if a key person or performance site is removed from the sub, they will not automatically be removed from the prime. Instead those Key Persons or Performance Sites should be auto-filled into the prime as described above.

Subawards with empty budget periods
Cayuse 424 expects all Subawards linked to a prime to have the same number of budget periods as the prime (and the same dates). When you link a Subaward to a prime, it will bring up a dialog asking you to match up the sub's budget periods with those of the prime. There is no need to fill in any "blank" or "dummy" periods in your sub, as Cayuse will automatically sync the periods up accordingly.

<u>Using Subaward worksheet rows</u>
The table on the Subaward Budget page also operates as a **Subaward Worksheet**, to which you can add a row or rows without a detailed Subaward behind it. Cayuse 424 allows you to fill in the numbers manually. The appropriate budget data will flow from the table to the Detailed Budget and to the Modular budget, if in use, where the Subaward IDCs are excluded for determining the direct cost modules.

Worksheet rows are useful for what-if scenarios, placeholders, and for flowing numbers into your Modular budgets.

For example, the Grants.gov schema limits a prime proposal to explicitly attaching only up to ten Subawards. If your proposal exceeds this limit, then create Worksheet rows for the subs over the limit so that you can calculate costs correctly. In this case, you would also attach the Subaward details as part of the Budget Justification.

To add a new Worksheet Row, click the "**Worksheet Row"** button at the top of the **Subaward Budget** page and scroll down to fill-in cost data.

Worksheet rows are listed on the <u>Subaward Budget Attachments</u> form just like actual Subawards, but because they don't correspond to Subaward proposals they do not appear as clickable links.

Warning: A Worksheet Row is not a substitute for a Subaward. Neither Grants.gov nor NIH can extract information implied in a worksheet row. For instance, NIH needs to know what the Indirect Costs are for the subcontract in order to check your proposal against funding limits. ***NIH can only get this information if you fill out a subcontract.***

Note: Unlinking a Worksheet Row is equivalent to deleting it, since Worksheet Rows are proposal-specific place-holders.

<u>**Exporting a Subaward proposal to another Cayuse user**</u>
You can also use Cayuse 424 to help you develop and send a Subaward proposal to another Cayuse 424 user for inclusion in that institution's prime proposal.

1. Create a stand-alone Subaward proposal (see pp. 7-8) per the sponsor's and lead institution's guidelines.
   a. Internal documentation (e.g. signed Face Pages, Letters of Support, Letters of Collaboration, etc.) can be added to the Documents page under Proposal Summary. These will be exported with the Subaward proposal.
   b. Running the validation check is recommended prior to exporting.
2. Route your Subaward to OSP just like any other proposal. Your Pre-Award Administrator reviews your Subaward proposal and exports it into a file that s/he attaches to an email to your point of contact at the lead institution.
3. The lead institution imports your Subaward proposal into their instance of Cayuse 424 and links the Subaward to the prime proposal prior to submission to the sponsor.