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 <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 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:

3	CA	YUSE					
/	1						
Cayu	se424/v4.9.1	nia Tech'	s Cayu	ise 424 Pro	oduction	Environme	ent
	Q Opr	ortunities					
	Pro	posals					
	Rou	iting & Ap	proval				
	a Prot	fessional F	Profiles				
	Inst	titutional F	Profiles				
	💼 <u>Rep</u>	orts					
	Set Set	tings					
Comp	atible browser inf	2					
2673		6					2 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:

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.

Ov	erview	Opportunities	Proposals Routing	People	Institution	s Reports	Settings	Ì	Keri DeValve	(kdevalve	vt.edu) [<u>Si</u>	gn out
Opp	ortuniti	es 🛱			1	Retrieve Op	portunities					
152	Opport	unities / Showing	140	[Searc	h			Show closed	opportunities:	
	1 Oppo	rtunity Number	Title	Co	mp. ID	Agency	0	FDA #	Opens	Closes	Retrieved	
+	09	9-560	Sedimentary Geology a Paleobiology	ind [Rese	earch.gov] N F	ational Scienc oundation	e	47.050	2010-09-24	2012-07-16	2012-04-19	8
•	11	1-503	Major Research Instrumentation Progra	[Rese	earch.gov] N F	ational Scienc oundation	e	47.081	2011-11-08	2013-01-24	2012-04-19	8
•	11	1-533	Integrative Graduate Education and Lesearc Traineeship Program	h	N F	ational Scienc oundation	e	47.081	2011-03-10	2012-07-02	2012-04-19	*
4	11	1-533	Integrative Graduate Education and Lesearch Traineeship Program	[Rese	earch.gov] N F	ational Science oundation	e	47.076	2011-04-21	2012-07-02	2012-04-19	*
•	[] 11	1-545	Division of Mol+cular an Cellular Biosciences: Investigator-intiated research projecs	nd	N F	ational Scienc oundation	•	47.074	2011-05-10	2012-05-21	2012-04-19	*
4	I 11	1-545	Division of Molecular an Cellular Biosciences: Investigator-inblated research projects	nd [Rese	earch.gov] N F	ational Science oundation	e	47.074	2011-05-26	2012-05-21	2012-04-19	*
4	12	2-506	Opportunities for Promoting Understandi through Synthesis	ng	N F	ational Scienc oundation	9	47.074	2011-10-28	2012-08-01	2012-04-19	*

Overvi	ew	Opportunities	Proposals Routing	People Institu	tions Reports	Settings	Keri DeValv	e (kdevalve	@vt.edu) [Sign o
portu	nitie	:s 🛱			Retrieve Op	portunities				
152 0	pport	tunities / Showing 2	Č.	11-545	Search	Show All		Show clos	ed opportuniti	es: [
	10	pportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved	1
4		11-545	Division of Molecular and Cellular Biosciences: Investigator-initated research projects	ł	National Science Foundation	47.074	2011-05-10	2012-05-21	2012-04-19	*
+		11-545	Division of Molecular and Cellular Biosciences: Investigator-initated research projects	[Research.gov]	National Science Foundation	47.074	2011-05-26	2012-05-21	2012-04-19	*

Proposals tab/screen:

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

osals L	ist	ppo	rtunities Proposals Routing People Ins	titutions Reports Settings		🗣 Create Pro	oposal Dimpor	t Subaward	(ad) []
iow Reci	enti	y Vis	Search View days tack:	2 months • Include sub	mitted proposals	7			
how Al	II: 3	1 p	roposals since Feb 19, 2012 📮	Make Show All	th <mark>e de</mark> fault view				
			Proposal	Title	PI	+ Modified	Туре	Deadline	
4	4	R	Keri NSF 04-10-12 ReadyForSubmission	Innovations in Telescope Technologies	O'Brien, Walter	2012-04-10	Mathal Biology	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	P.	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	-
8	4	R	Keri NSF 03-01-12 ReadyForSubmission	Innovations in Telescope Technologies	O'Brien, Walter	2012-03-07	CentInnovation	2012-03-01	-
8	ł	R	Diller NSF 2-28-12 Test1	Descriptive Title of Poposal	Diller, Thomas	2012-03-02	Plan Telescope	2012-02-28	4
		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)		

Adding a Proposal:

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

Ov	ervie	Opportunitie	Proposals Routing	People Instituti	ons Reports Set	tings	Keri DeValve	e (kdevalve@	ovt.edu) [Si	qn ou
Opp	ortu	nities 📁			Retrieve Opportu	nities				
152	Орр	ortunities / Showing	140		Search			Show closed	opportunities:	
	10	pportunity 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	*
4		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	*
4		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	*
4		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	*
4		12-506	Opportunities for Promoting Understanding through Synthesis		National Science Foundation	47.074	2011-10-28	2012-08-01	2012-04-19	*

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

Overview	N	Oppo	rtunities Proposals Routing People Ins	titutions Reports Settings			Srinat	th Ekkad (sekk	ad) [Sign
oposals	s List				(Create Pro	oposal Mimport	Subaward	
Show R.	ecenti All: 3	y Vie	Search View days back:	2 months - 🗹 Include and	mitted proposals				
			Proposal	Title	PI	+ Modified	Туре	Deadline	
	4	R	Keri NSF 04-10-12 ReadyForSubmission	Innovations in Telescope Technologies	O'Bries, Walter	2012-04-10	Mathal Biology	2012-09-24	2
		R	Obrien NIH (3-16-12 LungCapacityII	ttitle of proposal	O'Bries, Walter	2012-03-19	G.g FOA (R01)	2012-03-16	-
		R	Transform of Obrien NIH 04-16-12 Biosphere		O'Bries, Walter	2012-03-14	FocuI Sciences	2012-03-19	-
	_	R	OBrien NIH (4-16-12 LungandHeartCapacty	Lung Capacity for the Elderly	O'Bries, 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'Bries, Walter	2012-03-08	CentInnovation	2012-03-01	-
8	4	R	Keri NSF 03-01-12 ReadyForSubmission2	Innovations in Telescope Technologies	O'Bries, Walter	2012-03-07	CentInnovation	2012-03-01	-
		R	Obrien NIH (4-16-12 Biosphere		O'Bries, Walter	2012-03-07	G.g FOA (R01)	2012-04-16	4
8	4	R	Keri NSF 03-01-12 ReadyForSubmission	Innovations in Telescope Technologies	O'Bries, Walter	2012-03-07	CentInnovation	2012-03-01	
8		R	Diller NSF 2-28-12 Test1	Descriptive Title of Proposal	Diller, Ihomas	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 AirFore 05-01-12 WindTunnelTexing	Innovations in Telescope Technologies	O'Bries, Walter	2012-03-01	Reseirectorate	2012-03-01	-
		R	testing autofil		Ekkad, Srinath	2012-02-27	Researent R01)		B 🖉
	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	🕒 🎽
		R	Ekkad NIH 10-05-12 LungMechTesting		Ekkad, Srinath	2012-02-27	G.g FOA (R01)	2012-10-05	🦦 🍺
		R	Ekkad NSF 10-15-12 LungMech1		Ekkad, Srinath	2012-02-27	CompI Sciences		iii 渊
		R	Ekkad NIH 10-05-12 LungMech1		Ekkad, Srinath	2012-02-27	G.g FOA (R01)		- Bar 😹
	-	R	Ekked NIH 10-05-12 LungMech		Ekkad, Srinath	2012-02-27	G.g FOA (R01)		Da 🗱

After, the <u>Create Grants.gov/Research.gov Proposal</u> 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.

opportunity.	PA-12-149 🗐	Select A Different Opp	portunity
Proposal Name:	[(For reference within Cayuse 424)
		Search for PI	
	Showing recent PIs Sh	how all	
rincipal Investigator	[None] Marr, Linsey C (Civil & E Matson, John B () / Virgi	Env Engineering) / Virginia l inia Polytechnic Institute & S	Polytechnic Institute & State
Organization:	Please select		•
of Budget periods:	© 1 © 2 © 3 © 4	ı © 5	
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.

verview Opportunities	Proposals	Routing	People	Institutions	Reports	Settings					
osals List = Ekkad-DOT	01/31/201	2-TurbineB	lades					44 Proposal	ls List	🔌 🚱	8 8
5F424 RR	-	🖪 🖗 Ek	kad-DOT	01/31/2012-T	urbineBlad	es					
1 2		SF 424	(R&R	DERAL ASSISTA	INCE		1	2. DATE SUBMITTED		Applicant Identifier	
RR Performance Sites								3. DATE RECEIVED BY STATE		State Application Identifier	
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RR Subaward Budget A	ttachmen	Person to	be contact	ed on matters inv	olving this ap	plication					1
Attachments		Prefix:	*Fis	it Name:		Middle	e Name:	*La	st Name:	Suffi	<u>x</u>
Lobbying Activities Dise 1	closure	* Phone N	lumber:			Fax Numb	xer:		Emil:		
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Proposal Management		8. * TYPE New Resu	OF APPLO	CATION:		Small Bu	isiness Orga ten Owned ["	nization Type Socially and Economically Di	isadvantaged		
SR Routing & Approval	-	Error /F	A) / Marn	nn (7) / Info (1)	Othe	- Endoral Agos					Cinal Date

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 <u>Performance Site</u> form, and a simplified <u>Key Person</u> 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 <u>All Proposals</u> 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:

	Create Proposal
0	Grants.gov/Research.gov
	Proposals for federal opportunities downloaded from and submittable to Grants.gov/Research.gov.
0	Other Proposal
	Other proposal formats not electronically submitted to Grants.gov/Research.gov, including other federal proposals, or opportunities from non-federal sponsors. Also includes internal opportunities.
0	Subaward Proposal
	Subaward proposal for internal use or for sending to other Cayuse424 sites.
	Create

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

Subaward Name:	1		(For reference within Cayuse 424)
Organization:	Please select		•
of Budget periods:	010203	04050607	© 8 © 9 © 10
of Budget periods: Due Date:	010203	04050607	8 9 9 10
of Budget periods: Due Date: Validation Type:	© 1 © 2 © 3 Please select	• • • • • • • • • • • • • • • • • • • •	© 8 © 9 © 10

- 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 SF424 RR	esting					
1 2			🗷 R&R SU	BAWARD BUDGET ATTACH	IMENT(S) FORM	
RR Performance Sites			(Create Subaward	Import Subaward	Subaward Worksheet Row
RR Other Project Information 1	9/8				Subawar	d IDC Ceiling 25,000
RR Key Persons	Period	In- active	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs	Allocated to IDC base
RR Personal Data	+ All Subawards					
1	Tota	4)				
3				· · · · · ·		
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5						
RR Budget						
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Resubaward budget Attachment						
NSE Cover Dage	1					
1						
NSE Deviation Authoritation						
1						
NSF Suggested Reviewers						
The second						

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

Subaward Name:		(For reference within Cayuse 42
Organization:	Please select	

- 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.

🖄 Import Subaward

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

inter name for imported subaward:	
Enter subaward file to import:	Browse

- 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.

5F424 RR	testing						
1 2			🔊 R&R SU	BAWARD BUDGET ATT	ACHNENT(C) FORM		
RR Performance Sites 1				Create Supaward	1 Import Subaward	Lin Subaward	Worksheet Row
RR Other Project Information	8/8					Subaward IDC Ceiling	25,000
RR Key Persons	Period	h- acive	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs		Allocated to IDC base
RR Personal Data	All Subawards			·	· · · · · · · · · · · · · · · · · · ·	· · · · · ·	
1	Total	() () () () () () () () () ()					
2							
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RR Budget							
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2							
3							
4							
RR Subaward Budget Attachmen							
1							
Num Dana	1						
1							
NSF Deviation Authorization							
1							

- 2. Click the "Import Subaward" button.
- 3. Navigate to the location of the Subaward export file.

		 1
enter name for imported subaward	:	
Enter subaward file to import	:	Browse

- 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.





Copy of Mike	s Long Subawa	ard for Linking		
Demo 10-yrs	du			
From Prime	Explicit All Perm	ns Sub		
Performance	Site Test	10 040		
neuro cubaus	rd pariods alian	with those of th	a prima i	
Pr	ime	with close of th	Subaward	
Period	Start Date	Start Date	End Date	
1	06/07/2010	09/14/2011	09/13/2012	
2	06/07/2011	09/14/2012	09/13/2013	
3	06/07/2012	09/14/2013	09/13/2014	
4	06/07/2013	09/14/2014	09/13/2015	
5	06/07/2014	09/14/2015	09/13/2016	
inking vill up	date subaward d	ates to match th	e prime.	
DODE IT HE DOL	e the IDC rate i	schedule for the	subaward bidget, ind	irect

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.

Click the "Link Subaward" button, and you will get the Link in Subaward Proposal 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.

Pri	me		Subaward		
Period	Start Date	Start Date	End Date		
1	06/07/2010			-	_
2	06/07/2011	08/17/2010	08/16/2011	2	\$
3	06/07/2012	08/17/2011	08/16/2012	合	\$
4	06/07/2013				
5	06/07/2014				

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:

Ì	Importing Key Persons & Performance Sites From Subaward: Institutional Synching Effort sub
	Complete.
3 Senic	or/Key Parson Profiles
sta	tus
	LaLonde, David - University of Cayuse
	Alejandrejas, Tarik - University of Cayuse
	Dannett, Daniel - University of Denver
1	Project/Performance Site Location
sta	tus
	University of Denver
	Finish
	T mish

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 Subaward Budget

Attachment form. To the right of each Subaward in the list you will see the Unlink Icon ⁶⁶. Click that to be taken to the following screen:

Œ	Unlink Subaward?
	Unlink Subaward The Subaward proposal "Hawthorne Sub for Contracting Effort" will be unlinked from the current Prime.
	Unlink and Delete Subaward The Subaward proposal "Hawthorne Sub for Contracting Effort" will be unlinked from the current Prime and completely deleted.
	Unlink Subaward Cancel

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 SUBAV	VARD BUDGET ATT	ACHMENT(S) FORM	
3		- Create S	Subaward Minport Su	baward Link Subav	vard Worksheet Row
B/B				Subaward IDC Co	eiling 25,000
Period	In- active	Subaward Direct Costs	Subaward Indirect Costs	Subaward Costs	Allocated to IDC base
Sample I	R01 Proposal	(Subcontract)			*
Total		219.073	109,538	328.611	25,000
E University o	f Denver		Error(3) / Warning(0)		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
E Cayuse, Inc				Error(15) / Warning(0) 💮 🙆
Total		359,785	186,185	545,970	25,000
All Subawa	ards			j j	
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 in the professional Profiles.

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.

Using Subaward worksheet rows

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.

		🗬 Create St	ubaward 🛛 🗐 Imp	ort Subaward	Link Subeward	Worksheet R
		E	Show Direct Indirect	t Components Sub	award IDC Ceiling 25,	000
	Period 1	Period 2	Period 3	Period 4	Period 5	All Periods
OHSU Subaward					1	*
Subaward Costs	195,411	180,750	181.098	181,455	181.822	920,536
Allocated to IDC base	25,000	0	0	0	0	25,000
OHSU Contractor	Worksheet Ro	w				*
Subaward Costs	5,000	6.000	4.000	2,000	2,000	19,000
Allocated to IDC base	5,000	6.000	4.000	2.000	2,000	19,000
All Subawards						
Subaward Costs	200,411	186,750	185,098	183,455	183,822	939,536
Allocated to IDC base	30,000	6.000	4,000	2,000	2,000	44.000

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.

Exporting a Subaward proposal to another Cayuse user

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.