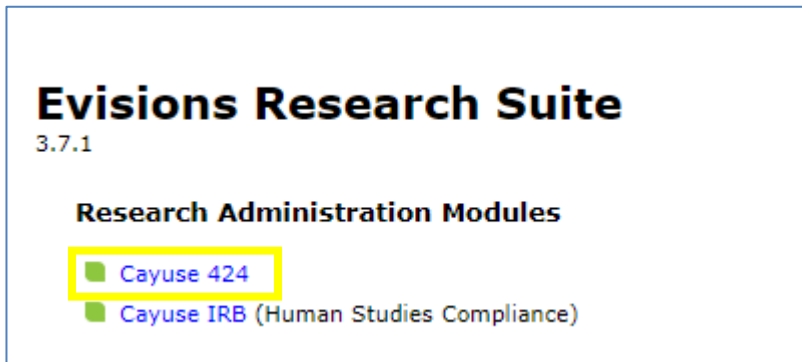Cayuse 424 is an online tool for electronic proposal submissions currently being used by Research and Sponsored Programs. This tool has replaced the need for transferring paper proposals all over campus with a transmittal form that requires signatures. Proposals will now be created within Cayuse 424 and be electronically routed for approvals. If you have any questions or suggestions concerning this procedure, please contact Research and Sponsored Programs at ext. 5212.
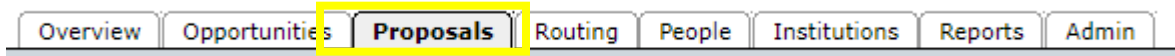
Creating a New Internal Proposal

Log into https://uww.cayuse424.com/

The UW-Whitewater single sign on screen should appear.

Select Cayuse 424

Evisions Research Suite
3.7.1

Research Administration Modules

■ Cayuse 424
■ Cayuse IRB (Human Studies Compliance)

Select the Proposals tab along the top of the screen

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

or select Proposals on the Overview tab
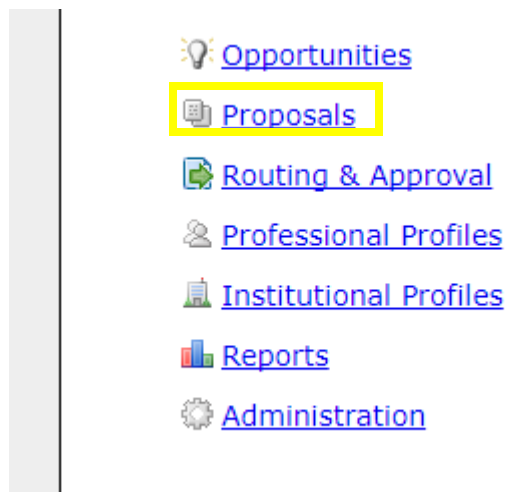
Click the **Create Proposal** ➕ Create Proposal button at the top of the screen. You'll see the following dialog：
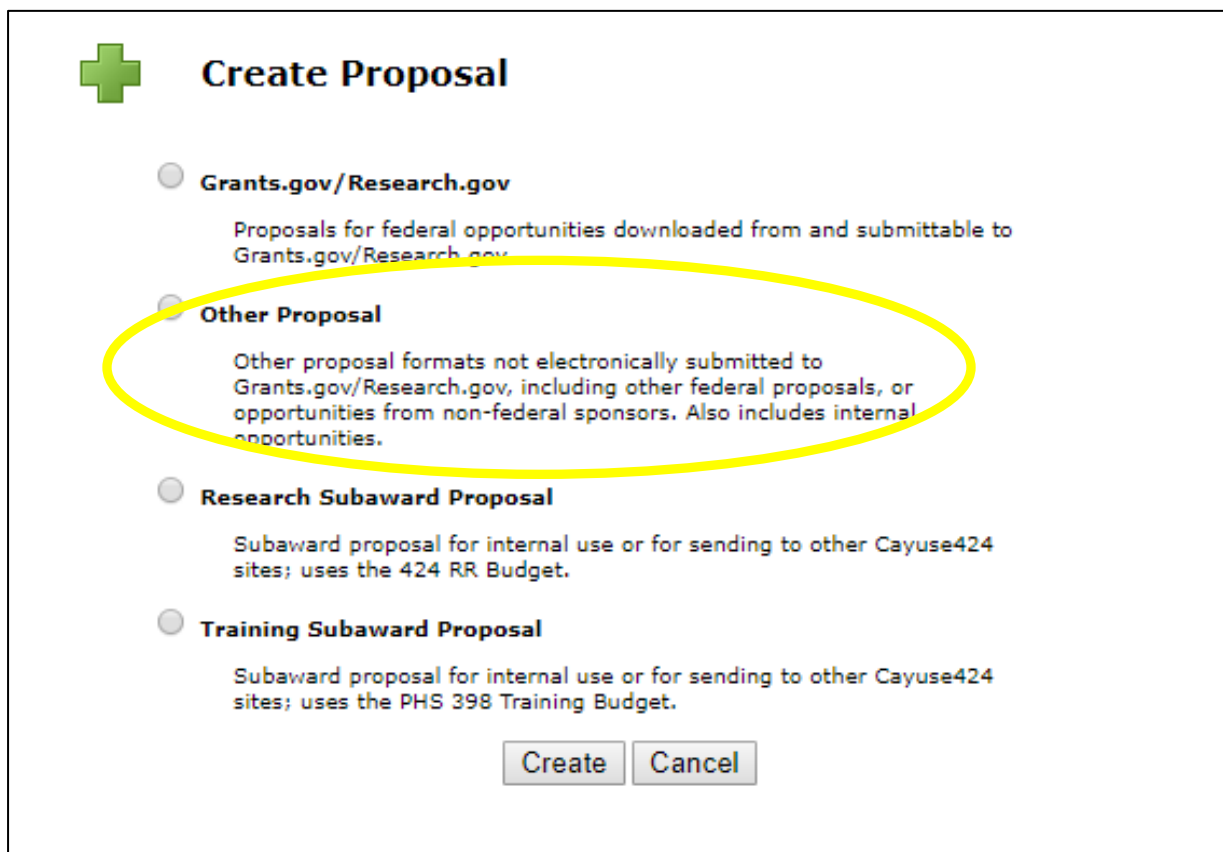
Choose the type of proposal you are creating:

- **Grants.gov** - a proposal for a federal opportunity, to be submitted via Grants.gov/Research.gov.
- **Other Proposal** - non-federal proposals and internal opportunities that are not submitted to Grants.govResearch.gov.
- **Research & Training Subaward proposal** - a subaward proposal to attach to a prime proposal in

your instance of Cayuse 424. Subawards can also be exported to other institutions that have Cayuse 424

Proposal Information

Enter the information to create your proposal.

Proposal Name:	[_____] [?]
	[_____] [Search for PI]
	**Showing recent PIs	Show all**
Principal Investigator:	Adamson, Adam Chloe (Anatomy) / University of Cayuse Amyson, Amy Cooper (Anesthesia and Perioperative) / University of Cayuse
Organization:	University of Cayuse ▼
Default IDC Rate:	Please select... ▼
# of Budget periods:	○ 1 ○ 2 ● 3 ○ 4 ○ 5
Due Date:	[_____] ▦
Validation Type:	NIH ▼
	[Create Proposal] [Cancel]

Name the Proposal
Your proposal name is the way the Cayuse will identify your proposal. This can be different from the title of your proposal (which appears in the field: TITLE OF PROJECT on the Proposal Summary page).

Select the Principal Investigator
Scroll through the PI list and select the person who will be the PI on this proposal. If the PI you wish to select is not in the list, be sure to search for the PI, or click **show all**. If the PI still isn't listed, their profile (found on the People tab) may not indicate them as a PI under the eRA Roles section. If there are multiple PIs, select the one who will be the lead PI. Selecting a PI when creating a proposal is required.

Select the Organization
Select the primary institution for this proposal from the organization list. Choosing the organization when creating a proposal is optional, but recommended. You can also add or change the organization later while filling out the proposal.

Select the Number of Budget Periods

Select the number of Budget Periods that will be requested in the current proposal. In this situation, select **1** for the number of budget periods. Selecting the number of budget periods is required when creating a proposal, but can easily be changed later when filling out the proposal.

Choose a Validation Type

Select "Other - Minimal" validation type for your proposal.

After choosing the validation type, click **Create Proposal**. The proposal will open and you'll see the included forms and other information.

Navigating Your Proposal

When you start a new proposal in Cayuse 424, it will assemble a few forms displayed in a list on the left side of the page. The selected form appears to the right of the list. Clicking the Proposals List link will return you to the Proposals List page.
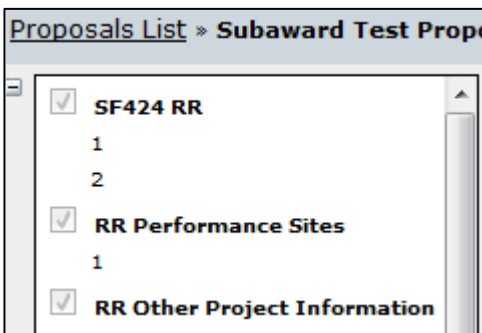
At the top left of the list, there will be a ⊟ icon . Clicking this will cause the list to minimize, giving the full window to the currently selected form. It will also change the ⊟ icon into a ⊞ icon. Click the plus icon to bring back the list.

Autofill

When you create a proposal, Cayuse 424 uses the information you provide to autofill institutional and personal information from the institution you select as the Organization and the person you select as the Principal Investigator. Autofill pulls data from a stored location into the proposal, where you can edit it manually or update it by re-autofilling.

There are several locations throughout the proposal where you can autofill stored data. Those locations are indicated by the 🖉 icon . Clicking this icon will bring up a selection dialog for a person, institution or other type of stored data. The applicant organization information, administrative contact, Performance Sites, Key Persons and other contact fields can generally be entered using autofill. This makes it easy to ensure that you have the correct information throughout the proposal.

Key Persons

The Key Persons form displays the data for your proposal's Principal Investigator and associated Senior/ Key Persons. You can edit their personal and budget details manually or using autofill and attach biosketches. You can also see data for Key Persons from your linked subawards.

Clicking **Expand All** or **Collapse All** will show all the information for listed Key Persons or hide all of that information, respectively. Clicking **Sort** will order Key Persons by PD/PI, Co-PD/PI, Alphabetical, Other Significant Contributor. You can also manually sort by clicking the up arrows ⇧ and down arrows ⇩ to the right of the Key Persons.

If you have existing personnel, you can view their details by clicking on the ⊞ icon to the left of each.

For Senior/Key Persons on the prime proposal, you can edit their information directly, or attach a Biosketch and a Current & Pending Support PDF.

Clicking the ✖ icon on a particular Key Person will prompt you to delete that Key Person from the Proposal. This will remove them from the proposal entirely, including any budget entries that they might have.

To add new Senior/Key Persons, autofill them into the proposal. You can change data for existing Key Persons by managing the Key Person.

Adding Key Persons

To add Key Persons to your Proposal, either click on the ✏ icon on the RR Key Persons form or click Add Key Person in the Manage Key Persons dialog.

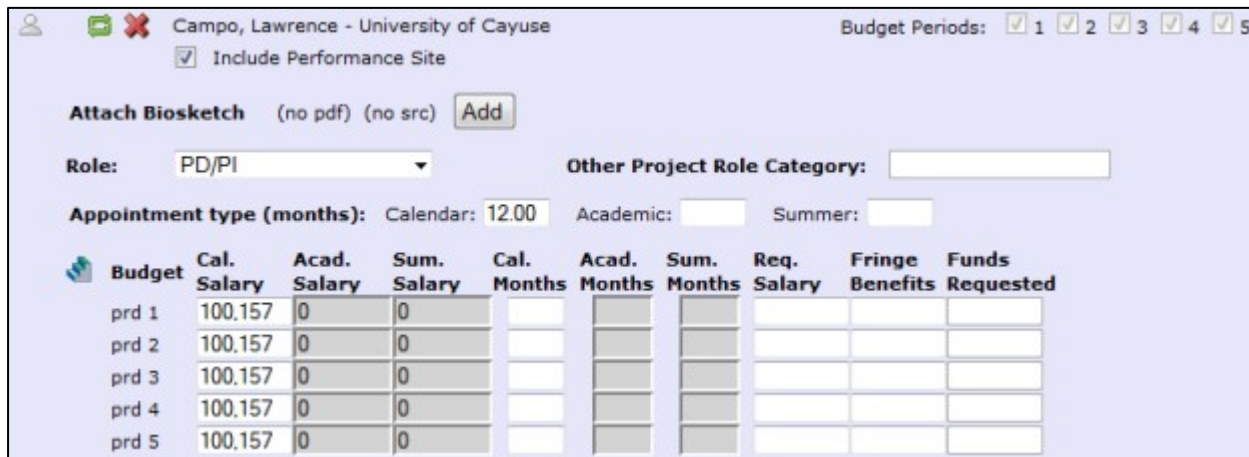The dialog shows a list of Key Persons available for autofill. By default, this list shows recently used Key Persons. To view all available Key Persons, select Show All under the Search box at the top left.

You can also search for Key Persons to autofill using their first name, last name, institutional association, or department. Once you've found the person you're looking for, select their profile and click **Add Selected Key Person**. You'll be taken back to the list of Key Persons and can edit your new Key Person there. When searching or using the Show All function, you can also filter by eRA Role. Just select the role you are looking for from eRA Role Filter dropdown at the top of the page.

When adding a Key Person, you will usually want to select Principal Investigator, as shown.
If you can't find the Key Person you want to add, then most likely the person doesn't yet have a professional profile, or you don't have permission to use it. If you believe they do have a profile, contact your local administrator to get permission to use the profile.

Managing Key Persons

Clicking the ⚙ icon beside any Key Person brings up their data management screen, where you can manage the project role, appointment type and budget data. (You can access the same screen through the person's entry in Budget Form) Clicking the ▣ icon re-autofills their data from the linked Professional Profile. This replaces any data you've entered manually for the person.
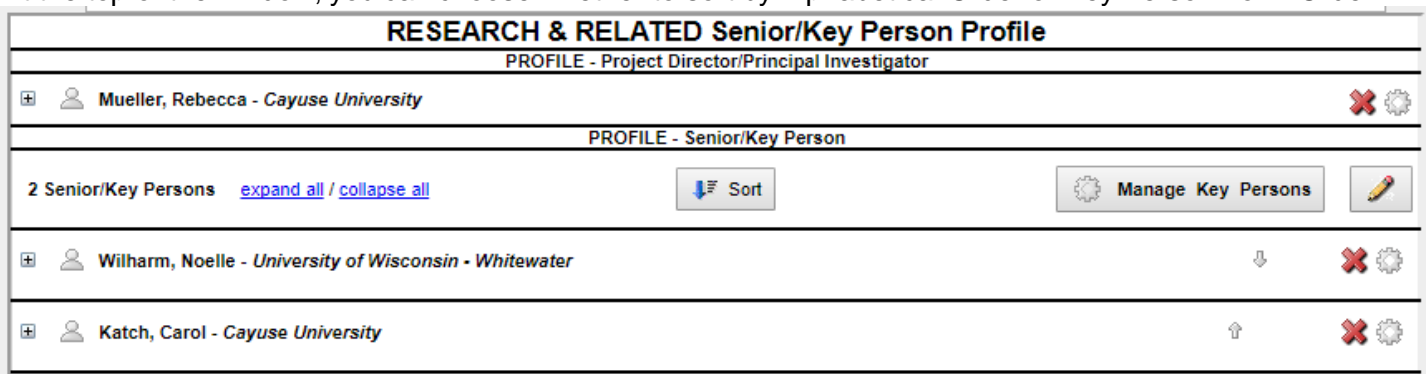

Managing All Key Persons

Clicking the **Manage Key Persons** button at the bottom of the list brings up the Manage Key Persons dialog for all personnel, including the PI, whose entry shows as gray rather than the green background of other Key Persons. This is convenient when you need to edit multiple Key Persons without opening each one individually.

At the top of the window, you can choose whether to sort by Alphabetical Order or Key Person Form Order.
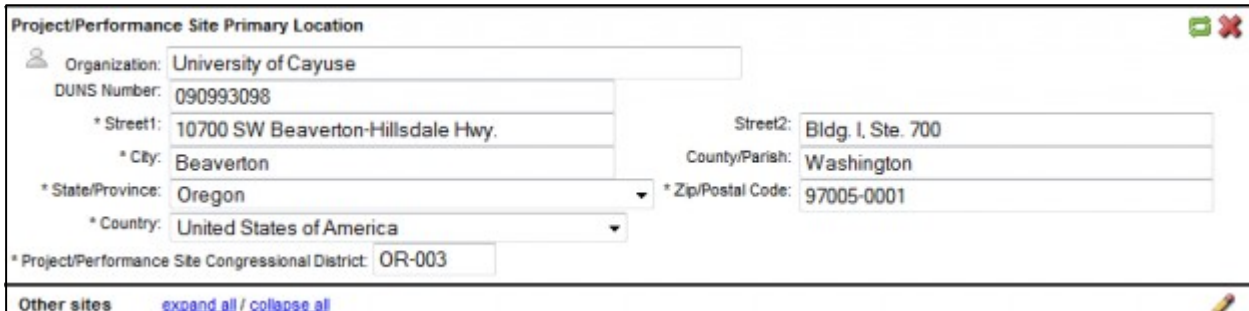
Clicking the 👤 icon will take you to the Professional Profile that is linked to that Key Person. A 🔗 icon that means they are a Key Person on the Subaward. Subaward Key Persons cannot be edited on the Prime Proposal. Clicking **Edit on Subaward** will move you into the associated Subaward, where you can then edit their information.

Performance Sites

The Performance Sites form displays the information for all your proposal's performance sites. To access the Performance Sites form, select it from the form list on the left of the proposal.

When a proposal is first created, the primary performance site (Project/Performance Site Primary Location) will be filled out if you have selected a PI or an organization. All of the fields shown here are editable. Clicking the icon to the left of the organization name will take you to the entity the performance site is linked to. Clicking the icon will prompt you to re-autofill the performance site information from the associated institutional profile. This will replace any data you've changed in the proposal with data from the profile. Clicking the icon beside any performance site removes that performance site from the proposal.
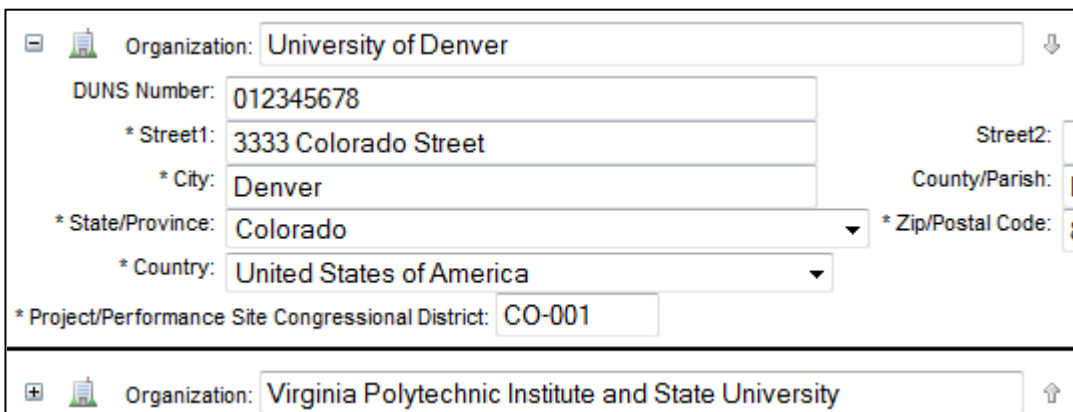
For other performance sites, you can see all the sites' information, or just the names, by using the **expand all** or **collapse all** links. You can also use the plus icon to the left of the performance site's name to expand it, and minus to collapse. To change the order that other performance sites appear in, click the up arrow icon or down arrow icon next to the site name.

You can add other sites to your proposal by clicking the pencil icon below the Primary Performance site.
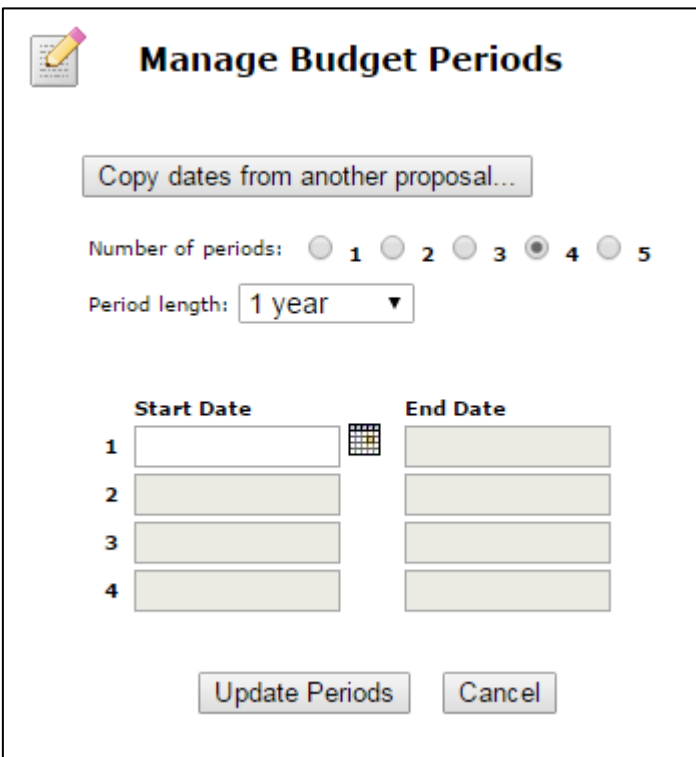
Budget

As in other sections of the proposal, Cayuse 424 presents you with the budget form that the opportunity has provided, and you can fill it out as you normally would. There are also many features such as autofill, automated calculations, budget period replication/escalation, and indirect cost rate selections to make the process of creating proposal budgets faster and more accurate.

Although Cayuse 424 automates much of the number crunching and validates the proposal as you work, always make sure to follow the instructions specific to your funding opportunity.

Budget Period Editor

The dates for your project periods must be entered in many places across the proposal. In any project period date field, you can use the Budget Period Editor to manage your project dates. Click the ✎ icon to open the Budget Period Editor.

You can select the number of periods, up to the number allowed by the form included in your opportunity package, or 10 for Other proposals. Usually the Period length is 1 year, but if you need a different period length, you can select 3 months, 6 months, or even create a custom period.

With a pre-selected period, all the dates will populate once you select the start date and the number of periods. If you have a custom period, you must select each period's start and end date manually.

Click **Update Periods** to apply the changes.

Automated Calculations

As you enter budget data in each budget period and category, Cayuse 424 takes the raw numbers you enter and creates subtotals and cumulative totals, and automatically fills those numbers and calculations into the appropriate fields on all applicable pages.

In general, to take greatest advantage of the automated calculations, you should start filling out the budget from the top, and only fill in totals where they don't automatically appear.

Calculated Fields

A calculated field derives its information from other fields where values have been entered directly, or from a calculation performed within the field on the entered value. Values in these fields are automatically calculated while you are filling in the form and are recalculated each time you enter data into a related field. In many calculated fields, you are permitted to overwrite the calculated values. In those fields where overwriting is permitted, a red star appears next to the field indicating that you have over-written it.

> **Caution:** If you overwrite a calculated field, the information in that field will not be updated when you change the information in other, related fields. This can cause your final values to be wrong! Use caution when overwriting calculated fields.

To return a field with a red star to its normal, calculated value, simply remove the number you have manually entered in the field. The calculated value will reappear.

If you are having trouble with errors that are resulting from out-of-date automated calculations, running Final Review checks all forms and fields for errors, and will update any calculated fields that have not been manually overwritten with an up-to-date value.

Percentage and Currency Fields

Most percentage and currency fields in the budget only allow entering numbers Percentages must be entered as decimal numbers (e.g. 45.5 or 4.5). Dollar amounts should be entered as numbers, and will round to the nearest dollar. To see $10.00, enter 10. If you enter 10.99, you will see 11 in the field.

In certain places, there are special fields which will accept either dollar amounts or percentages, such as the effort fields (Calendar, Academic, and Summer Months) and the Fringe Benefits field. In these fields, enter a plain number to get a dollar amount: entering 63.5 would yield $64. Enter a percentage to see the dollar amount calculated based on the percentage. Entering 63.5% in the Fringe Benefits field displays a dollar amount equal to 63.5% of the Requested Salary.

Key Person Budget Entries

You can access the budget entries for Key Persons from the Budget form or from the Key Persons form by using the Manage Key Persons button. The appropriate information from this dialog will flow into each form.

Appointment Type

When you are in the Manage Key Person dialog, you'll see the person's Appointment Type as well as salary and fringe information for each budget period.

The entries in the **Appointment type** fields determine which salary fields are available. Here, the PI, Campo, has a 12-month calendar appointment. The Calendar Salary and Calendar Months fields are enabled, while the corresponding Academic and Summer fields are disabled, because Campo does not have an Academic/ Summer appointment type. If you need to change the Appointment Type, it's best to do so in the person's Professional Profile and re-autofill the data to the budget using the refresh arrows, or you may end up with numbers you can't edit.

Effort and Salary Calculations

To determine the requested salary, you can use the person's base salary as entered in the **Cal. Salary** or **Acad**. and **Sum. Salary** fields along with effort entry in the **Months** field. For our PI, Campo, we can enter 3 in the **Cal. Months** field.

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	100,157	0	0	3.000			25,039	15,023	40,062

This automatically populates the requested salary with the correct amount based on the effort. If the person has Fringe Benefits entered in their profile, these will also be calculated and added to the total in Funds Requested.

If you've calculated your effort in percentages rather than directly in person-months, instead of 3 you could enter 25%. This will immediately be converted to the correct number of person-months (using the total appointment duration as 100%) and the salary will be calculated as well.

If you attempt to enter values that are too large, you'll see an error message. Enter the correct number or percentage to correct the error.

Attachments

Cayuse 424 allows you to attach PDF documents within the **Documents** area to provide important supporting information for your submission.

Attaching a PDF Document

Each area where a file can be attached to a proposal form in Cayuse 424 will show the name of the attachment point on the left, and show two buttons on the right: **Add** and **Delete**. **Delete** will be disabled unless an attachment has been added.

To add an attachment:

1. Click **Add** to launch the Upload Attachment dialog.

Note that the default attachment name is based on the attachment point.

2. Click the first **Choose File** button to select the PDF file. Browse for and select the file you want to attach from your computer, drive or network.

3. If you want to add a source file as well, click the second **Choose File** button and find the source file to include.

4. If you need to change the name of the attachment, edit the text in the Name field.
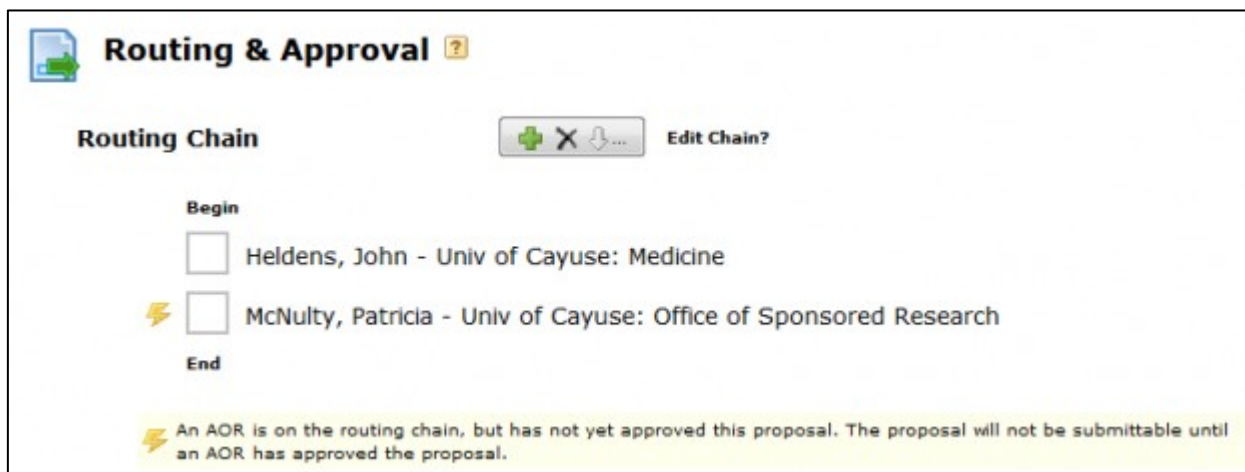
Routing

The Routing Process

The list of people who must approve a proposal before it can be submitted is the "routing chaing" for that proposal. Once a proposal is completely prepared, the PI (or other first approver) can begin the routing process.
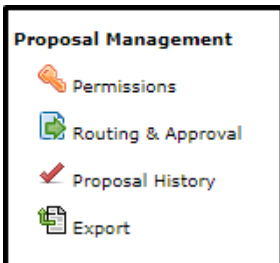
Click the ⬛ button to view the proposal's routing chain.
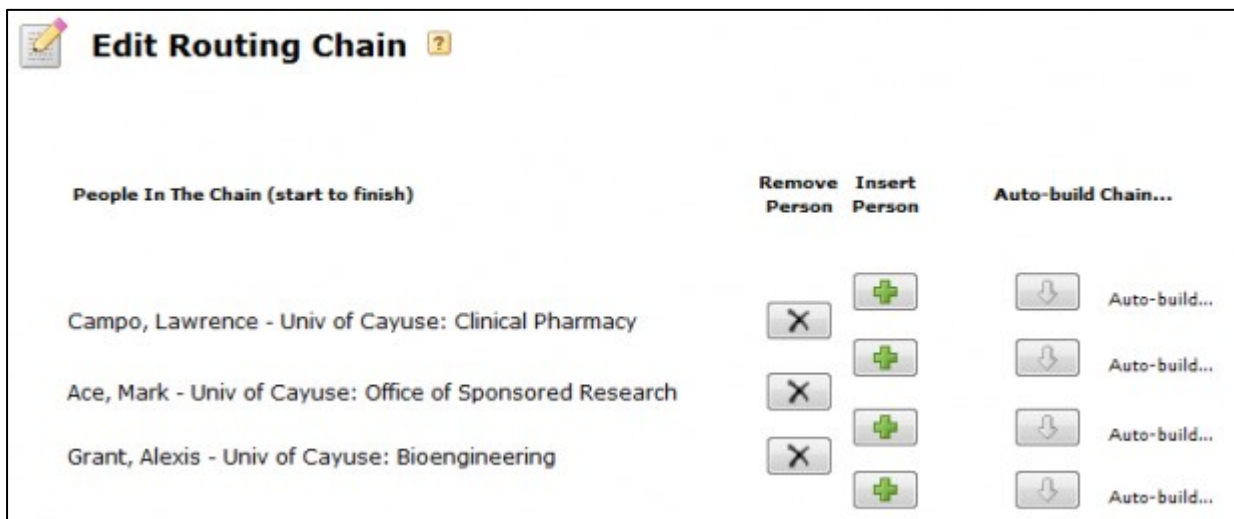
Each proposal has its own routing chain that can be modified at any time before final approval. To edit a routing chain, click the **Edit Chain?** button shown above the routing chain. You'll see the following dialog:

To add a person to the routing chain, click the green plus button at the appropriate location in the chain. This will bring up the Add to Routing Chain dialog.

Add to Routing Chain

Search

Show All

Recently Added

Wakeling, David - CayU: Electrical Engineering
Weaver, Stephen - CayU: Oral Maxillofacial Surgery
* Hoff, Andrew - CayU: Office of Sponsored Research
Spears, Michael - CayU: Family Health Care Nursing
Ace, Mark - CayU: Office of Sponsored Research
* McBane, John - CayU: Office of Sponsored Research
* McNulty, Patricia - CayU: Office of Sponsored Research

[* = AOR]

Comments:

Add To Chain

Cancel

To find the person you want, either select from the list, or use the Search box or the Show All function to see the full list. To select someone in this dialog, they must have a Professional Profile that is linked to their user account. The profile or associated user account must also have a contact email address, or you will not be able to add the person to the chain. Routing information is provided through email.

Your routing chain will need to be the PI and all Key Personnel, all applicable Department Chairs, all applicable College Deans or Division Heads and should end with the designated ORSP representative. Proposals including an international component must include the Director of the Center for Global Education. Also, proposals including a purchase or acquisition of technology must include the Vice Chancellor of iCIT.

Click the box next to your name to approve the proposal and to send it to the next person in the chain.

Routing & Approval ?

Routing Chain   ✚ ✗ ⬇...   Edit Chain?

Begin

☑ Heldens, John - Univ of Cayuse: Medicine

⚡ ☐ McNulty, Patricia - Univ of Cayuse: Office of Sponsored Research

End

⚡ An AOR is on the routing chain, but has not yet approved this proposal. The proposal will not be submittable until an AOR has approved the proposal.

This causes several events to take place:

Routing History

username	person	type	date/time	comments
dwest	Osterberg, Joe - CayU: Anatomy	Approve	2016-04-14 11:12	appprrooovvvvved

- The routing event is logged in the Routing History as well as in the Proposal History.
- Email is sent to the next person on the routing chain that an approval action has taken place and their attention is required.
- An entry is added to each routing chain member's Routing Hot List listing the proposal, the number of steps before they need to approve, and how long it has been waiting.
- The PI's access rights to the proposal forms are curtailed. Attachments, such as the Research Plan, can still be modified and added, but no changes can be made to the form data or the budget.
- The next reviewer in the routing chain, if they did not have full access to the proposal, is granted full access. This access only lasts until the reviewer accepts or rejects the proposal. (Delegate(s) of the next reviewer will also have this access.)
- Other reviewers also have enhanced access while the proposal appears in their Routing Hot List.

The chain is shown from the beginning (first person in the list). The routing chain generally begins with the Principal Investigator by default, although at some institutions it may be built from the proposal's creator.Each approver takes the approval action in turn until the proposal reaches the final reviewer.

Tracking Proposals

Cayuse 424 offers several tools allowing you to control access to proposals and track their progress through development and submission. Those tools are accessed on the toolbar in the upper right corner of the proposal screen, or under **Proposal Management** located below the forms list on the left side of the screen.

Icons

Each of the Proposal Management tools is marked by an icon. The following table illustrates the icon for each tool and describes what that tool does.

Icon	Description
🔑	**Permissions.** Clicking on the key icon will take you to the Permissions screen where you can manage user access and permissions on the proposal.
📲	**Routing and Approval.** Takes you to the routing and approval screen where you can build and manage the proposal's routing chain, approve the proposal, retract approval, and view the proposal's routing history.
⚡	**Electronic Submission.** Click on the yellow lightning bolt to validate and submit the proposal. If the proposal has already been submitted, you can retrieve submission information.
✔	**Proposal History.** Opens the Proposal History screen where you can view an overview of the proposal as well as the history of edits and other activities on the proposal.
📑	**Export.** Sends you to the Proposal Export screen where you can validate, name, and export the proposal to another Cayuse 424 system.

Proposal History

To access the Proposal History from any proposal screen, find the ✔ icon at the top right corner of the proposal, or click Proposal History at the bottom of the left side proposal forms list.
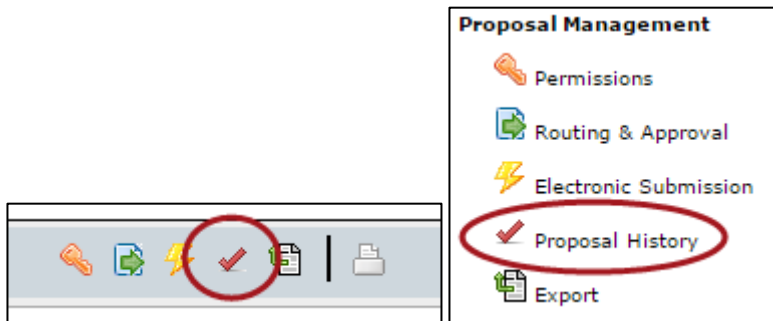
The proposal activity logged includes the Date/Time, username and a summary for the following actions:

- Create Proposal
- Upload Attachment
- Delete Attachment
- Save Proposal (which includes form changes)
- Approve/Retract Proposal (routing comments are logged)
- Validate Proposal

This change history can filtered or exported as a .csv file.

The Proposal History can be filtered by date to narrow the shown results and locate a particular entry. This page also contains a Proposal Overview that summarizes identifying information about the proposal.

Note: Any user with view access to the proposal can see the Proposal History.