Cayuse: Overview

- Allows multiple people to work on a grants.gov proposal simultaneously
- Continuously error-checks for missing or inadequate information
- Gathers RFA-specific forms, pages and supplemental documents in a single place
- Creates an electronic routing system
- Employs standard addresses and contact information to populate repetitious entries
- Serves as a storage facility for completed submissions
- Allows duplication of standard info from one proposal to another

Version: 3/9/12

To get access to Cayuse portal and to the Cayuse sandbox, send an email to your grant specialist at ORSP
This is the portal to the Cayuse proposal development system. Enter through the Rutgers Central Authentication System.

You'll have access to these tabs anywhere in the Cayuse system.

After you've logged on, this is the home page you'll see.

The first thing you should do is edit your profile.

This is where you go to locate your RFP and begin your proposal.
you can type search terms here

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you can sort by any of these column headings

if you don't find your RFA listed, you can ask Cayuse to import an RFA. Having the CFDA# is really helpful.

once you've located the RFA, click the "+" to begin the proposal.

Add a proposal name

type in PI name

Cayuse will auto-populate the funding opportunity here

Create Grants.gov/Research.gov Proposal

Proposal Name: Proposal for Research

Principal Investigator: Morin, Xenia

Organization: Rutgers, The State University of New Jersey

Validation Type: NIFA

Validation Type usually auto-populates based on the funding opp chosen

enter indirect cost category

select Rutgers from dropdown menu
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Add administrative help or if admin starts the proposal, he/she should add PI

Permission to "break lock" allows over-ride of the permissions. Grant Specialist at ORSP always has this authorization as a fail safe.

You can add reviewers with "read-only" access

Some roles should be allocated carefully.

Be sure you add your ORSP Grants Specialist to the routing chain.
Cayuse adds the forms you need—indicated by checked box. Optional or extra forms are included but not checked.

This is where you'll add subawardee info.
If your ORSP Grant Specialist isn't immediately populated, you can search using this pencil.

You can use the error summary discussed in next section to locate any other fields that need to be completed.
Summary of errors/warnings/general info at the bottom of every page. This summary will list every empty field that needs to be populated—even those you haven’t gotten to yet.

You can click on the summary and a list will appear. The links will take you directly to the source of the problem or missing info.

For a more in-depth look at Cayuse, check out training opportunities on our website: http://goforgrants.rutgers.edu.
Training Opportunities

March 15: SEBS Core Facilities Open House and Information Session (44k PDF)
8:30 a.m. - 4:30 p.m.
Goran Hall, Room 1J8
This is an opportunity to learn about the availability, new areas of SEBS core facility improvement, research tools, and network with SEBS faculty & industry experts! Details can be found in the PDF.
Register at http://ontco.cc/SEBS_Open_House

March 9: Grants Functional Community Meeting
10 a.m. - 12 Noon
Cook Campus Center, Multipurpose Room C
Smoothing the process of grant submission, tools (like Cayuse), guest speakers from the pre- and post-award areas as well as some insight into new personnel categories (Types 3 & 4). General discussion.
Register at http://events.constantcontact.com/register/event?ll=1kvmnfb80eolde=a07e57r73m9a7f23b6

March 6: Budget Template Overview, Cayuse Training, and General Information
10 a.m. - 12 Noon
Cook Campus Center, Room 202 A&B
Register at http://events.constantcontact.com/register/event?ll=1kvmnfb80eolde=a07e57r73m9a7f23b6

February 27: Budget Template Overview, Cayuse Training, and General Information
1-3 p.m.
Cook Campus Center, Room 202 A&B
Register at http://events.constantcontact.com/register/event?ll=1kvmnfb80eolde=a07e57r73m9a7f23b6

Cayuse Training Site
Use this site to practice and learn how to use Cayuse. (Note: This is not the site to use to submit proposals.) To access, please contact Sarah Dumais. Include your full name, NetID user name and email address.

IRB Advisor Schedule Spring 2012 (18k PDF)

**Cayuse: Introduction (3/7/12)**

**in-person training sessions**

**Also info about the Cayuse "sandbox" to test-drive the program**

**The Cayuse site also has tips, tricks and FAQs  http://cayuse.com/**
• To get access to Cayuse portal and to the Cayuse sandbox, send an email to your grant specialist at ORSP
• For help with proposal development, contact Theresa Kirby (Kirby@aesop.rutgers.edu) 848 732 3657
• Cayuse support: FAQs http://support.cayuse.com/faq
• If you’d like to attend a Cayuse training session, please check our upcoming training sessions (http://goforgrants.rutgers.edu/training/default.asp) or send us an email at goforgrants@sebs.rutgers.edu