10 Quick Steps to Building a Proposal in Cayuse424

Step 1: Log in to Cayuse 424.
   a. Enter your Cayuse 424 URL:  http://gsu.cayuse424.com
   b. Enter your Username and Password. Click Sign in.
      a. The Username is the Georgia State University Campus ID.
      b. The Password is your password associated with your Georgia State University Campus ID. If you forgot your Password or if this is your first time signing in, click the appropriate link on the Sign in screen to retrieve a new password. If you are unable to sign in with your Georgia State University Campus ID and password, please contact the system administrator at Cayuse424@gsu.edu. The preferred browser for Cayuse424 is Firefox and Internet Explorer.

Step 2: Set up or update your Professional Profile.
Any PI without a Professional Profile must create one prior to starting a grant application. Some Professional Profiles may have been set up under the “People” tab during our initial implementation. It is the PI’s responsibility to keep their profile updated. Only you have access to change your profile information, unless you grant permission to others. You may upload and store multiple biosketches in your Professional Profile. Key persons and other significant contributors must have a Professional Profile as well.

Step 3: Find an Opportunity.
The Opportunities tab displays a list of federal funding Opportunities that have been downloaded into Cayuse 424 from Grants.gov. To retrieve an Opportunity from Grants.gov, you must know the Opportunity Number or CFDA Number. Once you have one of these numbers:
   a. On the Opportunities tab, click Retrieve Opportunities box.
   b. Enter the Opportunity Number or CFDA Number.
   c. Click Retrieve Opportunities.
Click the Opportunity Details icon to the left of the Opportunity Number for more information about the Opportunity. Click the Create Proposal icon to create a proposal using that Opportunity.

Step 4: Create your proposal.
There are two ways to create a proposal: (a) On the Opportunities tab, click the Create Proposal icon to the left of an Opportunity; or (b) On the Proposals tab, click Create Proposal at the top of the screen.

Per OSPA policy, your proposal must be named as follows: [PI Last Name]-[Sponsor]-[Mechanism]-[Due Date]. For example: Smith-NIH-R01-11/15/13

Step 5: Grant proposal permissions to the appropriate people.
The proposal creator is automatically granted full permissions to the proposal. The proposal creator is the only user that can initially grant proposal permissions to other users. As the proposal creator, you must grant the appropriate permissions to other
users who require access to the proposal, including other principal investigators and department administrators.

Step 6: Complete the forms and attach necessary documents.
All forms in the Opportunity are located in the navigation bar on the left side of the screen. Mandatory forms are automatically checked and cannot be unchecked. Optional forms may be checked if you wish to submit those forms to the sponsor.

Step 7: Build the budget.
Check your proposal solicitation for specific budgetary requirements (i.e., whether to build a detailed budget, modular budget, or subaward budget). You may specify up to ten (10) budget periods. Cayuse 424 performs budget calculations after you enter salary, personnel effort, fringe benefits, and other required amounts. Cayuse 424 can also perform cost replication and escalation for all budget categories.

Step 8: Check for errors and warnings in the proposal.
Cayuse 424 keeps a running list of errors and warnings. Errors reflect problems that will impose a hard-stop rejection at Grants.gov or the funding agency. Errors must be corrected prior to submitting the proposal. Warnings are not critical, but they may cause a proposal to be rejected from the funding agency. Items labeled “Info” are tips and recommendations from Cayuse; they will not prevent the proposal from being submitted.

Click the Error / Warning / Info button at the bottom of the proposal to display the validations panel. Click the hyperlink in the validation message to be taken to the field in question. Cayuse 424 will highlight the field that contains the error or warning. The number of Error / Warning / Info messages decreases as you correct the issues.

Step 9: Route the proposal in the Research Portal.

After you have completed the required forms, uploaded documents in PDF format, and fixed any errors or warnings and is ready to route the proposal for approval and submission. Click the icon in your proposal to locate the 10-digit Cayuse Proposal ID.

Paste this number into the “Input the Cayuse ID” window on the Proposal Routing form. The step will auto fill a number of fields from the proposal you create in Cayuse424.

-As you route the form in the Portal, please also send a message to the OSPA proposals email box (proposals@gsu.edu) with the title of the project, the PI name, and the due date so that we ensure that the proposal has moved through Portal workflow.
Upon review and approval, The Office of Sponsored Proposals and Awards will submit your proposal.

**Step 10: Track your proposal after it’s submitted to Grants.gov.**
When the proposal is submitted, a Grants.gov tracking number is recorded in the Proposal Submission History. Click the Submission icon 📊 to view the Grants.gov tracking number, date and time of receipt, and submitter.

The Office of Sponsored Proposals and Awards receives a series of emails from Grants.gov indicating receipt and acceptance or rejection of the application. The PI receives an email regarding the status of the proposal. Sometimes this email requests the PI to review and approve the proposal on the funding agency website.

For system assistance, contact Cayuse424@gsu.edu
For questions regarding proposal submission, contact your Office of Sponsored Proposals and Awards (OSPA) Representative @ (404) 413-3500.