

UMCES Step-by-Step Guide to Proposal Routing and Submission using Cayuse424

- All sponsored project proposals must be routed internally within UMCES for approval before submission using the UMCES Cayuse424 electronic routing system.
- All proposals, preliminary (or Pre) proposals, or other submissions to a sponsoring agency that require a budget, a commitment of UMCES resources and/or institutional endorsements must be routed and approved through Cayuse. For example, an NSF Preliminary Proposal does not require a budget, but requires fast lane submission by the Authorized Representative, therefore it must be routed.
- Proposals to be submitted via grants.gov are to be created within the Cayuse system – no longer directly in grants.gov. Proposals will then be submitted by ORAA via Cayuse to grants.gov.
- Proposals that are not submitted via Cayuse/grants.gov are to be attached as documents within Cayuse for routing (Click on the word “Documents” on the left sidebar under “**Proposal Summary**” detailed instructions follow). Proposal will then be submitted per instructions provided to ORAA.

The Principal Investigator’s “check-off” within the Cayuse routing system is their electronic signature approving the content of the entire proposal and all the required research compliance conditions that may apply.

Lab Director/Unit Head “check-off” within the Cayuse routing system is their electronic signature approving the entire proposal and the commitments made within.

Please remember that the ORAA proposal files are to house the UMCES official version of the submitted proposal.

Please allow five (5) working days for review of proposal within ORAA.

If you have questions, ask ORAA at oraa@umces.edu.

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1. Web Browser configuration

Cayuse 424 runs entirely in a web browser. A few simple settings are required to ensure optimal performance.

The Research Suite is supported in recent versions of **Firefox** and **Internet Explorer**, and **provisionally supported** in recent versions of Chrome and Safari.

Here are the main configuration items for your browser: **JavaScript On; Cookies Enabled; Popups Allowed**

Cookies and pop-ups can be configured on a site-by-site basis. If you're having any trouble accessing Cayuse 424 or the Research Suite, you may want to clear your cookies:

<http://support.cayuse.com/docs/browser-support-configuration/clearing-cookies>.

Upon navigating to Cayuse 424 for the first time, your browser may present a security warning, prompting you to accept (or decline) a certificate. This is safe. Cayuse purchases and maintains electronic certificates that are approved for Internet commerce and are compliant with Internet security standards. Accept the certificate permanently, and you will proceed to the Cayuse 424 login screen.

For help on specific browsers setup:

- Firefox: <http://support.cayuse.com/docs/browser-support-configuration/firefox-settings>
- IE: <http://support.cayuse.com/docs/browser-support-configuration/internet-explorer-settings>
- Chrome: <http://support.cayuse.com/docs/browser-support-configuration/chrome-settings>
- Safari: <http://support.cayuse.com/docs/browser-support-configuration/safari-settings> .

2. Logging in to Cayuse

If you do not already have a Cayuse user account, you can obtain one by contacting ORAA at oraa@umces.edu.

Once you have an account, log into Cayuse by going to this link: <https://umces.cayuse424.com>

Your password can be changed at your discretion by selecting *Settings* on the Welcome screen or from the *Settings* tab if you are already in the program.

Update your professional profile by selecting *Professional Profiles* from the Welcome screen or from the *People* tab if you are already in the program. This is the information that will be auto-filled to your summary/proposal forms when you start a new proposal. Please ensure it is accurate.

If you have questions, ask ORAA at oraa@umces.edu.

3. Overview of Cayuse 424

The main sections of Cayuse 424 are described below.

Opportunities

Use the Opportunities tab to:

- Download available Opportunities
- Create a new proposal

When to download a federal opportunity into Cayuse

Use the download opportunities option for proposals that will be submitted to a federal agency where Grants.gov is the only or recommended option by the sponsor.

When NOT to download a federal opportunity into Cayuse

DO NOT use or download the federal opportunity for agencies when their electronic systems are used – even if an opportunity is posted in grants.gov – UMCES only submits via one system. This includes NSF (Fast lane); NASA (NSPIRES); Maryland Sea Grant, NOAA; Chesapeake Bay Trust, etc.

Once the proposal is created in the agency specific system, only a pdf of the final proposal as created needs to be uploaded to Cayuse under the “documents” section and routed. Double entry is not necessary or required.

Proposals

- Use the Proposals tab to:
 - Create a new proposal
 - Edit an existing proposal - click on the proposal number link

Navigating the proposal tab.

NOTE: The “Import a Subaward” and “Create a Subaward” modules are not used by UMCES)

Routing

- The Routing tab lists proposals that need your attention for routing purposes.
 - If you are not currently on a routing chain, the list may be empty.
 - The proposal names are links to the real proposals.

People (Professional Profiles)

- The People tab contains Professional Profiles.
 - This is reusable information about personnel for use in your proposals.
- Use the People tab to:
 - Create/Edit a Professional Profile
 - Link a Professional Profile to an Institutional Profile
 - View a Professional Profile
 - Your profile be kept updated and current as it is auto-filled to all proposals.

Institutions (Institutional Profiles)

- The Institutions tab contains the Institutional Profiles
 - This is reusable information about institutions for use in your proposals.
 - UMCES has only one institutional profile.

Reports

- The Reports tab contains a means to view, sort, and print various proposal reports

Settings


- Use the Settings tab to:
 - Change your password
 - Change your email address

Support

- Use the Support link located on the Overview page to open the Cayuse 424 Support site. There you will find:
 - Latest documentation
 - Release notes and FAQs
 - Training materials
 - Cayuse Listserv information
 - Developer tools

4. Creating a proposal in Cayuse

New proposals can be created from one of two different locations within the Cayuse application.

If you are on the Opportunities tab, you can create a new grants.gov proposal by clicking the  symbol next to an Opportunity in the list. This will immediately start the process for creating a proposal to fit that specific opportunity that will be validated and submitted via grants.gov.

This can also be done from the Proposal tab. Go to *Proposals* from the welcome screen or on the *Proposals* tab if you are already in the program.

Once you are on this Proposals Tab, Click the  box in the upper right corner of the Screen. Three selections will appear:

A) Grants.gov/Research.gov: Use this for proposals in response to federal opportunities downloaded from and submittable to Grants.gov/Research.gov.

B) Other Proposal: Use for ALL other proposal formats not electronically submitted to Grants.gov/Research.gov. Including other federal proposals, state agency, foundations, subawards to other institutions.

C) Subaward Proposal: DO NOT USE THIS OPTION. UMCES DOES NOT USE THIS MODULE. For subawards USE the “OTHER PROPOSAL” option.

4.A. For Grants.gov Opportunities where we are the LEAD Institution and will be the submitting institution of record:

Download the appropriate Grants.gov opportunity if it is not already in the OPPORTUNITY LIST. By selecting *Opportunities* from the Welcome screen or from the *Opportunities* tab if you are already in the program:

- ✓ Create using the **grants.gov/research.gov** proposal option and selecting the opportunity you are applying to.
- ✓ Assign a Proposal Name: Logic: Lab FY<YYYY>-Internal number as created by the lab- at least three digits Sponsor acronym: (no spaces) Sample: AL2011-029NSF (this is not the project title).
- ✓ Select 1) PI, 2) Organization, 3) Number of Budget Periods, 4) Validation
- ✓ Click: Create

Once proposal is created:

- ✓ Complete all required forms – Cayuse will import all forms from the opportunity (read RFP for specific instructions on form requirements – i.e. title, attachment locations, etc.)
- ✓ Complete the summary (Detailed instructions for completing the summary follow these.)
- ✓ Attach any other documentation as necessary for internal use in the documents section – to be available in the print preview, these must be pdfs. Source (SRC) documents are for reference such as word docs, excel budget sheets, etc. These can be opened by their respective programs but not by the print preview screen. Only reference items should be source documents. **REMEMBER that any pdf or other files uploaded to the Proposal Summary>Documents Section to the **Supporting Documents Attachment Page are uploaded here for internal use and will not be submitted with the proposal. They must be attached to one of the opportunity forms.****
- ✓ Create routing chain and route via Cayuse. (Detailed instructions for creating a routing chain follow these)
- ✓ Once approvals are in place, ORAA will submit the proposal from Cayuse. Grants.gov is not needed to submit. This is why it is referred to as a System-to-System (S2S) submission.
- ✓ **Attachment filename characters are now validated and enforced for Grants.gov submissions.**
Beginning August 15, 2012, applicants are now limited to using the following characters in all attachment file names - Valid file names may only include the following **UTF-8 characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space() and period (.)**.
If applicants use any other characters when naming their attachment files, their applications will be rejected.

Attaching Non-PDF Files for submission to agency

In rare cases, an agency may require the inclusion of a non-PDF document such as an excel spreadsheet, word document with a submission. While normal users will be unable to upload

non-PDF attachments, a System Administrator (Angela, Ginger or Barb) can upload these non-PDF attachments.

Please follow the instructions below if your proposal requires these attachments:

PIs/Business Offices:

1. Attached the required file in its source format (xls, xlsx, doc, docx, etc), uniquely named, to the supporting documents attachment page. i.e. NOAA90-2_Smith as a SOURCE file.
2. Indicate on the comment section the name of the document and the section or form it needs to be attached to within the proposal package

ORAA:

1. Download and save the required file to a location for easy retrieval.
2. Select **Add** or **Add Attachment** on the attachment point you wish to add the non-PDF attachment within the grants.gov opportunity forms.
3. Click **Browse** and select the non-PDF file you wish to upload.
4. Click **Upload**.
5. A box will appear with warning stating that you are about to upload a non-PDF attachment.
6. Click **OK** to confirm that you wish to proceed.

The non-PDF file will now be attached to that Proposal. Note that even though the link in the proposal still indicates the attachment is a PDF file, the attachment will be the file you uploaded and will be opened with the proper program, Word, Excel, etc. Additionally, if you attempt to generate a print copy of this proposal including the form with the non-PDF attachment, **the non-PDF attachment will not be included in the print copy. However, it will be successfully transmitted to Grants.gov.**

NOTE: REMEMBER that any documents, pdf or other files uploaded to the Proposal Summary>Documents Section on the **Supporting Documents Attachment Page are uploaded here for internal use and will not be submitted with the proposal. They must be attached to one of the opportunity forms.**

4.B. For ALL other proposals where we are the lead or we are a sub award, but the proposal will NOT be electronically submitted from Cayuse.

- ✓ Create using the other proposal option (no opportunity is used)
- ✓ Assign a Proposal Name: Logic: Lab FY<YYYY>-Internal number as created by the lab-at least three digits Sponsor acronym: (no spaces) Sample: AL2011-029NSF (this is not the project title).
- ✓ Select: 1) PI, 2) Organization, 3) Number of Budget Periods, 4) Validation (leave as default “other-minimal”)
- ✓ Click: Create


NOTE: For proposals that are submitted via an agency specific system **double entry is not required** – even if an opportunity is posted in grants.gov. UMCES only submits via one system. This applies to federal sponsors such as NSF, NASA & non-federal such as CBT.

Once Proposal is created:

- ✓ Complete the summary - [For detailed instructions on the summary see Section 7.](#)
- ✓ Complete the proposal in the agencies electronic system as instructed.
- ✓ Save and attach a pdf file of the full proposal, as it is prepared in agency's system to document section of Cayuse. [For detailed instructions on attaching files see Section 8.](#)
 - For example, if it is an NSF proposal, once complete in Fastlane, print the entire proposal while within Fastlane, save to your computer and upload to Cayuse document section as a PDF.
 - Be sure your proposal is the first item in the list and is identified as the proposal for submission.
 - Attach any other supporting documentation as necessary. These need to be PDF and be uploaded to the "pdf file" field for them to be available in the print preview. Source (SRC) documents are for reference such as word docs, excel sheets, etc. They can be opened but not by the print preview screen. Only file or reference items should be source documents. The PROPOSAL to be submitted should be a PDF.
- ✓ Create routing chain and route via Cayuse. [For detailed instructions on routing chains see Section 9\)](#)
- ✓ Once approvals are in place, release/submit the proposal to ORAA to submit or submit per the agency instructions.

5. Copying, Transforming and Revising Submitted Proposals

With Cayuse 424, you can quickly copy an entire proposal, making it easy to edit the copy for a resubmission. If you plan to resubmit a proposal, Cayuse recommends you make a copy first, and save the original.

Whether you're copying or transforming, both procedures start by clicking the copy/transform icon  at the right side of the proposal. Once you've opened that dialog, follow the instructions below.

To copy a proposal: From the initial Copy/Transform Dialog, click the "Copy Proposal" button.

1. Edit the New Proposal Name.
2. **Optional:** Click to deselect Copy Attachments if you do not want to copy the attached documents.
3. Click the "Copy Proposal" button to finish. Your new proposal will now appear in the proposals main list.

You can also transform a proposal from one opportunity to another. For example, you can transform an NIH proposal to a different opportunity posted by the NSF. Also, if Grants.gov has replaced or updated an opportunity while you are working on your proposal, you may have to transform the proposal to the updated opportunity.

To transform a proposal:

1. From the initial Copy/Transform Dialog, click the "Transform Proposal" button.

2. Select the new opportunity from the list by clicking on the icon to the left. +
3. Edit the New Proposal Name.
4. **Optional:** Click to deselect Copy Attachments if you do not want to copy the attached documents.
5. Keep or change the Validation Type.
6. Click the “Copy (Transform) Proposal” button to finish. Your new proposal will now appear in the proposals main list.

To Route and Submit a Revision

For revisions requested by the sponsor after submission – note this is not a resubmission, but a change or correction to a submitted proposal for further review, recommended funding, etc.

Once routed, proposals are locked to further change in Cayuse. To revise a submitted proposal, contact ORAA via a NOI to open the original proposal in Cayuse. ORAA will un-check (retract) the first name in the routing chain to return the proposal to the initiator (and add the Lab Business office if necessary) to start the re-routing. This will help prevent nuisance emails. Noting with the retraction, that this is a revision being re-routed. The original history of the routing with notes will remain below for history. Updating the exiting proposal provides the current and correct information on the summary and all documents needed by CA should the project be funding without creating duplicate entries in Cayuse. Duplicate entries skew the reporting functions.

On the Summary Page,

Click "change/corrected"

Update all changed sections on the summary page, budget, dates, etc.

Place a note indicating: This is a revision due to budget and scope changes requested from sponsor with the date.

On the Documents Tab:

Leave all existing documents in Cayuse.

Upload the revised documents - naming is key here.

The convention should be:

UMCESAL Smith AL2014-100NASA Revision 08Sept2014

Using the arrows to the right of the documents, move the revised document to the top of the list. This will allow ORAA easily see the Revised document and download in order to resubmit to the sponsor.

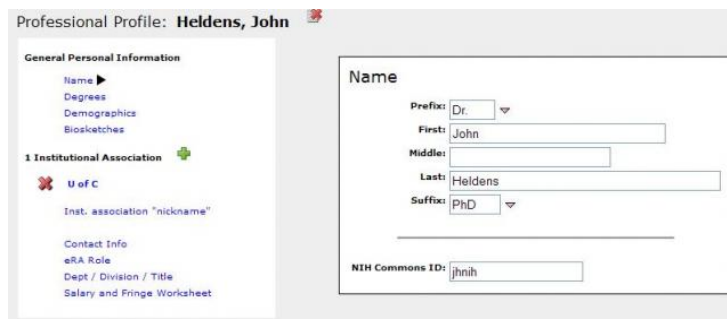
On the Routing Chain:

Once retracted and returned to the initiator edit the chain as necessary for the revisions and start the re-routing.


6. Managing Professional Profiles

This section describes how to create, manage, edit, and delete professional profiles for both individual users of Cayuse 424 and for system administrators. ORAA creates the profession profile with the basic information when the Cayuse user account is created. The user account and professional profile are then linked to allow autofill and routing to occur. Profile should be updated and accurate so the autofilled information is correct.

Professional Profiles contain the information that funding agencies require from Principal Investigators, Key Persons, Other Significant Contributors and Authorized Representatives. This information is auto-filled into the appropriate forms within the proposal.

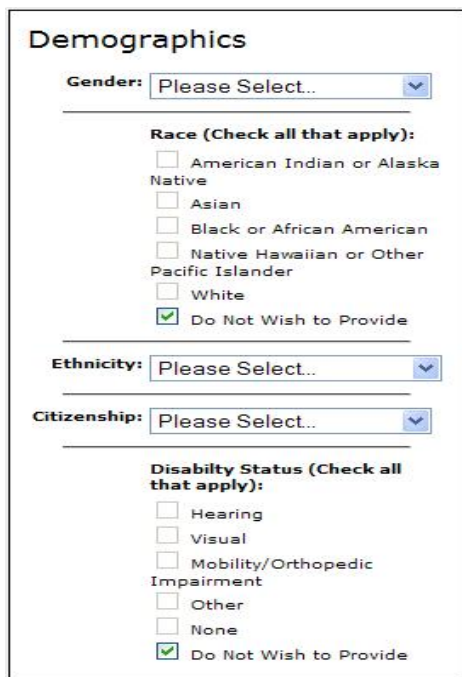


Deleting Professional Profiles

If you see a delete  icon next to the name when viewing/editing a Professional Profile, then you can delete the profile by clicking on the icon. You may not have the ability to delete a Professional Profile as this is controlled by permissions associated with the profile.

Note: When a profile is “deleted” it is not purged from the system, only hidden. The System Administrator can resurrect a “deleted” profile if necessary.

Profile Basics




Here is a description of each of the sub-sections of the Professional Profile.

Demographics

This section contains demographic information frequently required on NSF proposals.

Biosketches

Biosketches can be uploaded and stored in Cayuse 424, making them easily accessible to you and your collaborators as you assemble proposals. Multiple Biosketches are allowed for each Professional Profile. Create Biosketches using the word processor or template of your choice, and save them in PDF format. You may store both the source (word processing file) and the final PDF version in Cayuse 424.

Degrees 

NIH Degrees
(comma separated, max of 3):

Senior/Key Person Degree Type:

Senior/Key Person Degree Year:


NSF Degree Type:

NSF Degree Year:

Degrees

There are two fields for degrees: NIH and NSF. List degrees for NIH proposals. Separate each degree by a comma. Use the drop-down menu to select an NSF Degree Type.

To add a Biosketch:

1. Click the  and enter a good identifying name.
2. Browse to the PDF file on your computer and click Next.
3. If you want to also upload the source file, in the next window, browse to the file on your computer.
4. Click Done.

Biosketches 

Name	pdf	src	Delete
Heldens_Bio	yes 	yes 	
John's Bio 2	yes 	... 	

Enter the name of the PDF file to upload:

When the source file is uploaded, the blue “yes” link is active in the “src” column, as shown in the Biosketch image above.

To delete a Biosketch from a Professional Profile, click the delete  icon.

7. Detailed instructions for completing the Cayuse Summary (routing) form

In this system the routing form is called a “**Proposal Summary**”. As not all fields on this form are self-explanatory below are further explanations and/or instructions for some of those by section. Please update all sections completely and accurately.

A. INITIAL section

Proposal Number – This is to be the same as the **initial proposal name** (also visible at the double rings in field above the summary form) within Cayuse (not your real proposal title) and the logic is: Lab, FY, Number, Sponsor – no spaces. Example: AL2011-029NSF (*NOTE: whatever is entered in this field is shown as “PROPOSAL” on the main Proposal List in Cayuse*) *Do not use the title unless required for electronic submission by the RFP.*

Status – select from drop down. This will be updated when submitted to sponsor by ORAA

Sponsor Deadline – official sponsor due date, if one (*NOTE: whatever is entered in this field is shown as “DEADLINE” on the main Proposal List in Cayuse*)

Submission Method – select from drop down

Submission Date – leave blank

Submitted By – leave blank

Submission Type – select one

B. INVESTIGATOR DATA section

Project Director/ PI Contact Information - This entire section should be auto-filled from data within Cayuse, however, you can enter additional information manually if needed (*NOTE: whoever is entered in this field is shown as “PI” on the main Proposal List in Cayuse*)

Status of PI – select from drop down, “Permanent PI Status” is choice for PI’s. Do not use tenure/tenure track

First Budget Period Effort – auto-filled from budget section, or enter manually.
(Note: any auto-filled field that is entered manually will show a small red star next to it. This red star does not print)

Status Waiver – (this is for those positions not in UMCES policy to be a PI) *select yes or no*, if yes, attach documentation of approval

Intellectual Property Waiver? – (ex. of a yes - if the proposal or RFP you are responding to would provide some upfront commercial rights to UMCES IP) - *select yes or no*, if yes attach documentation

Conflict of Interest Disclosure? - (this would be yes if there could be real or potential COI in connection with this proposal – refer to UMCES COI Policy at <http://www.umces.edu/about/policy-II-3.10>)- *select yes or no*, if yes, attach documentation (which may be a statement that a disclosure has been submitted).

Agency Certification – (this would be yes if your sponsor required some special certification – unusual item) *select yes or no*, if yes, attach documentation

Cost Share Authorization – (UMCES does not use a form, documentation required only if other than PI effort), *select yes or no*, if yes, attach documentation

C. SPONSOR DATA section

Some data will be auto filled if this is a Grants.gov submission

Agency – *Enter sponsor (actual funding agency) name*

Proposal Type – *leave blank (answered below)*

Sponsor Mechanism – *Fastlane, NSPIRES, Grant.gov, Subaward, (NOTE: what ever is entered in this field is shown as “TYPE” on the main Proposal List in Cayuse)*

Sponsor Type – *leave blank (answered below)*

Sponsor Name: Code: – *leave blank (possible future use)*

SubDiv 1 & 2 – *sub departments at agency, if applicable*

ex. NCBO if agency is NOAA, GSFC if agency is National Aeronautics and Space Administration

D. PROJECT DATA section

Title – *enter project title –NOTE: you can enter 200 characters, when it creates the PDF and prints it will be wrapped so the full title is visible. Some sponsors limit number of characters in title (i.e. NSF is 180 characters). (NOTE: what ever is entered in this field is shown as “TITLE” on the main Proposal List in Cayuse)*

Subcontract? – *Select yes or no*

Prime – *If yes, enter Prime / Lead Institution – the institution that is submitting to the funder.*

Type of proposal: *select one – when in doubt select grant*

Type of Agency: *select one or list if other*

Kind of application: *select one - enter previous grant if supplement or revision*

Type of Project: *select one or list if other – when in doubt select basic*

E. PROJECT ADMINISTRATION section

Fields not currently used.

F. COMPLIANCE DATA section

Animal Subjects? – *(use of vertebrates) elect yes or no. If yes, complete remaining fields*

Human Subjects? – *select yes or no. If yes, complete remaining fields*

Hazardous Material, etc.? - *select yes or no. If yes, attach statement of explanation.*

G. BUDGET DATA section

Performance Dates – *these will be auto-filled from the budget pages or can be manually entered.*

Cost Share Information – *Select yes or no. If yes, complete remaining fields. Note: Voluntary committed cost sharing is NOT recommended.*

Budget Period Costs - *these are auto-filled from the budget pages or can be manually entered.*

H. AWARD DATA section

Leave blank – may be used in future by ORAA


I. EXPORT CONTROL section

Select yes or no to all questions and, if yes, attach statement of explanation – a form is available for this documentation on the ORAA website.

J. COMMENTS AND EXPLANATIONS section

Limited to 1000 characters. Include information such as: # of copies of proposal required for mailing; special instructions for submitting; email or mailing address of sponsor; note about attachments; any information that will aid ORAA in the submission process. When printed to PDF it will wrap the text.

Any information that will aid ORAA in the submission process should be entered in this comment box.

If you see a **RED STAR** on the summary form or any other CAYUSE form...For any field that can be auto-  filled, a red star simply means that the information was entered manually instead of auto-filled. The red star is not printed and does not show on submissions. It is for information purposes only. To correct and remove the red star,

delete manual text from field and auto-fill will be re-enabled.

8. Attaching Supporting Documentation

The *Documents Area* under the Proposal Summary section is where you attach any other documentation as necessary to process and submit the proposal.

NOTE: Nothing uploaded in the Document section is automatically transferred to an agency regardless of the type of submission. These are internal to UMCES and therefore require additional action on ORAA’s part.

Two types of documents can be uploaded, PDF files and Source (SRC) files.

- PDF files must be uploaded to the “pdf file” field and will be available in the print preview.
- Source (SRC) documents are for reference such as word docs, excel sheets, etc. They can be opened but not by the print preview screen. Clicking on the SRC link opens these files with the correct program. Only file or reference items should be source (SRC) documents. The source attachments can also be used for the attachment of interactive PDF forms that are required for submission such as Grants.gov packaged adobe forms.

Supporting documents upload area

You can upload any miscellaneous supporting documents here so they can be sent through routing and approval. You can include full proposals (such as non-federal proposals) that do not use the Cayuse424 forms. Please be sure to provide all documents with appropriate file names for proper identification. PDF and/or source documents can be uploaded as appropriate.

Attachments:


1.	(no pdf) (no src)	Add	Remove
2.	(no pdf) (no src)	Add	Remove
3.	(no pdf) (no src)	Add	Remove
4.	(no pdf) (no src)	Add	Remove
5.	(no pdf) (no src)	Add	Remove
6.	(no pdf) (no src)	Add	Remove
7.	(no pdf) (no src)	Add	Remove
8.	(no pdf) (no src)	Add	Remove
9.	(no pdf) (no src)	Add	Remove
10.	(no pdf) (no src)	Add	Remove

There are two reasons for using the Documents section to attach documents:

- IF the proposal is a **Grants.gov** submission (i.e. an opportunity was used to create the proposal), this section is only used for documents that are relevant to the proposal BUT DO NOT need to be submitted to the federal agency.
 - Examples: Subaward agreements; the notice/solicitation/rfp for the submission for future reference; emails that have pertinent information that needs to be part of the proposal file;
 - Anything that should be kept with the proposal or will be helpful to you or ORAA now or in the future if the proposal is funded can and should be kept here.

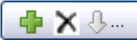
- IF the proposal is **not a Grants.gov** submission (i.e. *Other proposal* was used to create the proposal), this will be the location where the actual proposal that will be submitted to the agency is uploaded for reviewing, approving and submitting. Additionally all other documents that are relevant to the proposal should be included here as well (Subaward agreements; the notice/solicitation/rfp for the submission for future reference; emails that have pertinent information needing to be part of the proposal file, etc.
 - For example, if it is an NSF proposal, once complete in Fastlane, Print Entire Proposal from within Fastlane, save to your computer and upload to Cayuse document section as PDF.
 - Be sure your proposal is the first item on the list and is identified as the proposal for submission. □
 - Attach any other documentation as necessary. These must be PDF and must be uploaded to the “pdf file” field for them to be available in the print preview. Source (SRC) documents are for reference such as word docs, excel sheets, etc. They can be opened but not by the print preview screen. Only file or reference items should be source documents. The PROPOSAL to be submitted should be a PDF.
 - ORAA will review, download the proposal and submit via email, mail, etc. based on what instructions are provided on the Summary form.

9. Create Routing Chain and route for approval and submission









In Routing, you can view and access proposals that require your review and approval. While in the proposal, click the  routing and approval link under “Proposal Summary”. The routing screen will appear.




The screenshot shows the 'Proposal Approval' interface. At the top, there is a 'Routing Chain' section with a '+ X ↓ ... Edit Chain?' button. Below this, a 'Begin' section shows a checkbox next to 'Brown, Emmett (BTTF) / Cayuse Software'. An 'End' section is also present. A pink warning box at the bottom states: 'There is no AOR on this routing chain. The proposal will not be submittable until an AOR has been added to the chain and has approved the proposal.'

- ✓ Add reviewers by clicking Edit Chain box.  □

 **Edit Routing Chain** 

People In The Chain (start to finish)	Remove Person	Insert Person	Auto-build Chain...
Brown, Emmett (BTTF) / Cayuse Software			 Auto-build...
AOR, (AOR Group) / Cayuse Software			 Auto-build...
			 Auto-build...

- ✓ Insert a person into the chain by clicking the . Click on the appropriate icon to add above or below members of the existing chain.
- ✓ Choose the name of the required reviewer and click to highlight their name.
- ✓ Close Edit Chain Window
- ✓ All reviewers must have an established Professional Profile, otherwise they will not be on the list
- ✓ You can only select reviewers if you have permission to view their Professional Profile; therefore make sure that you have been granted permission to see their profile
- ✓ Return to the proposal list to unlock your proposal for the next reviewer.
- Note: Emails are not sent to reviewers while you are creating or editing the routing chain

Routing Events

Reviewers indicate their approval by checking the box adjacent to their name and adding any comments as needed. (Note: if you are using Chrome or Safari, the check boxes will not function properly)

When the first reviewer approves the proposal, this starts the routing sequence and three things happen:

1. An email is sent to the next reviewer on the list notifying them of their turn to review the proposal. “Proposal requires your attention” email
2. “Write” permissions are taken away from all those who have permissions to the proposal.
3. The proposal is added to the Routing List of all the reviewers on the chain (the Routing List is found on the Routing tab).

As soon as the AOR checks his or her box approving the proposal, an email is sent to everyone on the routing chain. The proposal submission can proceed by whichever method is required by sponsor– mail, email, grant.gov. etc.

Routing Notes

Proposal approval must follow the routing chain. Reviewers can look at a proposal once it hits their Routing List, but they cannot approve it until the previous reviewers on the routing chain have signified their approval. The check box to the left of your name will become active.

The chain must be built before the reviewer approves in order for it to activate the next check box and email the next reviewer. You cannot add a reviewer after you have already “checked the box”. To correct, you need to remove approval by unchecking the box, re-build the chain and re-approve –The next reviewer can add the correct person after them before they check off and so on.

Once a proposal is routed, Cayuse424 grants temporary permission to reviewers to access the entire proposal.

In case of an emergency a reviewer may be deleted from the chain (skipped) and added at the end so the process can continue.

The proposal becomes “read only” once routing has started until it is in your queue to approve.

10. Recalling and Retracting

This process is used for proposals that are still within the UMCES approval process to correct errors or omissions before final submission to the sponsor.

Recall – the PI performs this. By un-checking the box next to his/her name, the whole approval process is cancelled and the proposal is sent back to the start.















Retract – this is performed by any reviewer by un-checking the box next to any name that has already approved the proposal. In this manner, the proposal is sent back all or part way, fixed and re-approved and back on track.

Final Note:

These instructions are current as of the date of this document. However, online systems change frequently and sometimes without notice. If you find anything that does not match these instructions, please email oraa@umces.edu for clarification so that we can provide the correct information and also update these instructions as necessary.

Finally, if you have questions, ask ORAA at oraa@umces.edu.

11. Icons found throughout Cayuse with their meaning

	Submitted. This Proposal has been submitted to Grants.gov. Hover over the icon to see the Tracking Number.
	Failed Transmission. This proposal was not successfully transmitted to Grants.gov
	Marked as Submitted. This proposal has been manually marked as submitted via the Proposal Summary page of the proposal.
	Obsolete Opportunity. The source opportunity for this proposal has been removed from the Grants.gov server and is no longer valid. To continue to use this proposal, you will need to Transform it to a valid opportunity.
	Info. Use to get information about an opportunity.
	Closed. The closing date for this opportunity has passed.
	Autofill. Throughout your proposal, you'll see the Autofill button, If you click on this button, Cayuse424 will Autofill information from a Professional or Institutional Profile into your proposal. To fill a particular spot or role in a proposal, locate and click on the corresponding Autofill pencil. You will then be able to select any name from the profile list by checking the box to the left of the name.
	Read Only. You can also open a proposal from the list into Read-Only mode automatically simply by clicking the Read-Only icon to the far left of the proposal, right next to its hyperlink
	Locked. To see if another user is currently working in the proposal, look to the far right column of the list. If you see a Lock icon next to a username, then that user is currently editing the proposal.
	Create or Add. Used for creating proposal, adding elements throughout the proposal screens.
	Copy or Transform. Used for copying or transforming an existing proposal. Both procedures start by clicking the copy/transform icon at the right side of the proposal
	Delete. Used to delete items in Cayuse. Note: When a proposal or profile is “deleted” it is not purged from the system, only hidden. The System Administrator user can resurrect a “deleted” profile if necessary. – Ask before starting all over.
	Help. Use to get quick list help for proposal elements.
	Refresh. Use to refresh the proposal list or re-auto fill information.

12. Troubleshooting and FAQs

- 1) **Q:** The check-off box is highlighted for me, but when I my “check off” on my proposal does not register in the routing chain. What should I do?

A: This is caused by a browser conflict. Check your browser to make sure you are using one of the compatible browsers. <http://support.cayuse.com/docs/browser-support-configuration>

- 2) **Q:** I am next in the routing chain but the box is grayed out so I cannot “check off” on my proposal. What should I do?

A: When your user account was created it may not have been linked to your profession profile. Please contact ORAA to correct. oraa@umces.edu

- 3) **Q:** I start Cayuse, open my proposal and the screen is mostly white, content is missing and I can’t do anything within the forms. What should I do?

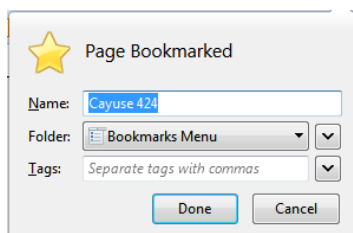
A: This is a browser cache issue. The Cayuse software may have been upgraded since you last used Cayuse, but your browser is still trying to draw from your history. Clear your browser cache and this should correct the problem.

- 4) **Q:** I completed the 424A, and now I am getting the following warning in Cayuse “Warning: [SF424A] [Cayuse] First year Federal Forecasted Cash Needs from section D should match Federal New or Revised Budget total from section A.”

A: This is seen because the SF424A Form is not being used as it was originally intended. This is an error that is created specifically for Cayuse, not in response to any outside validations. In the past, the form was not often filled out in this manner. However, requirements and use of the form have changed over time. Even with this warning, the Proposal can be submitted. The instructions for the Proposal supersede the Error that Cayuse is giving. To be absolutely clear, follow the instructions provided by the Opportunity, not this specific error in Cayuse.

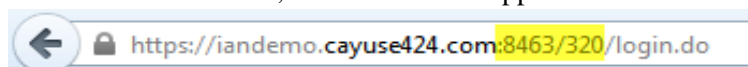
- 5) **Q:** I am getting a “Cayuse offline” “site not found” message when I click my bookmark, what can I do?

A: You may have accidentally bookmarked the “long URL” instance for Cayuse. The information in this URL such as port numbers, can change with Cayuse updates and if it does your bookmark will no longer work.



When you are creating a bookmark, the additional information is not normally visible. You only see the page title and where you want to put the bookmark:

But when visiting your bookmarked page, if you see a URL that looks like this in the URL bar, that’s what has happened:



(Your Long URL will contain your application name, usually your institution's domain name, where you see 'iandemo' in the screenshot.) To change this, access your bookmarks in your browser and select your bookmark for Cayuse 424. Edit the Location for the bookmark to remove everything after .com except one slash: <https://iandemo.cayuse424.com/>

This is called the Short URL and it will always take you to your Cayuse 424 application. Our Short URL is **umces.cayuse424.com/**

6) What are the Errors, Warnings, and Info notice I am seeing in Cayuse?

The Validation panel in Cayuse 424 show three different types of messages: Errors, Warnings and Info. Here's summary of what each means.

Errors in Cayuse 424 reflect problems that will impose a hard-stop rejection at Grants.gov or the funding agency. Agency errors display the agency name in brackets to the right of the field in question (e.g., [Research Plan 2.2][NIH]). To ensure that your submission is successful, Cayuse 424 runs a final check on Grants.gov and agency validations before you submit a proposal. Actual agency validations may vary depending on the FOA instructions. Follow this rule of thumb when it comes to agency-specific errors: The FOA supersedes Cayuse error messages.

Warnings pertain to agency validations or may serve as notices from Cayuse regarding missing attachments. For example, Cayuse 424 does not require a budget justification; however, Cayuse 424 displays a Warning, because a budget justification is a common attachment. Warnings do not prevent proposals from being submitted or from being reviewed.

Info tips are Cayuse recommendations. Forgetting to enter a Sponsor Deadline, for example, prevents the Deadline from appearing in your list of proposals. Cayuse 424 will alert you when this happens. Info messages are specific to the software and do not prevent proposals from being submitted or from being reviewed.