

# UMCES CAYUSE 424 Training

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# A new routing process...

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- UMCES is moving toward using the CAYUSE424 platform for all proposal submissions. - Goal: July 1, 2010.
- CAYUSE is a system to system standard and is 100% compliant with Grants.gov and the Federal funding agencies.
- All proposals, regardless of sponsor, will be entered in Cayuse for Routing, Approval and for Reporting purposes.
- This is an entirely web based system accessible to registered users from anywhere.



# A new routing process...

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- Eliminates requirement for hard signatures unless specifically requested by the sponsor.
- Minimizes mailing & shipping costs.
- Provide autofill and data reuse options
- Permanent record storage for proposals and supporting documents.
- Provides a safe mechanism for document transfer to CA.
- <https://umces.cayuse424.com>

# Desktop Configuration

The following are 100% Supported Browsers & Operating Systems  
CAYUSE currently does not work with Safari browsers or Unix OS

Internet Explorer 7 & 8	Windows
Firefox 2 & 3	Windows, OS X
JavaScript	On
Cookies	Enabled
Popups	Allowed
PC Compatible Computer –	Processor: 2.5 Pentium 4 or equivalent; 2.0 GHZ Core 2 Duo or equal OS: Windows XP (Ram 1GB or more) Windows VISTA (Ram 2GB or more)
Apple Macintosh	Processor: Any Mac within past 36 months OS: MS OS X 10.3 or later RAM: 1.5GB or more
Browser	PDF Application – do no use (in Firefox) version. <i>There is a unique issue to Firefox where a file can become corrupted and stop the ability to open PDF's in the browser. To fix use regular PDF application not the helper application within the browser.</i>

# Getting Started

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- **Logging In and Navigating Cayuse**
  - User Name: first initial, last name (lower case, no spaces)
  - Password: changeme
  - Help for first time signing in and forgot password
- **Settings**
  - Email updates, password change
- **Reviewing your professional profile – make sure information is accurate**
  - Organization/Affiliation
  - Contact Information
  - Depository for CVs - PDF & source files accepted.
  - List, Read, Autofill rights for other ALL users – this pertains to the profile access not the proposal. Allow a PI to added you to a proposal.

# Federal Submissions to Grants.gov/ Research.gov

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Federal proposals that will be submitted using a downloaded Grants.gov opportunity are started with **"Grants.gov/Research.gov"** option in Cayuse – this provides for one system / one entry submissions.

- Download the appropriate Grants.gov opportunity first.
  - Clicked the “+” next to the opportunity **OR**
  - Create using the **grants.gov/research.gov** proposal option and select the opportunity you are applying to
    - Assign proposal name – this is not the project title.
      - Lab FY<YYYY>-Internal number as created by the lab-at least three digits Sponsor acronym: (no spaces)
      - **SAMPLE: CBL2011-001NASA** Select 1) PI, 2) Organization, 3)Number of Budget Periods, 4) Validation
    - Click: Create

# Federal Submissions to Grants.gov/ Research.gov, continued

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- Complete all required forms – Cayuse will import all forms from the opportunity (read RFP for specific instructions on form requirements)
- Complete the summary with submission instructions in the notes section
- Attach any other documentation as necessary in the documents section
- Create routing chain and route via Cayuse.
- Once approvals are in place, CA will submit the proposal from Cayuse. Grants.gov is not needed to submit.
- Proposal can be tracked via Cayuse.

If your are not using a Grants.gov opportunity for a Federal agency, or it is a State or Private agency, you must start the proposal as a OTHER proposal in Cayuse.

# Submissions via agency specific systems

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Important: 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.

Cayuse is used for the routing and approval of these proposals.

Create using the **other** proposal option (no opportunity is used)

- Assign proposal name – this is not the project title.
  - Lab FY<YYYY>-Internal number as created by the lab-at least three digits Sponsor acronym: (no spaces)
  - SAMPLE: CBL2011-001NASA
- Select: 1) PI, 2) Organization, 3) Number of Budget Periods, 4) Validation
- Click: Create

# Submissions via agency specific systems, continued

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- Complete the summary with submission instructions in the notes section at the end.
- Complete the proposal in the agencies systems 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. Attach any other documentation as necessary
- Create routing chain and route via Cayuse
- Once approvals are in place, release/submit the proposal to CA to submit or submit per the agency instructions.

# State, private, other non-federal agency

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Cayuse is also used to route proposals submitted to State and Private agencies

- Create using the **other** proposal option
- Assign proposal name – this is not the project title.
  - Lab FY<YYYY>-Internal number as created by the lab-at least three digits Sponsor acronym: (no spaces)
  - SAMPLE: CBL2011-001NASA
- Select: 1) PI, 2) Organization, 3) Number of Budget Periods, 4) Validation
- Click: Create

# State, private, other non-federal agency, continued

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- Complete the summary (new R&A form) with submission instructions in the notes section at the end of summary form. Be sure to include type of submission, paper, email etc, number of copies and contact information.
- Attach the pdf file of the full proposal to document section of Cayuse.
- Attach any other documentation as necessary.
- Create routing chain and route via Cayuse.
- Once approvals are in place, CA will make any necessary copies and submit as instructed.

# Subawards

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- Cayuse can be used to create Subaward Proposals
  - Stand-alone
  - Linked to prime
  - Importing and Exporting for other Cayuse members
  - Create using the Subaward proposal option
- **Subawards.com**
  - Sister site to Cayuse to enable non-Cayuse users to create subaward proposals for federal grant opportunities and send them to Cayuse users for fast import and e-submission
  - Free – no cost to use
  - [www.subawards.com](http://www.subawards.com)

# Existing Proposals, Permissions & Budgets

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- Managing and Editing existing proposal –
  - Copy, transform, delete
  - Proofing (read only) and Printing
- Proposal permissions
  - Creator by default has full access to proposal
  - Reviews in the routing chain, have full access when it is their turn approve.
- Attaching documents to proposal
  - PDF Formats, order, etc.
  - Optional, supporting documents, source documents
- Budgets
  - 424 R&A, 424A, Fed/NonFed
  - Automated calculations
  - **Some forms require you to enter data in first active field to activate remaining fields– can not jump around the form.**
  - Justifications
  - **Completing this in Cayuse will autofill to the summary form.**

# Summary Form & Attachments

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- **Summary Form**
  - New UMCES R&A form – completed for all proposals regardless of sponsor.
  - Where autofill is provided... some of these fields are disabled for typing – you must use autofill. This ensures accurate and constant information on proposals.
  - Providing submission instructions, comments any other information necessary for CA to complete the process.
- **Attaching supporting documents**
  - PDF files for submission
  - Word, excel, other source documents
  - RFPs, letters informational documents

# Proposal Summary

**Proposal Number** 
**Proposal Status:** 
**Submission Type:**  
 Pre-application  
 Application  
 Changed/Corrected

**Sponsor Deadline** 
**Submission Method:**

**Submission Date** 
**Submitted By:**

## INVESTIGATOR DATA

### PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix:  \* First Name:  Middle Name:  \* Last Name:  Suffix:

Position/Title:  Organization:

Department:  Division:

Street1:  Street2:

City:  County:

State:  Zip Code:

Country:  Employee ID:

Phone:  First Budget Period Effort  
 Calendar Academic Summer  
 Fax:   \*

Email:

Status of PI:  Status Waiver Required?  Yes  No  
 Signed Intellectual Property Waiver Attached?  Yes  No  
 Signed Conflict of Interest Disclosure Attached?  Yes  No  
 Agency Certification Documentation Attached?  Yes  No  
 Cost Sharing Authorization Form Attached?  Yes  No

All attachments should be uploaded to the [Document Upload Area](#)

## SPONSOR DATA

Agency:

Proposal Type:

Sponsor Mechanism:

Sponsor Type:

Sponsor:

Code:

Name:

SubDivision 1:

SubDivision 2:

## 1. INITIAL section

**Proposal Number** – This is to be the same as the initial proposal name within Cayuse (not your real proposal title) and the logic is: Lab, FY, Number, Sponsor – no spaces. Example: CBL2011-001NASA  
**Sponsor Deadline** – official sponsor due date, if one  
**Submission Date** – *leave blank*  
**Submission Status** – select from drop down. This will be updated by ORAA  
**Submission Method** – select from drop down  
**Submitted By:** *leave blank*  
**Submission Type** – select one

## 2. INVESTIGATOR DATA section

**Project Director/ PI Contact Information** - This section should be auto filled from date within Cayuse but can enter additional information manually if needed  
**Status of PI** – select from drop down  
**First Budget Period Effort** – autofilled from budget section, or enter manually  
**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

## 3. SPONSOR DATA section – some will be auto filled if Grants.gov

**Agency** – Enter sponsor name  
**Proposal Type** – *leave blank*  
**Mechanism** – Fastlane, NSPIRES, mail, email, etc.  
**Sponsor Type** – *leave blank*  
**Sponsor** - drop down, **Code, & Name;** *leave these blank – for future use*  
**SubDiv 1 & 2** – sub departments at agency, use if needed : ex. – CBO, GSFC

Title of Project:   
 Is This a Subcontract?  Yes  No  
 If Yes, who is prime?

Type of Proposal:	Kind of Application:	Type of Project:
<input checked="" type="radio"/> Grant <input type="radio"/> Contract <input type="radio"/> Fellowship Type of Agency: <input checked="" type="radio"/> Federal <input type="radio"/> Association <input type="radio"/> State <input type="radio"/> Foundation <input type="radio"/> Industry <input type="radio"/> Other <input type="text"/>	<input checked="" type="radio"/> New <input type="radio"/> Resubmission <input type="radio"/> Renewal <input type="radio"/> Continuation <input type="radio"/> Revision/supplemental Previous Grant # or Federal Identifier: <input type="text"/> <input type="checkbox"/> Change in grantee institution	<input checked="" type="radio"/> Basic Research <input type="radio"/> Capital (Equipment/Construction) <input type="radio"/> Applied Research <input type="radio"/> Clinical Study/Trial <input type="radio"/> Research Training <input type="radio"/> Service <input type="radio"/> Instructional Research <input type="radio"/> Other <input type="text"/>

**PROJECT ADMINISTRATION**

Who is responsible for this research?   
 Departmental Identification Number: Primary  Secondary   
 Departmental Name: Primary  Secondary   
 Primary Dept. Contact Info:   
 Account Classification: Primary  Secondary   
 Other Institutional Code:   
 NAICS Code:

**COMPLIANCE DATA**

Animal Subjects	Human Subjects	Does this project involve use of any of the following?
Are animal subjects used? <input checked="" type="radio"/> Yes <input type="radio"/> No Is IACUC review pending? <input type="radio"/> Yes <input checked="" type="radio"/> No IACUC Protocol # <input type="text" value="F AL 2007-15"/> Approval Date: <input type="text" value="05/05/2010"/>	Are human subjects used? <input checked="" type="radio"/> Yes <input type="radio"/> No Is IRB review pending? <input type="radio"/> Yes <input checked="" type="radio"/> No IRB Protocol # <input type="text" value="10587"/> Approval Date: <input type="text" value="05/05/2010"/>	Radioactive Material(s), Radiation Producing Devices(s), Recombinant DNA, Biohazardous Chemical(s), Class IIIB or IV Lasers, Other certifications of health, safety and/or environmental compliance. <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, Explain in attachment

**BUDGET DATA**

Performance Dates	Begin Date	End Date	Cost Sharing Information:
First Budget Period:	<input type="text" value="06/01/2010"/> *	<input type="text" value="05/31/2011"/> *	Mandatory Committed <input checked="" type="radio"/> Yes <input type="radio"/> No Amount: <input type="text" value="20,000"/> Source: <input type="text" value="S&amp;F, F&amp;A"/>
Cumulative Budget Period:	<input type="text" value="06/01/2010"/> *	<input type="text" value="05/31/2015"/> *	Voluntary Committed <input type="radio"/> Yes <input checked="" type="radio"/> No Amount: <input type="text"/>

**4.PROJECT DATA section**

**Title** – enter project title –NOTE: you can enter 200 characters, but when it creates the PDF and prints it will be truncated at 100 characters so reenter the full title in the comments box. Some sponsors limit number of characters in title.  
**Subcontract?** – select yes or no  
**Prime** – enter Prime Institution if yes  
**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

**5. PROJECT ADMINISTRATION section**

Fields not currently used.

**6. COMPLIANCE DATA section**

**Animal Subjects?** – select 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 attached statement of explanation.

**7. 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.

		Source: <input style="width: 100%;" type="text"/>
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Budget Period	Direct Cost	Indirect Cost	Total Cost
Period 1	10,000 ★	5,050 ★	15,050
Period 2	10,000 ★	5,050 ★	15,050
Period 3	10,000 ★	5,050 ★	15,050
Period 4	10,000 ★	5,050 ★	15,050
Period 5	10,000 ★	5,050 ★	15,050
Period 6	10,000 ★	5,050 ★	15,050
Period 7	10,000 ★	5,050 ★	15,050
Period 8	10,000 ★	5,050 ★	15,050
Period 9	10,000 ★	5,050 ★	15,050
Period 10	10,000 ★	5,050 ★	15,050
Total	100,000	50,500	150,500

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

**AWARD DATA**

Award #:  Contract #:  Date:

Budget Period	Direct Cost	Indirect Cost	Total Cost
Period 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 5	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 6	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 7	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 8	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 9	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period 10	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

**8. AWARD DATA section – leave blank – may be used in future by ORAA**

**EXPORT CONTROL**

1. Will the project involve participation, collaboration or access to information by foreign nationals, defined as: individuals with foreign citizenship, foreign governments, foreign associations and corporations, or foreign political parties?  Yes  No

**Note:** Foreign nationals granted US citizenship, or permanent residence "green card" or granted status as a "protected individual," e.g., political refugees and political asylum holders are "EXEMPT" from deemed export rule.

**9. EXPORT CONTROL section –select yes or no to all questions and, if yes or any, attach statement of explanation**

2. Will the project involve the shipment of equipment, technology, software, materials data or other information?  Yes  No

3. Will the project involve a foreign subcontract or other foreign contractual agreement?  Yes  No

If you answered "yes" to any of the above questions, please attach documentation to the Generic Upload Area describing the details of these issues for this proposal.

**COMMENTS AND EXPLANATIONS**

PLEASE INDICATE ANY SPECIAL INSTRUCTIONS BELOW:

Full Title:Environmental Change: Impacts on the Chesapeake Bay Watershed  
Submit to NASA via NSPIRES - no hardcopy required.

**EXPORT CONTROL section *continued***—select yes or no to all questions and, if yes or any, attach statement of explanation

**COMMENTS AND EXPLANATIONS section**

This field is limited to 1000 characters.

Include information such as

FULL PROPOSAL TITLE if doesn't fit on page 2.

NUMBER OF COPIES

INSTRUCTIONS FOR SUBMITTING

ADDRESS OF SPONSOR

NOTES ABOUT ATTACHMENTS

Any information that will aid CA 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.



# Routing Chain



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## Routing

- Default profile (delegates)
- Proposal-by-proposal routing – more flexible – less emails
- Approving a proposal and adding comments
- Email notifications
- Roles (User, AOR, System Admin)
- Must have a profile to be added to the routing chain

# Routing Chain, continued

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- Add reviewers by clicking 
- Insert a person into the chain by clicking . Click on the appropriate icon to add above or below members of the existing chain.
- Choose the name of the required reviewer and click
- 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
  - **Note: Emails are not sent to reviewers while you are creating or editing the routing chain.**



## Routing & Approval ?

### Routing Chain




Edit Chain?

#### Begin

-   Jenkins, Barbara (UMCES) / University of Maryland Center for Environmental Science
-   Johnson, Heather A. (Appalachian Laboratory) / University of Maryland Center for Environmental Science
- Gardner, Robert H. (Appalachian Laboratory) / University of Maryland Center for Environmental Science
-   ORAA, All () / University of Maryland Center for Environmental Science

#### 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.

### Routing History

username	person	type	data/time	comments
bjenkins		Modify	2009-12-02 08:44	
bjenkins		Modify	2009-12-02 08:30	
bjenkins		Modify	2009-12-02 08:30	
bjenkins		Modify	2009-10-16 11:31	Auto-rebuilt chain with new PI

# Routing Events

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Reviewers indicate their approval by checking the box adjacent to their name and adding any comments as needed.

1. 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).
2. As soon as the AOR checks their box approval the proposal, an email is sent to **everyone** on the routing chain. The proposal submission can proceed by which ever method is required by sponsor– mail, email, grant.gov. etc.

# Routing Notes

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- 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
- **Chain must be built before the reviewer approves** in order for it to activate and email the next reviewer. You can not add a reviewer after you have already “checked the box”. To correct, the you need to remove approval, re-build the chain and re-approve – **however, you only need to know where the proposal should go immediately after you.** 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 proposal
- In case of an emergency a reviewer may be deleted from the chain (skipped)
- From the routing chain “initiator” perspective, the proposal becomes “read only” once routing is initiated

# Other items

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- Submission
  - Grants.gov Proposal
    - Submit and tract
  - Mail, email, other.
  
- Reporting
  - Currently designed to support only S2S proposals. Under development.
  
- Technical Support and Training Modules
  - Available at <http://support.cayuse.com/documentation.html>
  
- UMCES Site: <https://umces.cayuse424.com>

# Action Email...

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## This email requires action on your part...

Cayuse424 System Notification: proposal awaiting your attention

**Subject:** Cayuse424 System Notification: proposal awaiting your attention

**From:** "Cayuse424 System on behalf of Gardner, Robert H. (Appalachian Laboratory) / University of Maryland Center for Environmental Science" <rgardner@al.umces.edu>

**Date:** Thu, 15 Oct 2009 13:28:38 -0700 (PDT)

**To:** "Jenkins, Barbara (UMCES) / University of Maryland Center for Environmental Science" <bjenkins@al.umces.edu>

Due to an approval action, the following proposal now requires your attention:

StylinskiCD\_AL-2009-35-1

Please navigate to <http://umces.cayuse424.com/proposal.do?proposalId=1001141143> at your earliest convenience.

Note - the following comments were included with the action:

Approved with cost-share letter under separate cover.



## Informational Email...

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### This email is for information only...

Cayuse424 System Notification: proposal authorized for submission

**Subject:** Cayuse424 System Notification: proposal authorized for submission

**From:** "Cayuse424 System on behalf of Jenkins, Barbara (UMCES) / University of Maryland Center for Environmental Science" <bjenkins@umces.edu>

**Date:** Fri, 16 Oct 2009 07:54:34 -0700 (PDT)

**To:** "Stylinski, Cathlyn D. (Appalachian Laboratory) / University of Maryland Center for Environmental Science" <cstylinski@al.umces.edu>

Due to approval by an AOR, the following proposal is now authorized for submission:

StylinskiCD\_AL-2009-35-1

Please navigate to <http://umces.cayuse424.com/proposal.do?proposalId=1001141143> to view the proposal.

Note - the following comments were included with the action:

This proposal is loaded into the CBT Online Proposal system (<http://www.cbtrustgrants.org/index.jsp>) and is ready for submission. Please call me for Dr. Stylinski's Login and PW information when you are ready to review/submit proposal through CBT. Dr. Stylinski's and Dr. Gardner's approvals are provided through CAYUSE. Thanks. Barb

# Proposal Corrections – Recall & Retract

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- Recalling and Retracting Approvals – this process will mostly be used for proposals that are still within the UMCES approval process to correct errors or omissions before final submission to the sponsor.
  - Recall – This is performed by the PI. By un-checking the box next to his/her name, the whole approval process is cancelled and the proposal is sent back to start.
  - Retracting – 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.

# Proposal Revisions

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Many times a sponsor will request a revised budget or other document to an already submitted proposal. These are submitted per the sponsors requirements. NSF uses Fastlane for revisions, others simply want the documents emailed.

- To submit the revised budget/ justification via email
  - PI should prepare the revised documents off line
  - Open the original proposal and attach the revised document under the Proposal Summary/Documents Section of the proposal. This keeps the original submission in tact and allows ORAA to pull the revised documents in order to email to the sponsor.
  - Give instructions and email for the revision in the Notes section of the Summary page – be sure to date the notes so a timeline is created.

# Proposal Revisions – Re-approval

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Re-approving a proposal can be done by editing the routing chain and continuing the approvals for the revision.

- Edit the routing chain by simply re-adding the users as necessary after the original chain and start the routing process again.
- The creator of the revision should add themselves to the chain so they can initiate the re-approvals once they have the revised documents finished.
- The creator can use the “modification notes” box to signify that it is to approve the revised budget and justification only as attached.
- **NOTE:** PIs / Creators must be given **WRITE** permission in order to edit the routing chain on a submitted proposal.
- Since this proposal is already approved once by ORRA this will result in a few extra informational emails, however it provides a complete routing history and more control to the creator.

# General Administrative Information



- **Applicant / Submitting Organization:**
  - University of Maryland Center for Environmental Science
- **Address:**
  - Office of Research Administration & Advancement / University of Maryland Center for Environmental Science / P.O. Box 775 / Cambridge, MD 21613
- **Employer ID No. (EIN)/Taxpayer ID No. (TIN):** 526002033
- **Data Universal Numbering System No. (DUNS#):** 021463831
- **Commercial & Governmental Entity (CAGE) Code:** 1RAD5
- **National Science Foundation (NSF) Code:** 0021030060
- **Institutional Assurance Numbers:**
  - IACUC (animals subjects): A4160-01
  - IRB (human subjects): FWA00008757
- **Legislative Districts** - Always use 1st for applicant. If place for where project will be performed is needed then:
  - AL - 6<sup>th</sup>; CBL and Sea Grant - 5<sup>th</sup>; HPL and Center Admin - 1<sup>st</sup>, IMET – 2<sup>nd</sup>