

How to create a grants.gov proposal in Cayuse 424

If the solicitation to which you are applying states that the proposal must be submitted through **grants.gov**, create the grants.gov package in Cayuse 424. Cayuse 424 does not replace the AU routing of proposals through Cayuse SP. Although both functions are available in Cayuse, SP and 424 serve two different purposes.

Cayuse SP is the route of proposals for the PI, Unit, and OSP to verify that the employee time and effort, as well as AU resources and sponsor funds needed for the project are included in the proposal and will not interfere with other activities.

Cayuse 424 is the sponsor application package that will be submitted through grants.gov.

Creating a 424 Proposal

To create a 424 proposal, sign into Cayuse and select the 424 option.



Cayuse Research Suite

3.8.0

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

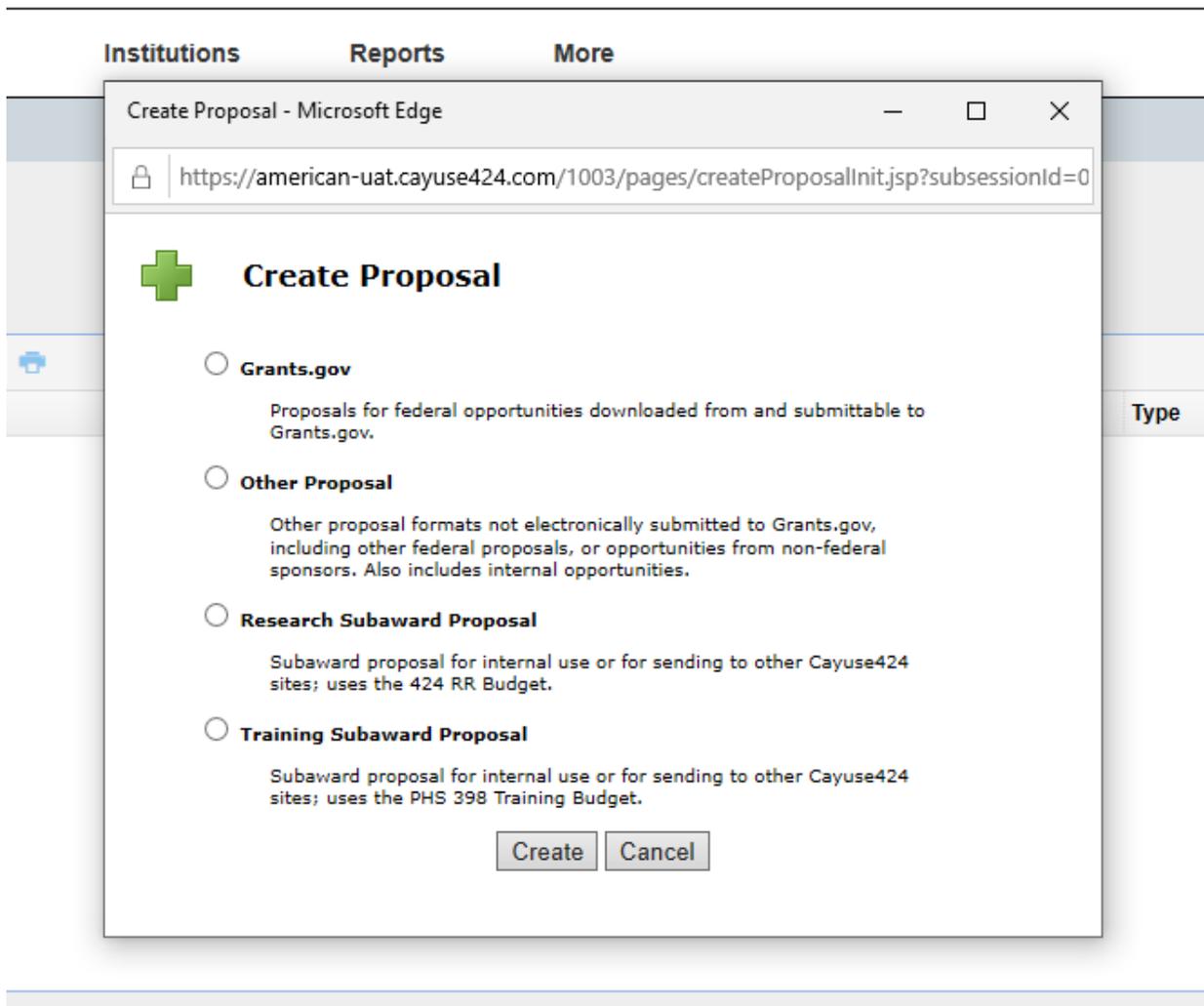
System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

On the next screen, select the “Create Proposal” option.

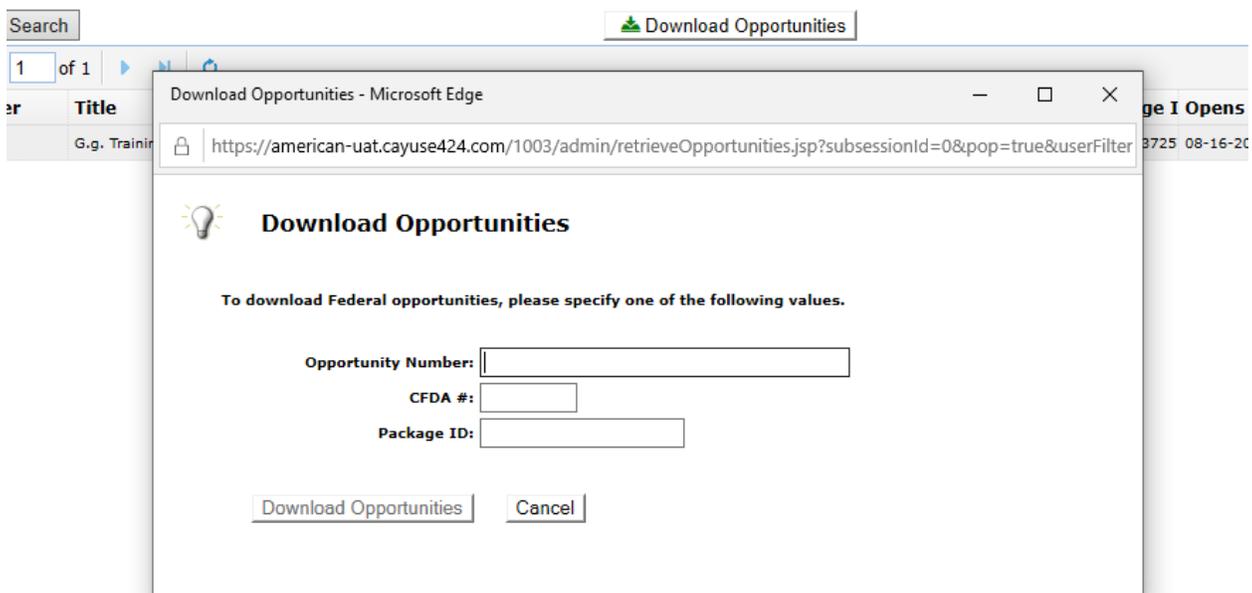
The screenshot shows the Cayuse 424 web interface. At the top left is the "cayuse 424" logo. On the right, there is a user profile icon labeled "Unit Admin". Below the header is a navigation menu with tabs for "Opportunities", "Proposals", "People", "Institutions", "Reports", and "More". The "Proposals" tab is active. To the right of the navigation menu are two buttons: "+ Create Proposal" and "Import". Below the navigation is a "Proposals List" section. It contains a search bar with a "Search" button and a "Show All" link. Below the search bar is a "Recently Viewed" section with a table. The table has columns for "Proposal", "Title", "PI", "Modified", "Type", and "Deadline". The table is currently empty, and a message at the bottom left of the table area reads "No proposals records found." The table also includes pagination controls showing "Page 1 of 1" and "Displaying 0 to 0 of 0 items".

A pop-up window appears



Select "Grants.gov"

Click the "Download Opportunities" button, and a pop-up screen appears. Enter the Opportunity Number or CFDA found on the proposal solicitation.



Give the proposal a name that will be easy for you to identify and complete the remaining fields.



Create Grants.gov Proposal

Opportunity: 20CSIAA02



Select A Different Opportunity

Proposal Name:



Search for PI

Showing all PIs | [Show recent](#)

Principal Investigator:

Aaronson, David (Washington College of Law) / American University
Abbas, Dalia (Environmental Science) / American University
AbouAssi, Khaldoun (Public Administration & Policy) / American University
Abraham, Daniel (Performing Arts) / American University
Abramowitz, Nancy (Low Income Taxpayer Clinic) / American University
Abravanel, Evelyn (WCL-Deans Office) / American University
Abu Nimer, Mohammed (School of Intl Service-Researc) / American University
Abud, Jorge () / American University
Acharya, Amitav (School of Intl Service-Researc) / American University
Adams, Gordon (School of Intl Service-Researc) / American University

Organization:

Please select...

Due Date:



Validation Type:

Other Federal Agency

Create Proposal

Cancel

When you start a new proposal in Cayuse 424, it assembles the required and optional forms for the funding opportunity that you have selected. The forms are displayed in a list on the left side of the page. Clicking the Proposals List link will return you to your list of proposals.

Proposals List » Subaward Test Propo

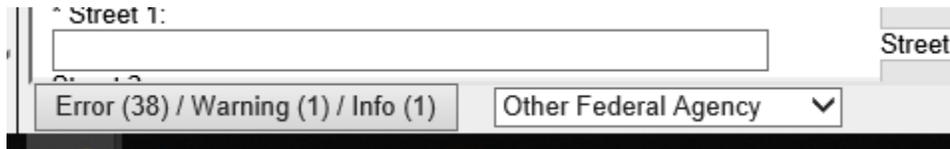
<input checked="" type="checkbox"/>	SF424 RR
	1
	2
<input checked="" type="checkbox"/>	RR Performance Sites
	1
<input checked="" type="checkbox"/>	RR Other Project Information

If one of the forms has a grayed out checkbox beside it, that means that the form is mandatory to the submission of the Proposal. If a form has an enabled checkbox, then that means the form is required only for certain types of proposals submitted under this solicitation.

When you create a proposal, there are several locations where you can autofill stored data. The icon  indicates those locations. Clicking this icon will bring up a selection of stored data.

***Be sure to follow the guidelines carefully as each proposal will have a unique set of forms and instructions.**

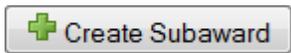
***Remember to expand the error warning at the bottom of the page. All of the errors should be cleared before routing the proposal in Cayuse SP. Ideally, the proposal should be complete in Cayuse 424 before routing it for submission in Cayuse SP.**



Subawards

To create a subaward:

1. Access the prime proposal.
2. Navigate to the Subaward Budget Attachment form.
3. Click the Create Subaward button.



4. This will bring you to the following dialog:

Create New Subaward

Subaward Name: 

Organization:

of Budget periods: 1 2 3 4 5 6 7 8 9 10

Due Date: 

Validation Type:

The Subawards tab appears at the top of Cayuse 424 just to the right of the Proposals tab whenever you are viewing a prime proposal that has at least one linked Subaward.



Subawards that are linked to a prime proposal can display Key Persons, Performance Sites, and budget data within the prime, but the data must be edited on the linked subaward. The prime will display the data as grayed-out, meaning that it is not editable, and will show an Edit on Subaward button. Click this button to move directly to editing this data in the subaward.

☰  Rozek, Neil - University of Denver

Edit on Subaward → ⌵

Prefix * First Name Middle Name * Last Name Suffix

Proposal Status

Icons indicating the proposal status are shown to the left of the proposal in your proposal list.

Icon	Description
	Submitted: The yellow lightning bolt indicates that the proposal has been submitted to Grants.gov. Hover over the icon to see the tracking number.
	Failed Transmission: The red lightning bolt indicates that the proposal was not successfully transmitted to Grants.gov.
	Marked as Submitted: The blue lightning bolt means that this non-Federal proposal has been manually marked as submitted via the Proposal Summary page of the proposal. (Does not show for Federal proposals.)
	Expired: The hourglass denotes that the opportunity that this proposal is using is past its deadline or has been superseded. While proposals can still be created based on this opportunity, they will be rejected in most cases.
	Archived Opportunity: The "red circle" means that the source opportunity for this proposal has been removed from the Grants.gov server and is no longer valid. To proceed with submitting this proposal, you will need to transform it to a valid opportunity.