Cayuse

Presented by:
Office of Sponsored Programs
and
Office of Information Technology
Cayuse

Project Background

• Cayuse is a fast, easy-to-use Web application created specifically to simplify the creation, review, approval, and electronic submission of grant proposals.
Cayuse

Advantages of Cayuse

• Removes barriers between research and federal funding.

• Supports over 95% of the opportunities posted on Grants.gov.

• Centralized and reusable data.

• Electronic routing for approvals.
What is a Professional Profile

• Professional Profiles capture and store data about Principal Investigators, Key Personnel, Other Significant Contributors, AORS, Signing Officials, etc.

• Information stored in the Professional Profile is auto-filled into the grant proposal once that individual is named as a PI, Senior/Key Person or Authorized Representative.

• Profiles stored in Cayuse can be shared with others and used multiple times.
What is a Professional Profile

• Multiple profiles can exist for one individual (if necessary).

• After you create a profile for the PI you must then set up Professional Profiles for all Key Personnel and Other Significant Contributors named in the grant proposal if a profile has not already been created for them (this can be done after you create the proposal)
Professional Profile

• Before creating a proposal, you will want to complete the profiles that have been started for you.
• This will ensure that the information is correct and will auto populate this information each time you create a proposal.
Professional Profile

- Click the **PEOPLE** tab.
- Click the **Name** link, enter in the appropriate **Prefix**, **Suffix**, and **NIH Commons ID**, and **NASA NSPIRES ID** if applicable.
Professional Profile

- Click the **DEGREES** link.
- Enter in degree information, if applicable.
Professional Profile

- Click the DEMOGRAPHICS link.
- This information is optional.
Attaching Biosketches

1. To upload a Biosketch to the Professional Profile click the plus icon.
2. Type in a name for the Biosketch and click Next.
Attaching Biosketches

3. Click **BROWSE** to locate PDF version of Biosketch you’ve previously created.
4. Click **NEXT**.
5. Repeat Step 3 to attach Source (Word) version of Biosketch (optional).
6. Click **DONE**.
The Attached Biosketch

- Multiple Biosketches can be created and stored in each Professional Profile.
- Once Biosketches are attached to the Professional Profile they can be easily attached to the proposal on the Senior/Key Persons page.