Welcome to CAYUSE
In a pro-active response to changes in proposal submission procedures coming from Grants.gov the Research Office is offering an exciting new tool to expedite, organize and streamline proposal development and submission to Grants.gov.
Firefox - Recommended browser for Cayuse424 with any operating system. Firefox has the fastest load & response times. Cayuse currently supports 2.0.

Internet Explorer – Slower than Firefox, but an effective browser for the application. Cayuse supports IE6 and IE7.

Safari – Not supported at this time due to significant browser bugs. Cayuse is keeping watch on this Mac platform browser and anticipates better performance with the release of Leopard.
Browser Configuration

To obtain detailed instructions on how to configure your web browser

- Log-on to Cayuse424
- Click the Support link
- Click the Documentation link
- Click Desktop Configuration
<table>
<thead>
<tr>
<th>C424 Features/Benefits</th>
</tr>
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<tbody>
<tr>
<td>Downloads funding opportunities directly from Grants.gov</td>
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<tr>
<td>Provides autofill and data reuse capability</td>
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<tr>
<td>Automatically tracks errors and warnings</td>
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<tr>
<td>Easy navigation between forms</td>
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<tr>
<td>Lockdown allows faculty the option of more time for science, if desired.</td>
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<tr>
<td>Single print feature</td>
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Logging into Cayuse424

- Udel.cayuse424.com
- To log-in
  1. Type in your UDEL ID
  2. Enter UDEL password
  3. Click Submit Form
### Tabbed Navigation (7 total)

<table>
<thead>
<tr>
<th>Overview tab</th>
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<tbody>
<tr>
<td>• Hyperlinks to each tab</td>
</tr>
<tr>
<td>• Link to support page (opens separately)</td>
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<thead>
<tr>
<th>Proposals tab</th>
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<tbody>
<tr>
<td>• Create/edit a grant proposal</td>
</tr>
<tr>
<td>• Create/edit a subaward proposal</td>
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<tr>
<td>• Import a subaward proposal</td>
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<tr>
<th>Routing tab</th>
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<tbody>
<tr>
<td>• View and access proposals that require your review and approval</td>
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</table>
Tabbed Navigation

**People** tab
- Create/edit a professional profile
- View a professional profile
- Overview proposals

**Institutions** tab
- View the primary institutional profile
- Create profiles for subcontracting institutions

**Reports** tab
- Submission report
- Unlinked Profiles report
## 7th Tab and Support Link

### Preference tab
- Change your password and email address
- Edit your user preferences

### Support link (on the Overview tab)
- Latest documentation
- Cayuse listserv
- Data Integration Tools
- Training modules- (CAYUSE delivered)
Navigation Features

- Breadcrumb trails provides a quick way to navigate between screens within a tab.
- Drop down menus allow quick access to additional information stored in the database.
Icons perform key tasks

Hover your cursor over an icon to determine its function

Click the icon and Cayuse424 will respond with prompts, forms, changes, etc. to support performance of the activity.
Cayuse424 Tips

When exiting pop-up windows always click the **Close** button; don't use your browser's "back" function

Be careful when copying and pasting to your proposal -- special characters (e.g., umlauts) will cause funding agencies to reject your proposal

Always close browser after work is completed
LIVE DEMONSTRATION
UD Web Form changes

CAYUSE impacts the Proposal Approval Summary web form
New Questions for PI
PI Must ANSWER

Grants.Gov Submission

UD allows CAYUSE grants.gov submission to be delegated to the PI after the initial institution authorization/approvals of the proposal is complete. This allows the PI more time to finalize the research plan. Please indicate how this proposal should be submitted to grants.gov.

☐ I will (the PI) submit the final proposal using CAYUSE after the research office approves and authorizes submission
☐ The Research Office will submit the final proposal using CAYUSE. I (the PI) will ensure the research plan is in its final version in ample time for submission during normal business hours prior to the deadline.
☐ This NOT a proposal for grants.gov
Automatic Email Sent

- Confirmation email sent to originator, Research Office and PI
- Communication necessary to ensure proper plan is set
Congratulations!

You now know how to create, approve and submit a proposal to grants.gov through CAYUSE

Questions??? Direct to your Contract & Grant Administrator in Research Office