

UCSB Cayuse 424

Business Processes & Procedures Handbook

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Requesting System Access

- New user accounts can only be created by a SPO System Administrator.
- To initiate a system access request, follow the guidance on our website:
<https://www.research.ucsb.edu/spo/electronic-research-administration/cayuse-account-set-up>
- The System Administrator will notify the new user and Liaison once the request has been completed, generally within 24 hours of receipt.

Professional Profiles

Creating Professional Profiles

- All UCSB Cayuse users have the ability to create Professional Profiles.
- Before creating a new profile, verify that one does not already exist.
- Professional Profiles should be created for UCSB Key Personnel and UCSB Cayuse users only, we do not create profiles for our collaborators or sub-PIs.
 - Professional Profiles should NOT be created for non-UCSB personnel such as subaward personnel. When adding non-UCSB personnel to a proposal, use a “Non-UCSB, PI” skeleton profile (found under “N”) to auto-fill the proposal, then overwrite/complete with actual information.
- Professional Profiles should be created *prior* to requesting Cayuse accounts for any new users.
- When a Professional Profile is created, full permissions are automatically granted to the creator and partial permissions to all users. By default, all users’ permissions include list, read, and auto-fill (not the same as Edit). Please do not alter these default settings.
- Grant explicit access to the Professional Profile for any additional users who have reason to edit or modify the information contained in the profile. This may include the PI, for whom the profile was created, or the department liaison responsible for proposal preparation. It is suggested that at least two users within a department/unit have edit access to professional profiles to ensure that access is available at all times.
- The following information should be completed in each Professional Profile:
 - Full Name with Prefix and Suffix
 - NIH Commons ID field, if applicable.
 - Double-check and ensure this is entered correctly. Failure to do so may result in a fatal submission error.
 - NASA NSPIRES ID, if applicable.
 - Degrees (required for NIH)
 - NSF Degree type (required for NSF)
 - Degree Year (required for NSF)
 - Demographics (required for NSF applicants)
 - Institutional Association
 - Associate with *The Regents of University of California, Santa Barbara* profile.
 - Add “UCSB” to the Institutional Nickname field.
 - Contact Information
 - Address, Phone, Fax, Email
 - **Important Note:** zip codes must be entered using the zip+4 format. Failure to do so will result in a validation error when the information is autofilled into a proposal.
 - When creating a new profile, the zip defaults to the institutional zip code (93106-**2050**). This is the zip code for OR and should be changed to the appropriate departmental zip code.

- eRA Role
 - If faculty, NRSA fellowship applicant, or other researcher, select “Principal Investigator.” This is especially important. If the eRA is not indicated for the PI, his/her name will not appear in the PI list at initial proposal creation.
 - For Department Liaison select “Assistant”.
- Department/Division/Title
 - Fill in appropriately with PI home department
- Salary and Fringe Worksheet
 - We do not currently use these fields. Please do not enter any information.
- Performance Site
 - Users may either enter the information manually, or may click “Fill from Contact Info”
 - The UCSB DUNS Number is: 094878394
 - The Congressional District number is: CA-024
And must be entered in that format.
 - Zip codes must be entered using the zip+4 format. Failure to do so will result in a Grants.gov validation error when the information is autofilled into a proposal.

Requesting Access to Other Profiles

- Should a user require access to a profile (beyond the default list, read and auto-fill), s/he should click the *Quick Info* icon  to obtain a list of users that can add permissions to the profile.
- Contact any of the users listed to request full access to profile.

Hints & Tips:

- Before creating a new profile, verify that one does not already exist in the system.
 - The system has some ability to detect and block creation of duplicate profiles. If you receive a duplicate profile warning, send e-mail to cayuse@research.UCSB.edu.
 - Professional Profiles should be created for UCSB Key Personnel and Cayuse system users **only**.
 - Faculty/investigators should have the eRA role of “Principal Investigator” indicated on their profile, otherwise they will not appear in the PI list during proposal creation.
-  Refer to **Training Module 3** for more detail on this topic. (Find this on the Cayuse page on our website under Training Modules: <https://www.research.ucsb.edu/spo/electronic-research-administration/cayuse-information/#listserv>)

Institutional Profiles

UCSB Profile

- A single Institutional Profile, *The Regents of the University of California, Santa Barbara*, will be used for all proposals prepared in Cayuse.
- All UCSB personnel should have their Professional Profiles associated to the above Institutional Profile.

All proposals should use the above Institutional Profile to populate the Application Organization information.

Subaward Profiles

- An Institutional Profile will need to be created for each subaward institution **unless** the “subaward” forms will be created by importing subaward information into the Cayuse System.
- Users should view the Institutions list or auto-fill drop-down selection menu to see if a profile already exists before requesting one to be created.
- Institutional Profiles can only be set-up by SPO (generally within 48 business hours of receipt).
- To set up an Institutional Profile for your subaward, download the “Request for Institutional Profile” form and follow the directions available on the Office of Research website: <https://www.research.ucsb.edu/spo/electronic-research-administration/cayuse-account-set-up>.
- SPO will notify the requestor via email once the profile has been created.

Hints & Tips:

- The DUNS number is required for an institutional profile to be created in the system regardless of the type of institution (domestic, foreign, non-profit, for-profit). For a foreign institution, you can enter nine zeros in the DUNS field.
- The zip-code must be expressed in the zip+4 format.
- Incomplete or incorrect institutional profile requests will be returned to the requester and will delay creation of new institutional profiles.
- An institutional profile is not required for imported subawards.

Preparing a Proposal

Creating a Proposal

- To initiate a new proposal, check to see if the opportunity is already in the system. If not, from the Opportunities tab, click on the “Retrieve Opportunities” button, enter the requested information and search.
- When more than one opportunity shares the same opportunity number, users should be careful to select the correct one from the list by checking the opportunity details icon.
- Verify that the PI has a Professional Profile in the system. If not, create one for him/her and indicate “Principal Investigator” for his/her eRA role. (See Creating Professional Profiles)
- Upon creating the proposal, enter the Proposal Name in the designated format:

[Department][OR Record number][PI last name].

Example: MSI20120001Smith

- At set-up, users should also grant the appropriate individuals (e.g., PI, PI assistant, fellow Department Liaisons) access to the proposal. The type of access granted to other users is up to the department liaison’s discretion. However, DO NOT add the role “All Users” to the proposal. Doing so will result in all UCSB Cayuse users having the ability to view the proposal.
- The Department and Division fields in Item #5 on the SF424 Cover Page are NOT auto-filled. These fields can be left blank or filled in manually.
- Item #9 on the SF424 Cover Page must be completed. Manually enter the sponsor information. Depending on the sponsor, failure to enter this information could generate an error message.
- Item #19 on the SF424 Cover Page must be updated to reflect the following email: “proposals@research.ucsb.edu”
- Update the Organization Name field on the Performance Sites page to your college, department, etc. The current default will display the Institutional Profile name: Regents of the University of California, Santa Barbara.

Hints & Tips:

- 📖 Refer to **Training Modules 5, 6 and 7** for more detail on this topic (<https://www.research.ucsb.edu/spo/electronic-research-administration/cayuse-information/#listserv>).

Reviewing and Submitting a Proposal

- PIs may review proposals by logging into Cayuse or by requesting a PDF document from the department liaison.
- When creating a PDF of the proposal (via the Print icon in the top right hand corner of the proposal), users should only select the “select included forms” option to produce a copy of only those forms which are submitted to the sponsor.
- When attempting to print the PDF document from Cayuse (e.g., the completed proposal), verify that the Page Scaling print option is set to “Fit Printable Area,” otherwise parts of the page may be cut off.
- Once SPO has received the hard copy pre-review proposal for review, the SPO team will proceed with their review, and email the department with the review comments.
- The PI or department liaison will make any necessary corrections, verify that there are no errors or warnings on the proposal, and notify SPO that the FINAL version is ready for submission.
- SPO will click the “Validate Proposal” button on the Electronic Submission page to run final validation checks, and then submit the proposal.
- Once the proposal has been successfully submitted, SPO will notify department liaison. Any users with permissions to the proposal can then track the Grants.gov status under the “Proposal Submission History” in the Electronic Submission section of the proposal.
- The department liaison is still responsible for sending a hard copy of the proposal with internal documents to SPO for proposal review, as well as e-finals.

Hints & Tips:

- Generating a PDF document of the proposal is a handy way to proof-read prior to submission and to get the PI to review without having to log into the system.
- Pay close attention to imported information from subawards.