Introduction to Cayuse 424

Module 2

Research Suite Product Support

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Electronic Proposal
Development and Submission

Objectives

In this module you will learn:

- The features and benefits of Cayuse 424
- How to:
    - Sign in
    - Navigate Cayuse 424
    - Understand the Cayuse 424 icons
- User tips

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Cayuse 424 Features and Benefits

- Downloads funding opportunities directly from Grants.gov and Research.gov
- Provides autofill and data reuse capability
- Tracks errors and warnings automatically
- Provides electronic routing
- Offers easy navigation between forms
- Stores proposal documents and attachments
- Tracks proposal submission status
- Supports consortium projects and integration with Subawards.com
- Assembles and submits Multi-Project Proposals

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Signing in to Cayuse 424

To sign in to Cayuse 424:

1. Enter the Cayuse 424 URL in the browser : ucsb.cayuse424.com

2. Enter your username and password. (Your UCSB NetID and Password)

3. Click **Sign In**.

Note: if you use your university credentials to log in, your sign in page may look different.

Tabbed Navigation

- **Opportunities** tab
  - View downloaded opportunities
  - Download new opportunities
  - Create new proposals from downloaded opportunities

- **Proposals** tab
  - Create or edit a grant proposal
  - Create or edit a subaward proposal
  - Import a subaward proposal or multi-project component
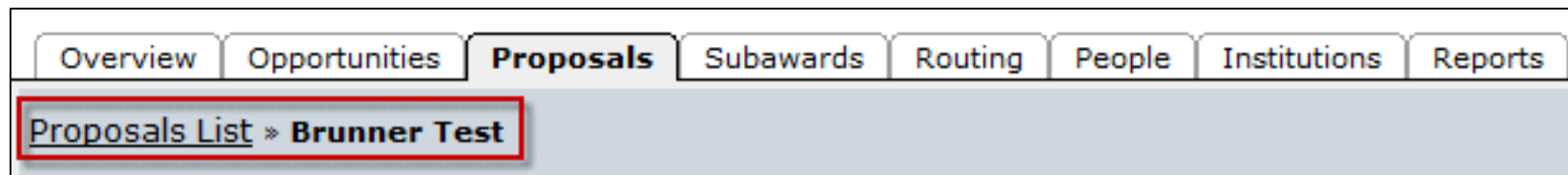
Tabbed Navigation

- **People** tab
  - Create or edit a professional profile
  - View a professional profile

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

- **Reports** tab
  - View proposal, submission, subaward, and award reports
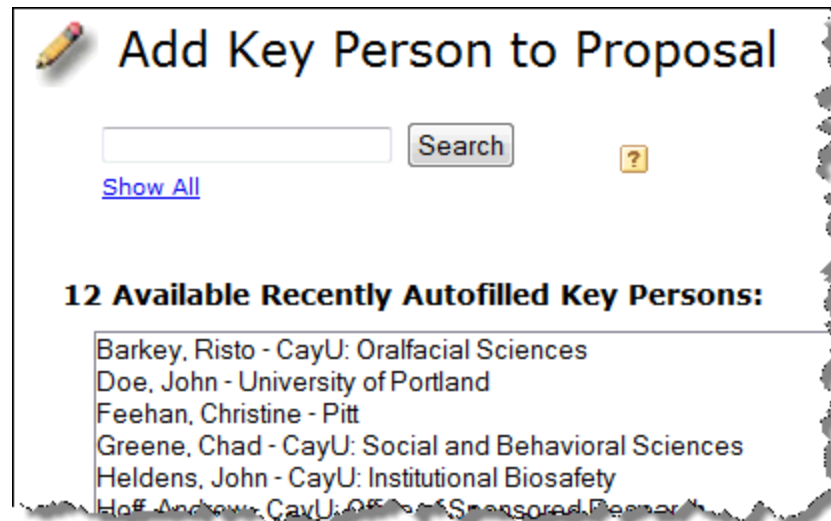
Tabbed Navigation

- **Settings** tab
  - Change your password
  - Change your email address

- **Support** link (on the **Overview** tab)
  - Browse comprehensive documentation
  - Check Frequently Asked Questions
  - Join the Evisions Research Suite listserv
  - Download available training modules
  - Access the Support Portal

Navigation Features

- Quick navigation between screens within a tab using "breadcrumbs"

- Easy search and selection of pre-filled profile information

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Icons

- Certain icons are commonly used throughout Cayuse 424.
- In the application, you can hover your cursor over an icon to see what it does.
  - Entities
  - Autofill
  - Information
  - Connection
  - Administration

Cayuse 424 Tips

- Use the breadcrumbs, not your browser's back button.

- Use the refresh arrows, not your browser's refresh button.

- Exit any pop-up window you open by clicking the link or button to close the window if you decide not to complete the action.

- Be careful when copying and pasting to your proposal.

  - Paste using plain text only.

  - Special characters (e.g., smart quotes, umlauts) will cause errors and rejection.

- Log out of Cayuse 424 when you are finished for the day.

- Use the Proposal Link button at the top for fast access.

Conclusion

In this module you learned:

- The features and benefits of Cayuse 424

- How to:

  - Sign in

  - Navigate Cayuse 424

  - Understand the Cayuse 424 icons

- User tips

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