



Funding Opportunities

Module 4

Research Suite Product Support
ResearchSuiteSupport@Evisions.com

cayuse 424
Electronic Proposal
Development and Submission



Objectives

In this module you will learn:

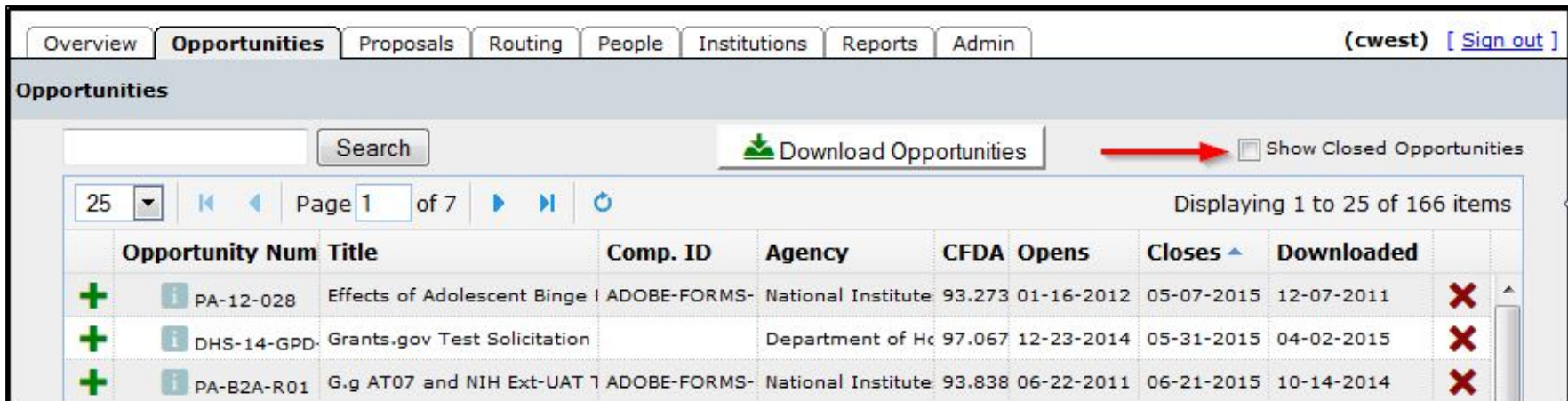
- What an opportunity is
- How to determine if an opportunity has already been downloaded into Cayuse 424
- How to download opportunities from Grants.gov into Cayuse 424
- How to create a proposal using an opportunity

Opportunities

- An opportunity is a grant application package that includes forms and information to submit to Grants.gov.
- Proposals can be created using an opportunity once the opportunity has been downloaded into Cayuse 424.
- Before starting your proposal, review the opportunities list to determine if the opportunity has already been retrieved.

The Opportunity List

1. Click the Opportunities tab.
2. Cayuse 424 displays the opportunities that have already been downloaded.
 - Usually you will only see opportunities that are still open.
 - To show closed opportunities, click the checkbox.



Overview **Opportunities** Proposals Routing People Institutions Reports Admin (cwest) [Sign out]

Opportunities

Search Download Opportunities ☐ Show Closed Opportunities

25 Page 1 of 7 Displaying 1 to 25 of 166 items

	Opportunity Num	Title	Comp. ID	Agency	CFDA	Opens	Closes	Downloaded	
+	PA-12-028	Effects of Adolescent Binge	ADOBE-FORMS-	National Institute	93.273	01-16-2012	05-07-2015	12-07-2011	X
+	DHS-14-GPD	Grants.gov Test Solicitation		Department of Hc	97.067	12-23-2014	05-31-2015	04-02-2015	X
+	PA-B2A-R01	G.g AT07 and NIH Ext-UAT 1	ADOBE-FORMS-	National Institute	93.838	06-22-2011	06-21-2015	10-14-2014	X

The Opportunity List

- Search for opportunities using the search box.
- Sort the list by clicking any of the column headings.
- Click the blue info icon to see detailed opportunity information.

Overview Opportunities Proposals Routing People Institutions Reports Admin (cwest) [Sign out]

Opportunities

Search 1

Download Opportunities

Show Closed Opportunities

25 Page 1 of 7

Displaying 1 to 25 of 166 items

Opportunity Num	Title	Comp. ID	Agency	CFDA	Opens	Closes	Downloaded
PA-12-028	Effects of Adolescent Binge	ADOBE-FORMS-	National Institute	93.273	01-16-2012	05-07-2015	12-07-2011
DHS-14-GPD	Grants.gov Test Solicitation		Department of Hc	97.067	12-23-2014	05-31-2015	04-02-2015
PA-B2A-R01	G.g AT07 and NIH Ext-UAT 1	ADOBE-FORMS-	National Institute	93.838	06-22-2011	06-21-2015	10-14-2014

The Opportunity List

- The opportunity information popup contains several useful tidbits, including the agency contact, a link to the instructions, and the form list.

The screenshot shows a window titled "Opportunity Details" with a "Close" button in the top right corner. The window contains the following information:

- Opportunity Number:** PA-12-028
- Opportunity Title:** Effects of Adolescent Binge Drinking on Brain Development (R21)
- Competition Id:** ADOBE-FORMS-B2
- CFDA Number:** 93.273
- CFDA Description:** Alcohol Research Programs
- Offering Agency:** National Institutes of Health
- Agency Contact:** Grants Info
Grants Information
E-mail: GrantsInfo@nih.gov
Phone: 301-435-0714
- Opening Date:** 2012-01-16 00:00:00.0
- Closing Date:** 2015-05-07 00:00:00.0
- Schema:** [oppPA-12-028-cfda93.273-cidADOBE-FORMS-B2.xsd](#)
- Instructions:** [oppPA-12-028-cfda93.273-cidADOBE-FORMS-B2-instructions.pdf](#)
- PDF:** [oppPA-12-028-cfda93.273-cidADOBE-FORMS-B2.pdf](#)

Below this information is a section titled "Forms" which contains a table with two columns: "Supported Mandatory" and "Namespace URI".

Supported Mandatory	Namespace URI
* *	http://apply.grants.gov/forms/RR_OtherProjectInfo_1_3-V1.3
* *	http://apply.grants.gov/forms/RR_KeyPersonExpanded_1_2-V1.2
* *	http://apply.grants.gov/forms/PerformanceSite_1_4-V1.4
* *	http://apply.grants.gov/forms/PHS398_ResearchPlan_1_3-V1.3
* *	http://apply.grants.gov/forms/RR_Budget-V1.1

Finding Opportunities

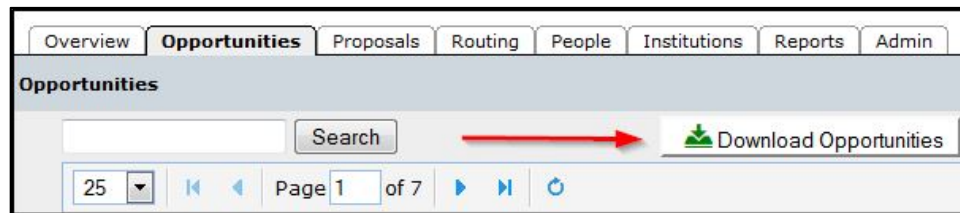
- If you find the opportunity you are looking for in the list, there is no need to download the opportunity again.
- If you can't find the opportunity, try downloading it.

Downloading an Opportunity

- To download an opportunity from Grants.gov you need the Funding Opportunity Number or CFDA Number.
- You can find the Funding Opportunity Number by going to www.grants.gov and using the **Search Grant Opportunities** box or button.

Downloading an Opportunity

1. In the Opportunities tab, click **Download Opportunities**.



2. Enter the opportunity number or CFDA number into the corresponding field in the pop-up dialog. The opportunity number should be entered exactly as shown on Grants.gov, including any dashes.

A screenshot of a pop-up dialog box titled 'Download Opportunities' with a lightbulb icon. The text inside reads: 'To download Federal opportunities, please specify one of the following values.' Below this text are two input fields: 'Opportunity Number:' followed by a text box, and 'CFDA #:' followed by a text box. At the bottom of the dialog are two buttons: 'Download Opportunities' and 'Cancel'.

3. Click **Download Opportunities**.

Downloading an Opportunity

- Cayuse 424 will check Grants.gov for an opportunity package.
- If the download is successful, you will see that one or more opportunities were updated.



- If you don't see the opportunity, you can search for it.
- If no opportunities were updated, verify the number you entered, and check that an application package is available on Grants.gov.
 - Cayuse 424 cannot download anything if a package is not available.

Using Opportunities

- Click the green plus symbol next to the opportunity to create a proposal using that opportunity.
- Refer to the **Proposal Creation** module for more details.

Conclusion

In this module you learned:

- What an opportunity is
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