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Funding Opportunities

Module 4

Research Suite Product Support

ResearchSuiteSupport@Evisions.com

cayuse 424

Electronic Proposal
Development and Submission

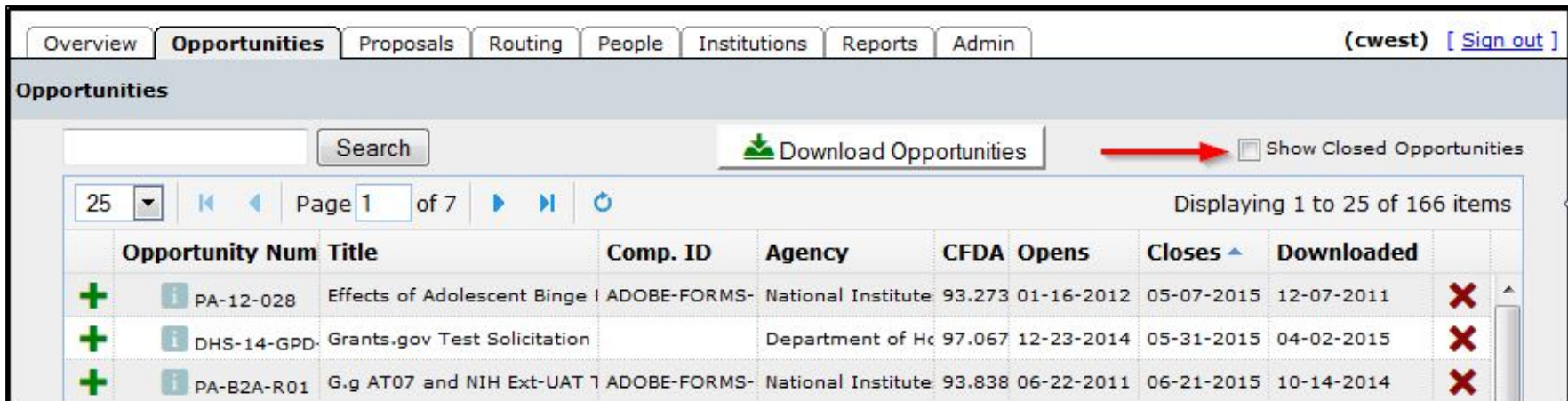# Objectives

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.

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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.

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.

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

Opportunity Details

Close

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

Forms

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

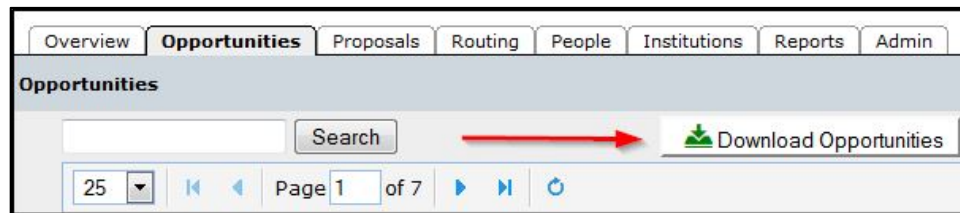cayuse 424

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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.

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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.

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.

1 opportunities from Grants.gov updated on Sun, 26 Apr 2015 22:04:42 PDT.(Research.gov) unable to find valid certification path to requested target			
[ ] Search		⬆ Download Opportunities	☐ Show Closed Opportunities

  - 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

- 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