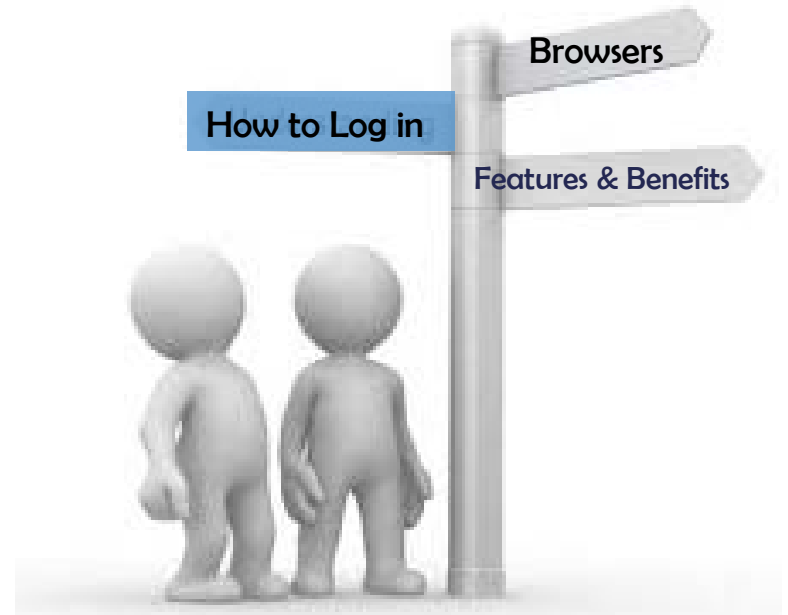


Module 1

Introduction to Cayuse424



Objectives

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- In this module you will learn:
 - The features and benefits of Cayuse424
 - Browser critiques
 - Where to obtain detailed instructions on getting your desktop ready
 - How to:
 - Log in
 - Navigate Cayuse424
 - Understand the Cayuse424 icons
 - Set User preferences
 - User Tips



C424 Features/Benefits

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- ❑ Downloads funding opportunities directly from Grants.gov
- ❑ Provides autofill and data reuse capability
- ❑ Automatically tracks errors and warnings
- ❑ Easy navigation between forms
- ❑ Easy compilation of PDF document prior to submission
- ❑ Stores proposal documents and attachments
- ❑ Tracks proposal submission status

Browsers

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- Firefox
 - ▣ Currently supports 3.0 through 3.6
- Internet Explorer
 - ▣ Currently supports IE7 and IE8

Browsers

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□ Safari

- Not supported at this time due to significant browser bugs. This Mac platform browser may be available in the future, but for now it's recommended using Firefox if you are a *Mac* user.

Browser Configuration

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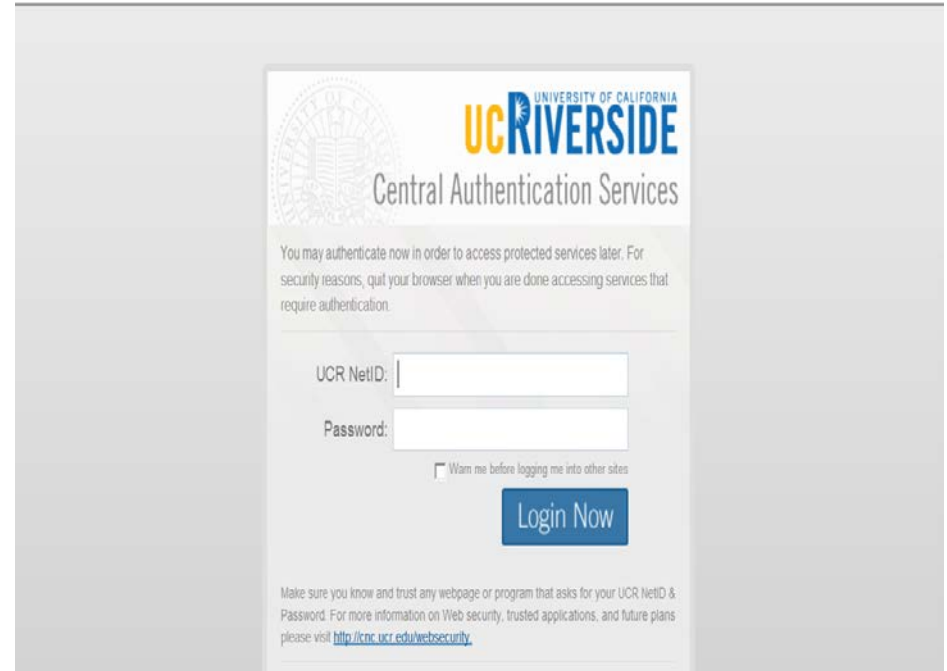
- To obtain detailed instructions on how to configure your web browser:

<http://support.cayuse.com/docs/browser-support-configuration>

Logging in

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- To log-in:
 1. Type in the URL:
ucr.cayuse424.com
 2. You will be directed to the UCR Central Authentication services page.



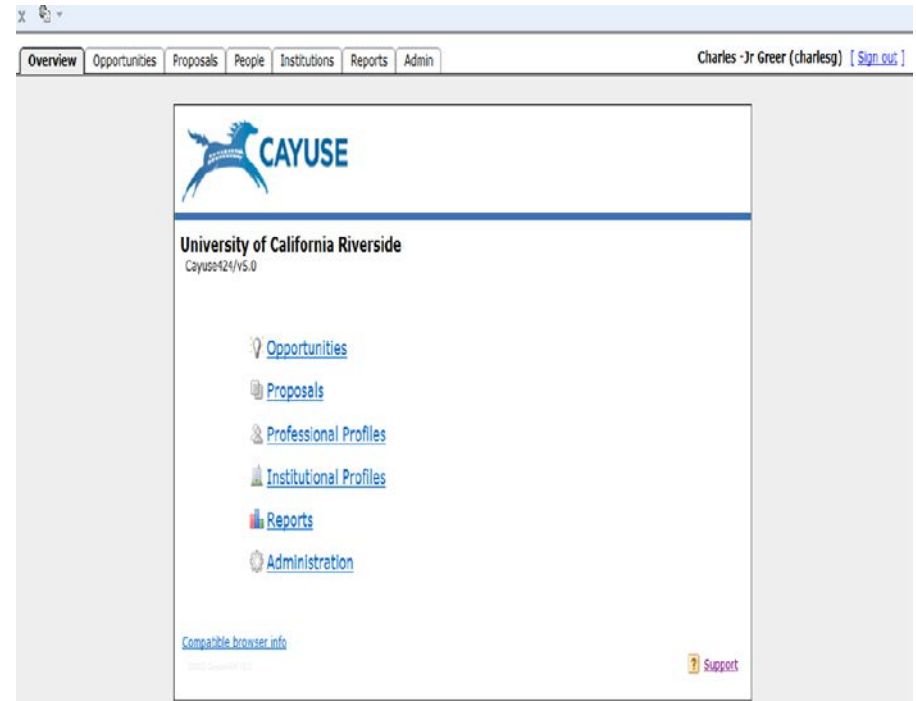
The screenshot shows the UCR Central Authentication Services login page. At the top left is the University of California seal, and at the top right is the UCR logo with the text "UNIVERSITY OF CALIFORNIA UCR RIVERSIDE". Below the logo is the text "Central Authentication Services". A message reads: "You may authenticate now in order to access protected services later. For security reasons, quit your browser when you are done accessing services that require authentication." Below this are two input fields: "UCR NetID:" and "Password:". There is a checkbox labeled "Warn me before logging me into other sites" and a blue "Login Now" button. At the bottom, a disclaimer states: "Make sure you know and trust any webpage or program that asks for your UCR NetID & Password. For more information on Web security, trusted applications, and future plans please visit <http://cnc.ucr.edu/websecurity>."

Logging in

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3. Log-in using your UCR NetID and password and click Login-Now.

- ▣ If you are logged-in Rspace, you will be automatically directed to the Cayuse424 homepage and will not require additional log-in.



The screenshot shows a web browser window displaying the Cayuse424 homepage. The browser's address bar is empty. The page has a navigation menu at the top with tabs for Overview, Opportunities, Proposals, People, Institutions, Reports, and Admin. The user's name, Charles -Jr Greer (charlesg), and a Sign out link are visible in the top right corner. The main content area features the Cayuse logo (a blue horse) and the text "University of California Riverside" and "Cayuse424/V5.0". Below this, there is a list of links: Opportunities, Proposals, Professional Profiles, Institutional Profiles, Reports, and Administration. At the bottom left, there is a link for "Compatible browser info" and at the bottom right, there is a "Support" link with a question mark icon.

Logging in

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- If you do not have a UCR NetID and password, please contact the Enterprise Directory Administrator in your department for access.

Tabbed Navigation

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- **Opportunities** tab
 - Browse downloaded opportunities
 - Download new opportunities
 - Create new proposals from downloaded opportunities
- **Proposals** tab
 - ▣ Create/edit a grant proposal
 - ▣ Create/edit a subaward proposal
 - ▣ Import a subaward proposal

Tabbed Navigation

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- **People tab**
 - Create/edit a professional profile
- **Institutions tab**
 - View the primary institutional profile
 - View profiles for subcontracting institutions
 - Only Research and Economic Development Administrators can create institutional profiles.
- **Reports tab**
 - Submission report
 - Unlinked Profiles Report

Tabbed Navigation

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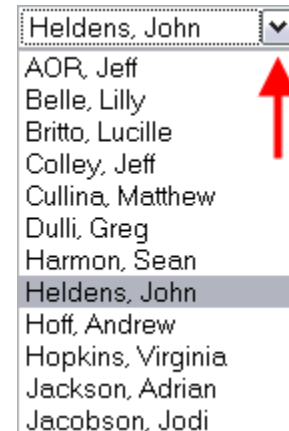
- **Preferences/Admin** tab
 - Change your email address
 - Edit your user preferences

Navigation Features

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- 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

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- 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



Changing Your Password

1. Password changes are handled through UCR's single-sign-on authentication system.
2. If you need to change your password, visit
 - ▣ <http://cnc.ucr.edu/passwords/changepass.html>

User Preferences

- Control how often you are prompted to save your changes as you navigate between tabs.
- All three boxes are checked by default, which ensures that your work is optimally auto-saved

Setting User Preferences

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- Click the **Preferences** tab
- Click the **User Preferences** link
- Check or uncheck the boxes
- Recommend that you use the default settings

Hints and Tips

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- 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
- Sessions that are idle for 60 minutes will be logged out
- Once you are logged-out, close the browser and start a new session

Conclusion

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- ☑ In this module you learned:
 - ☑ The features and benefits of Cayuse424
 - ☑ Browser critiques
 - ☑ Where to obtain detailed instructions on getting your desktop ready
 - ☑ How to:
 - ☑ Log in
 - ☑ Navigate Cayuse424
 - ☑ Understand the Cayuse424 icons
 - ☑ Change your password
 - ☑ Set User preferences
 - ☑ User Tips

