

Module 4

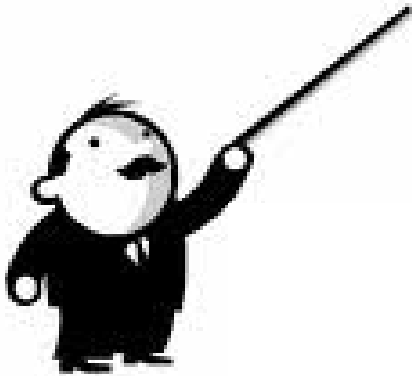
Proposal Creation





In this module you will learn how to:










- ▣ Create a new proposal
- ▣ Navigate the proposal
- ▣ Assign proposal permissions
- ▣ Track proposal history
- ▣ Validate and track errors
- ▣ Lock/Break Lock
- ▣ Copy/Transform proposals



Creating a New Proposal

3

- Log in to Cayuse424 (ucr.cayuse424.com)
- Click the **Opportunities** tab
- Click the opportunity's corresponding **Creation** button

	↑Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved	
	 PA-BB-C06	G.g AT07 and NIH Ext-UAT Test FOA (C06)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-10-05	2012-10-05	2010-02-18	
	 PA-BB-D43	G.g AT07 and NIH Ext-UAT Test FOA (D43)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-12-09	2012-12-09	2010-02-18	
	 PA-BB-D71	G.g AT07 and NIH Ext-UAT Test FOA (D71)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-12-09	2012-12-09	2010-02-18	

Creating a New Proposal

4

- Type internal **Proposal Name**
 - ▣ See slide 6 below for UCR proposal naming guidelines.
- Select **Principal Investigator** using the text menu
- Choose **# of Budget Periods**
- Choose **Validation Type**:
 - ▣ This setting determines which agency validations will be used on the form set
- Click **Create Proposal**:
 - ▣ Cayuse424 creates the SF424 form set required by the opportunity

See next slide for screen shot

Creating a New Proposal

5

 **Create Grants.gov/Research.gov Proposal**

Opportunity: PA-07-070 

Proposal Name:

Showing recent PIs | [Show all](#)

5 Principal Investigator:
Caskey, Bill Test () / University of Cayuse
Hawthorne, Rufus D. (Bob) / University of Cayuse
Heldens, John (Neurology) / University of Cayuse

6 Organization:

of Budget periods: 1 2 3 4 5

7 Validation Type:

8

“Create Proposal” popup window

Internal Proposal Title

6

This the proposal title (for reference in Cayuse424 only)

- In the Proposal Name field (For reference within Cayuse424).
 - Type the eCAF Number-PI's Last Name-Sponsoring Agency
 - For Example: 00001234-Jones-NSF

Create Grants.gov/Research.gov Proposal

Opportunity: 07-544



Select A Different Opportunity

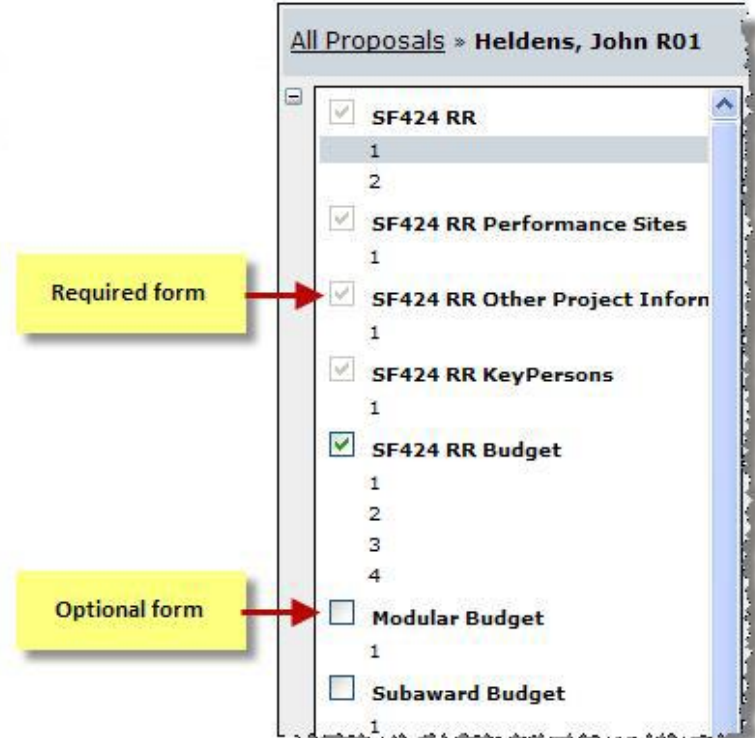
Proposal Name: 00001234-Jones-NSF

(For reference within Cayuse 424)

Navigating the Proposal

7

- All forms are listed in the navigation bar on the left side of the screen
- The checkboxes control which forms are submitted electronically to the agency
 - ▣ Mandatory forms are automatically checked and cannot be unchecked
 - ▣ Optional forms can be checked to include in the proposal submission (e.g. Detailed vs. Modular Budget pages)
 - ▣ Note: Unchecked forms will not be submitted to the sponsoring agency
- The page numbers are links to form pages

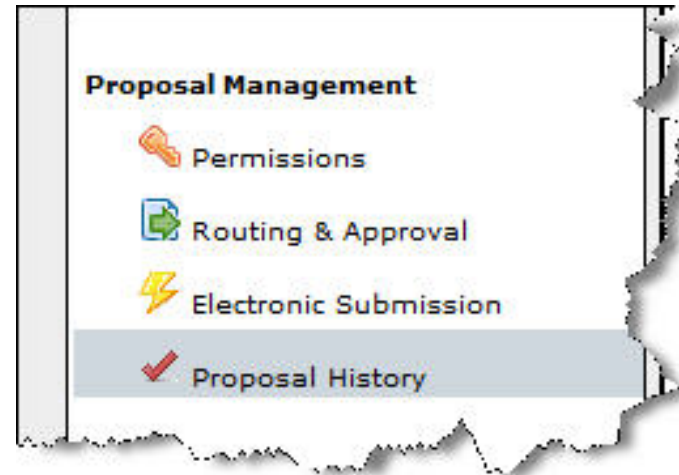


Navigating the Proposal

8

The Proposal Management areas have special icons to manage your proposal:

- Upper right corner
- Lower left corner




Managing Proposal Permissions

9

- Proposal Permissions are separate and distinct from Professional Profile permissions
- Whoever creates the proposal is given full permissions
- Only the proposal creator can initially grant permission(s) to other users
- Appropriate proposal permissions must be granted to other users who must have access to the proposal. Typically, that includes:
 - ▣ Principal Investigators
 - ▣ Research Administrators
 - ▣ Reviewers

Adding Permissions

10

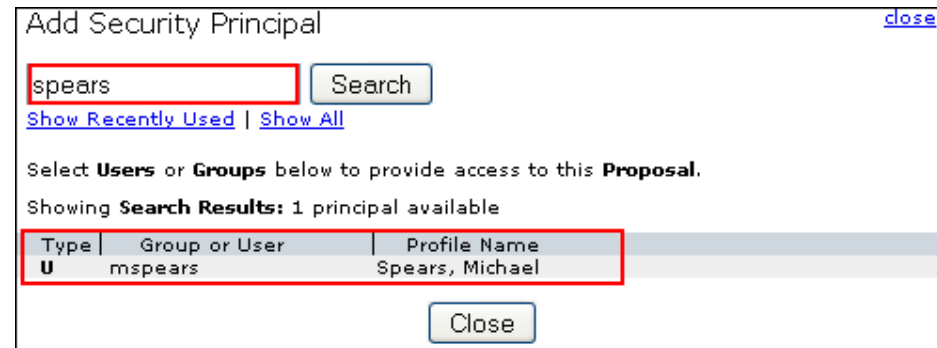
- To grant permission(s) to other Cayuse424 users, click the **Proposal Permissions** icon: 
- Click **Add User/Group**
- Enter a **First name, Last name** or **User name**
- Select the user from your search results
- Click on their record to add them
- Click **Close**



Proposal Permissions

 **Add user/group**

	List	Read	Write	Attach	Break Lock	Delete
 (sharstine)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Add Security Principal [close](#)

[Show Recently Used](#) | [Show All](#)

Select **Users** or **Groups** below to provide access to this **Proposal**.



Showing **Search Results**: 1 principal available

Type	Group or User	Profile Name
U	mspears	Spears, Michael

Adding Permissions

11

Once the user is added, check or uncheck specific permission(s) as needed:

	List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User/Group	Remove User/Group
 Heldens, John (jheldens)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Spears, Michael (mspears)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Permission Definitions

12

List

See the proposal in a list of proposals

Read

Read the contents of a proposal

Write

Add, change or delete information on a proposal, and run the Final Review

Attach

Attach documents to the proposal

Break Lock

Take write access while another user is in the proposal

Permission Definitions

13

Delete

Delete a proposal

Print

Print the proposal

Change Permissions

Change security permissions on a proposal

Add User/Group

Add other users to the proposal

Remove User/Group

Delete other users from the proposal

Submit

Submit a proposal to Grants.gov

Proposal History

14

The proposal activity logged includes the Date/Time, username and a summary for the following actions:

- ▣ Create Proposal
- ▣ Upload/Delete Attachment
- ▣ Save Proposal (which includes form changes)
- ▣ Validate Proposal



The Proposal History can be filtered by date and/or exported as a.csv file.

See next slide for screen shot


Proposal History

15

Proposal History

Show activity from:  to: 

[Show All](#)

Page: **1** [2](#) [3](#) [4](#) [5](#)  (showing results 1 - 30)

Date/Time:	Username:	Person:	Action:	Summary:
2012-07-19 13:06	cayuseadmin	Cayuse Admin	Save Proposal	
2012-07-19 13:06	cayuseadmin	Cayuse Admin	View Proposal	Opened for edit
2012-07-19 12:05	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Upload Attachment	RR Other Project Information: MentoringPlan (PDF)
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Upload Attachment	RR Other Project Information: DataManagementPlan (PDF)
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Upload Attachment	RR Other Project Information: Datamanagementplan (PDF)
2012-07-19 12:03	cayuseadmin	Cayuse Admin	Save Proposal	
2012-07-19 12:03	cayuseadmin	Cayuse Admin	View Proposal	Opened for edit
2012-07-19 11:56	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 11:55	cayuseadmin	Cayuse Admin	Delete Attachment	RR Other Project Information: DataManagementPlan

Proposal History page

Validation and Error Tracking

- ❑ Cayuse424 keeps a running total of all errors and warnings
- ❑ As you correct errors and warnings, the running total decreases
- ❑ Errors are fatal. Any proposal that is submitted with errors will be rejected by Grants.gov or the granting agency
- ❑ Warnings are not fatal; but be sure if you are submitting a proposal with warnings that you have determined the warning will not cause the proposal to be rejected or delayed by the granting agency
- ❑ Any items labeled “Info” are special pieces of information and advice that we believe might be useful to the application submission process.

Displaying Errors, Warnings and Info


17

- Click the **Error/Warning/Info** button at the bottom of the proposal page to display details
- Click the [hyperlink](#). Cayuse424 will display the page on which the Error/Warning occurs and highlight the field that contains the Error/Warning

Error (52) / Warning (6) / Info (2)	NIH
Error: [Cover Page Supplement 1.3] Applicant Organization Contact's Title is required	
Error: [Cover Page Supplement 2.4] Answer HESC involved question	
Error: [Research Plan 2.2][NIH] The Specific Aims is required	
Error: Research Plan 2.3 [NIH] Research Strategy attachment is required.	
Error: [PHS 398 Checklist 2.4] Answer to Program Income question is required	
Error: [PHS 398 Checklist 2.5] Answer to Disclosure Permission question is required	

Proposal Lock Feature

18

- ❑ When you are working in a proposal, all other users who have permission to that proposal will see the lock icon adjacent to that proposal when they log in to Cayuse424
- ❑ The  icon signifies that the proposal is locked
- ❑ Only persons who have been granted permission to “break-lock” can break your lock
- ❑ Persons without the break-lock authority can still open the proposal in read-only format
- ❑ They will not be able to enter data or add attachments

Copy/Transform Proposal







19

- The Copy/Transform feature allows users to:
 - ▣ Create a duplicate copy of an existing proposal; or
 - ▣ Transform data from an existing proposal into a new grant proposal for a different opportunity
- Once copied or transformed the new proposal can be renamed, edited and submitted electronically to Grants.gov

How to Make a Copy of a Proposal

20

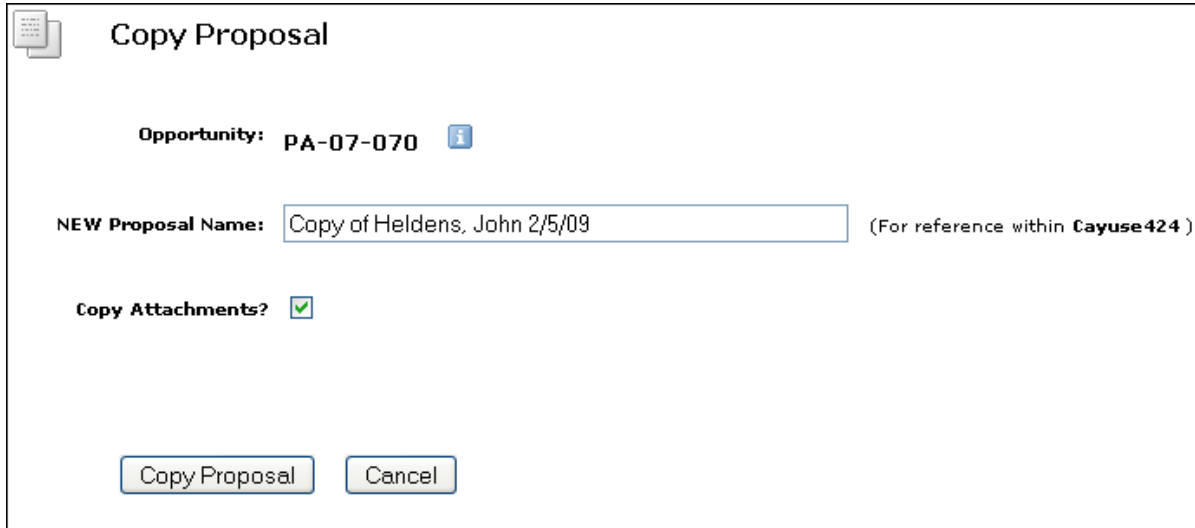
- Click on the **Proposals** tab and locate the proposal you would like to copy
- Click the **Copy/Transform** icon to the right of the proposal
- A popup window will open (continued on next page)

↑ Proposal	Title	PI	Modified	Type	Deadline	
Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
John's R15	Analysis of Reading Comprehension	Heldens, John	2008-08-07	Acad...ward (R15)	2008-03-15	 
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward		 

Copy Proposal

21

- Edit the new Proposal name
- Click **Copy Proposal**:











The screenshot shows a dialog box titled "Copy Proposal" with a document icon in the top-left corner. The dialog contains the following elements:

- Opportunity:** PA-07-070 with an information icon (i) to its right.
- NEW Proposal Name:** A text input field containing "Copy of Heldens, John 2/5/09". To the right of the field is the text "(For reference within **Cayuse424**)".
- Copy Attachments?:** A checkbox that is checked with a green checkmark.
- At the bottom, there are two buttons: "Copy Proposal" and "Cancel".

Copy Proposal

22







Note that both the original and a copy are now in your Proposals List:

↑ Proposal	Title	PI	Modified	Type	Deadline	
Copy of Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
John's R15	Analysis of Reading Comprehension	Heldens, John	2008-08-07	Acad...ward (R15)	2008-03-15	 
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward		 

How to Transform a Proposal

23

- Click on the **Proposals** tab and locate the proposal you would like to copy
- Click the **Copy/Transform** icon to the right of the proposal
- Click the **Transform Proposal** button

↑ Proposal	Title	PI	Modified	Type	Deadline	
Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
John's R15	Analysis of Reading Comprehension	Heldens, John	2008-08-07	Acad...ward (R15)	2008-03-15	 
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward		 

How to Transform a Proposal

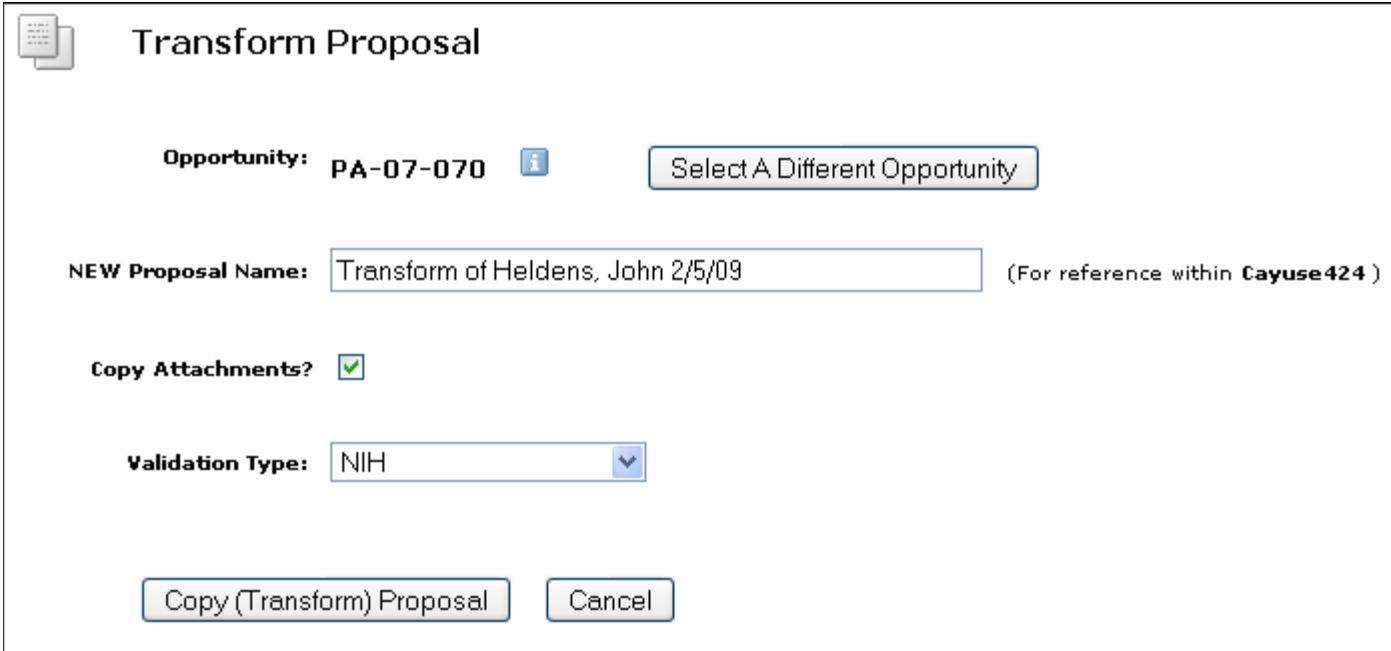
24

- Select new **Opportunity** from the list that appears
- Rename proposal if desired
- Change the **Validation Type** if necessary
- Click the **Copy (Transform) Proposal** button

See next slide for screen shot


How to Transform a Proposal

25




The screenshot shows a 'Transform Proposal' popup window. At the top left is a document icon. The title is 'Transform Proposal'. Below the title, the 'Opportunity' is set to 'PA-07-070' with an information icon and a 'Select A Different Opportunity' button. The 'NEW Proposal Name' field contains 'Transform of Heldens, John 2/5/09' and is followed by the text '(For reference within Cayuse424)'. The 'Copy Attachments?' checkbox is checked. The 'Validation Type' dropdown menu is set to 'NIH'. At the bottom are two buttons: 'Copy (Transform) Proposal' and 'Cancel'.

Transform Proposal

Opportunity: PA-07-070  Select A Different Opportunity

NEW Proposal Name: (For reference within **Cayuse424**)

Copy Attachments?

Validation Type: 









Copy (Transform) Proposal Cancel

Transform Proposal popup

How to Transform a Proposal

26

- Note that both the original and transformed copy are now in your proposals list
- Data from the original proposal is automatically copied into the SF424 form set required for a NSF Opportunity

↑ Proposal	Title	PI	Modified	Type	Deadline	
Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)		 
Heldens, John 2/5/09 (NSF)		Heldens, John	2008-08-07	Scie...ng Centers		 
John's R15	Analysis of Reading Comprehension	Heldens, John	2008-08-07	Acad...ward (R15)	2008-03-15	 
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward		 

Conclusion

27

- In this module you learned how to:
 - ✓ Create a new proposal
 - ✓ Navigate the proposal
 - ✓ Track Proposal History
 - ✓ Assign proposal permissions
 - ✓ Validate and track errors
 - ✓ Lock/Break Lock
 - ✓ Copy/Transform proposals

