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

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

<table>
<thead>
<tr>
<th>Opportunity Number</th>
<th>Title</th>
<th>Comp. ID</th>
<th>Agency</th>
<th>CFDA #</th>
<th>Opens</th>
<th>Closes</th>
<th>Retrieved</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA-BB-C06</td>
<td>G.g AT07 and NIH Ext-UAT Test FOA (C06)</td>
<td>ADOBE-FORMS-B</td>
<td>National Institutes of Health Stage</td>
<td>93.838</td>
<td>2009-10-05</td>
<td>2012-10-05</td>
<td>2010-02-18</td>
</tr>
<tr>
<td>PA-BB-D43</td>
<td>G.g AT07 and NIH Ext-UAT Test FOA (D43)</td>
<td>ADOBE-FORMS-B</td>
<td>National Institutes of Health Stage</td>
<td>93.838</td>
<td>2009-12-09</td>
<td>2012-12-09</td>
<td>2010-02-18</td>
</tr>
<tr>
<td>PA-BB-D71</td>
<td>G.g AT07 and NIH Ext-UAT Test FOA (D71)</td>
<td>ADOBE-FORMS-B</td>
<td>National Institutes of Health Stage</td>
<td>93.838</td>
<td>2009-12-09</td>
<td>2012-12-09</td>
<td>2010-02-18</td>
</tr>
</tbody>
</table>
Creating a New Proposal

- 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

“Create Proposal” popup window
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
Navigating the Proposal

- 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

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

- Upper right corner
- Lower left corner
Managing Proposal Permissions

- 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

- 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
Adding Permissions

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

<table>
<thead>
<tr>
<th>Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>List</td>
<td>See the proposal in a list of proposals</td>
</tr>
<tr>
<td>Read</td>
<td>Read the contents of a proposal</td>
</tr>
<tr>
<td>Write</td>
<td>Add, change or delete information on a proposal, and run the Final Review</td>
</tr>
<tr>
<td>Attach</td>
<td>Attach documents to the proposal</td>
</tr>
<tr>
<td>Break Lock</td>
<td>Take write access while another user is in the proposal</td>
</tr>
<tr>
<td>Permission</td>
<td>Definition</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Delete</td>
<td>Delete a proposal</td>
</tr>
<tr>
<td>Print</td>
<td>Print the proposal</td>
</tr>
<tr>
<td>Change Permissions</td>
<td>Change security permissions on a proposal</td>
</tr>
<tr>
<td>Add User/Group</td>
<td>Add other users to the proposal</td>
</tr>
<tr>
<td>Remove User/Group</td>
<td>Delete other users from the proposal</td>
</tr>
<tr>
<td>Submit</td>
<td>Submit a proposal to Grants.gov</td>
</tr>
</tbody>
</table>
Proposal History

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.
## Proposal History

### Proposal History Page

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Username</th>
<th>Person</th>
<th>Action</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-07-19 13:06</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td></td>
</tr>
<tr>
<td>2012-07-19 13:06</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>View Proposal</td>
<td>Opened for edit</td>
</tr>
<tr>
<td>2012-07-19 12:05</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td>RR_OtherProjectInfo</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Upload Attachment</td>
<td>RR Other Project Information: MentoringPlan (PDF)</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td>RR_OtherProjectInfo</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Upload Attachment</td>
<td>RR Other Project Information: DataManagementPlan (PDF)</td>
</tr>
<tr>
<td>2012-07-19 12:04</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td>RR_OtherProjectInfo</td>
</tr>
<tr>
<td>2012-07-19 12:03</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td></td>
</tr>
<tr>
<td>2012-07-19 12:03</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>View Proposal</td>
<td>Opened for edit</td>
</tr>
<tr>
<td>2012-07-19 11:56</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Save Proposal</td>
<td>RR_OtherProjectInfo</td>
</tr>
<tr>
<td>2012-07-19 11:55</td>
<td>Cayuseadmin</td>
<td>Cayuse Admin</td>
<td>Delete Attachment</td>
<td>RR Other Project Information: DataManagementPlan</td>
</tr>
</tbody>
</table>
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

- 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/Warning/Info example]

<table>
<thead>
<tr>
<th>Error</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Cover Page Supplement 1.3] Applicant Organization Contact's <strong>Title</strong> is required</td>
<td></td>
</tr>
<tr>
<td>[Cover Page Supplement 2.4] Answer <strong>HESC involved</strong> question</td>
<td></td>
</tr>
<tr>
<td>[Research Plan 2.2][NIH] The <strong>Specific Aims</strong> is required</td>
<td></td>
</tr>
<tr>
<td>[Research Plan 2.3][NIH] <strong>Research Strategy</strong> attachment is required.</td>
<td></td>
</tr>
<tr>
<td>[PHS 398 Checklist 2.4] Answer to <strong>Program Income</strong> question is required</td>
<td></td>
</tr>
<tr>
<td>[PHS 398 Checklist 2.5] Answer to <strong>Disclosure Permission</strong> question is required</td>
<td></td>
</tr>
</tbody>
</table>
Proposal Lock Feature

- 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.
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

- 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)
Copy Proposal

☐ Edit the new Proposal name

☐ Click **Copy Proposal:**

![Copy Proposal page](image.png)
Copy Proposal

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

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Title</th>
<th>PI</th>
<th>Modified</th>
<th>Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Heldens, John 2/5/09</td>
<td>Heldens, John</td>
<td>2008-08-07</td>
<td>Research R01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heldens, John 2/5/09</td>
<td>Heldens, John</td>
<td>2008-08-07</td>
<td>Research R01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John’s R15</td>
<td>Analysis of Reading Comprehension</td>
<td>Heldens, John</td>
<td>2008-08-07</td>
<td>Academic (R15)</td>
<td>2008-03-15</td>
</tr>
<tr>
<td>U of D Subcontract</td>
<td>Cullina, Matthew</td>
<td>2008-01-15</td>
<td>Subaward</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to Transform a Proposal

- 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
How to Transform a Proposal

- 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

Transform Proposal popup

- **Opportunity:** PA-07-070
- **NEW Proposal Name:** Transform of Heldens, John 2/5/09
- **Copy Attachments:** Yes
- **Validation Type:** NIH

[Buttons: Copy (Transform) Proposal, Cancel]
How to Transform a Proposal

- 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

<table>
<thead>
<tr>
<th>Proposal</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Heldens, John 2/5/09</td>
<td></td>
<td>Heldens, John</td>
<td>2008-08-07</td>
<td>Rester arent R01)</td>
<td></td>
</tr>
<tr>
<td>Heldens, John 2/5/09 (NSF)</td>
<td></td>
<td>Heldens, John</td>
<td>2008-08-07</td>
<td>Science,ng Centers</td>
<td></td>
</tr>
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<td>John’s R15</td>
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Conclusion

- 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