Cayuse 424: Routing and Submitting a Proposal

This document describes how to

- Determine if the proposal is complete.
- □ Approve the proposal and route it to OSP for review and submission to Grants.gov or Research.gov.
- □ Add an approval delegate.
- Determine the submission status.

Overview

- The PI must route/approve the proposal in Cayuse 424 unless the s/he has added a routing/approval delegate to his/her Professional Profile; that delegate can approve proposals on the PI's behalf.
- □ PIs should choose an approval delegate if they will need, or want, anyone else to approve proposals on their behalf for submission to OSP.
- □ To add a delegate, please see "Adding a PI approval delegate" on page five.

The proposal is ready to submit when

- □ All required forms are complete.
- □ All required PDFs have been attached and reviewed.
- □ There are no errors in the **Errors / Warnings / Info** validation list and any warnings and informational notes have been carefully reviewed.
- □ The final review has been completed. Click the **Final Review** button to have Cayuse 424 perform a re-evaluation of the proposal to detect any errors or warnings that may have been missed.

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4 PHS 398 Modular Budget 1	E. Other (specify):				
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1 2 ✓ PHS 398 Research Plan	11. ' DESCRIPTIVE TITLE OF APPLICANT'S PROJEC	11 * DESCRIPTIVE TITLE OF ARRI LCAUT'S BRO IEC'B			
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1	* Ending Date 06/30/2017				
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2 PHS 398 Cover Letter 1	Protix: * First Name: Dr. Sam	Middle Name: *Last Name: L Testpi			
Proposal Summary Summary Front (M) (Warning (M) (Info (M) NIH Final Beview					
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When the proposal is created, Cayuse 424 automatically builds a routing chain between the PI and OSP, as shown in the example below

Do not edit the routing chain. Please contact OSP if you have any questions about the chain.

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	2 PHS 398 Research Plan 1			
	Targeted/Planned Enrollment Tab			
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	2 PHS 398 Cover Letter 1			
	Proposal Summary Summary Documents			
	Proposal Management			
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To approve a proposal and route it to OSP for review

□ In the Proposal tab, the PI (or delegate) clicks the **Routing and Approval** link.

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- □ Click the approval checkbox in the Routing Chain next to the PI name.
- □ In the Action: Approve dialog box that appears, enter any comments for OSP. Click Approve.

NOTE: If the approval box border is light gray (not checkable), you do not have authority to approve the proposal in Cayuse 424. If you are the PI, please contact OSP. If you are submitting on behalf of the PI, please contact the PI to have him/her log in to check the approval box or add you as an approval delegate (see next section).

Adding a PI approval delegate

- □ A PI can assign a delegate who can approve the proposal on that PI's behalf.
- □ To add a delegate, the PI clicks the **Routing Profile** button in his/her Professional Profile.

Overview Opportunities Proposals Routing Per	pple Institutions Reports Settings
People » Testpi, Sam L	
Professional Profile: Testpi, Sam L	
General Personal Information	
Name 🕨 Degrees	Name Rename
Demographics Biosketches	Prefix: Dr.
1 Institutional Association 🛛 🕈	First: Sam
💥 University of Utah (DERM/TOLOGY)	Last: Testpi
Contact Info BRA Role	Suffix:
Dept / Division / Title	
Performance Site	NIH Commons ID: TESTPISL
Routing Profile	
	NASA NSPIRES ID:

Click the Add Delegates icon to open the **Add Routing Delegates** search window.

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□ Search for the delegate by name.

- □ Select the name from the Search Results window.
- □ Click Add Delegates, and the person's name will appear in PI's Delegate list. The PI's delegate has the authority to submit ALL proposals on the PI's behalf until the delegate authority is withdrawn by again editing the Routing Profile.

Once the PI (or delegate) has approved the proposal, it is now routed to OSP for review

- □ Cayuse 424 locks all data entry fields and the budget justification PDF(s) to further editing.
- □ You can continue to add/change all non-budget PDFs until OSP has performed its review and approved the proposal for submission. If you make changes to PDFs after the proposal has been locked, please inform your OSP officer.
- □ The PI can retract approval by clicking on the approval box next to his/her name to uncheck the box. This will unlock the proposal so it can be edited and will remove it from OSP's review queue.

OSP will perform its standard review

- □ If changes or corrections are necessary, OSP will route the proposal back to the PI. This will unlock the proposal so it can be edited.
 - Once corrections are complete, the PI will need to route the proposal back to OSP.
- □ Once the proposal is complete and ready for submission, route it back to OSP by checking the approval box.
- □ Once finalized, OSP will submit the proposal to Grants.gov/Research.gov.

You can check on the submission status once the proposal has been submitted to Grants.gov/Research.gov

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□ In the Proposal tab, click the **Electronic Submission** link.

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1 2	Ves No	TITLE: Lung Diseases (Research			
3	What other Agencies?					
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PHS 398 Modular Budget						
1	11. * DESCRIPTIVE TITLE OF APPLICANT'S PROJE	CT:			_	
RR Subaward Budget Attachment	Demo Test Proposal NIH R01					
1	12. PROPOSED PROJECT:		13. CONGRESSIONAL DISTRIC	CT OF:		
PHS 398 Cover Page Supplement	* Start Date 07/01/2012		* Applicant UT-002			
2	* Enging Date 06/30/2017					
PHS 398 Research Plan						
1	14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR	R CONTACT INFORMATION			💥 🔅 📄	
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	United States of America.					
Proposal Summary	* Phone Number:	Fax Number:	* Ema	it		
Documents	801-585-5443	801-581-3007	test	pi@utah.edu		
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□ The **Proposal Submission History** section shows the submission results.

Overview Opportunities Proposa	Is Subawards Routing People Institutions Reports Admin						
Proposals List » Using Large Clinical	Proposals List > Using Large Clinical Data Repository to Support Shared Decision Making 🛛 🔍 Proposals List 🔍 🔍 👰 🥬						
□ SF424 RR	💷 🎯 Using Large Clinical Data Repository to Support Shared Decision Making						
1 2 RR Performance Sites 1 RR Other Project Information 1 RR Key Persons	Electronic Submission						
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RR Budget	Proposal Submission History						
2 3	S2S portal Received Date/Time Submitter Message						
4	GRANT11034875 2012-01-12 13:45:21 PST u0363733 Successfully received	by S2S portal					
PHS 398 Modular Budget	PHS 398 Modular Budget PHS Stanward Budget Electronic Submission Electronic Submission						
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1	1 Submission Target https://ws07.grants.gov.446/app-s2s-server/services/ApplicantIntegrationSoapPort						
PHS 398 Cover Page Supplement							

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- **□**
- A lightning bolt icon *reproposals* appears in the Proposals List next to the title to indicate that the proposal has been successfully submitted.
- □ Any funding agency (e.g., NIH, NSF) confirmation emails that are sent to the PI will continue to be sent as normal.

For additional assistance routing and submitting a proposal

- □ Contact your OSP Grants and Contracts Officer.
- □ Email cayuse@osp.utah.edu