**Cayuse FAQs**

**General**

**What is Cayuse?**

Cayuse is a software tool HPHCI has adopted for routing proposals, contracts, and other types of agreements. Cayuse can be used to submit most Federal grant applications to the Federal granting agencies. Cayuse consists of three parts; (1) Sponsored Projects (SP), (2) Proposals S2S and (3) Outside Interests for FCOI reporting.

**What is Cayuse Sponsored Projects (SP)?**

Sponsored Projects (SP) is used by faculty and staff to route proposals for review, certifications, and approvals.

**When should I use Cayuse Sponsored Projects (SP)?**

Sponsored Projects (SP) should be used by faculty and staff for all funded and unfunded proposals.

**What is Cayuse Proposals (S2S)?**

Linked with Sponsored Projects, Proposals (S2S) is a web-based system for the submission of applications via grants.gov. The system is easy to use. It provides significant auto-filling of forms, extensive error checking, and the ability to see the entire proposal before submission. Proposals (S2S) can be used for Federal electronic grants.gov submissions where the funding announcement is fully supported.

**When should I use Cayuse Proposals (S2S)?**

Proposals (S2S) should be used for every Federal proposal submission. It can be used for most funding opportunities.

[**How do I access Cayuse?**](https://login.wayne.edu/?destination_url=https%3A%2F%2Facademica.aws.wayne.edu%2F)

Cayuse is a single sign-on platform. If you are using an HPHC laptop, or approved mobile device, and connected to VPN while working remotely, you should not need to enter a username or password. The Cayuse URL is <https://harvardpilgrim.app.cayuse.com/>

**How do I submit a Financial Conflict of Interest Disclosure (FCOI)?**

Project-specific FCOI will be generated based on the staff added as a “Team Member” in the HPHC/I Personnel section of the SP Proposal. Once a proposal is routed for review, emails will be sent to staff added to complete their FCOI.

**Who do I contact if I encounter login issues?**

Please contact Cayuse Administrator [Lawanna Bullock](file:///%5C%5CN2FS009%5CDACP%5Crashare%5CCayuse%5C%C2%A0Lawanna.bullock%40point32health.org) @Lawanna.Bullock@point32health.org if you are not able to log in.

**How do I update information in my Professional Profile?**

Please contact Cayuse Administrator Lawanna Bullock@Lawanna.Bullock@point32health.org.

**Can I use a non-Harvard Pilgrim/Point32health email?**

Only faculty and key personnel can use a different email.

**For S2S: My proposal is locked. How do I unlock it?**

At the top of the proposal window, you will see the words "Locked by" followed by a username. If that username is your username, you can simply click the Lock icon next to it and take the lock back from yourself. If that username belongs to another user, contact that user before taking the lock back. To avoid proposal locking upon exiting 424, always click on the proposals list to properly exit the proposal package before logging out of Cayuse.

**How far in advance of the Sponsor deadline does my Proposal (SP) need to be completed?**

Except for industry-funded proposals, all proposals should be completed and routed in Cayuse SP at least ten (10) business days before the Sponsor’s submission deadline to allow a full review by OSP.

**How can I get a new Sponsor or Subcontractor added to Cayuse?**

If a Sponsor or Subcontractor record does not exist in Cayuse SP or Proposals (S2S), please complete a [Cay](https://forms.wayne.edu/5f624b67ab254/)[use Institution Profile Sheet](file:///%5C%5CN2FS009%5CDACP%5Crashare%5CCayuse%5CTraining%5Cuse%20Institutionl%20Profile%20Request) for new institutions.

**Who should be listed as the Prime Awardee?**

The institution receiving funding directly from the Prime Sponsor.

**Note:** Harvard Pilgrim Health Care (not the Institute) should be listed if we are the prime recipient. Exceptions include internally funded projects such as faculty grants and Ebert awards.

## Cayuse Sponsored Projects (SP): Navigation, Routing, Certification, and Emails

**How can I grant another user access to my proposal?**

Users automatically have access to a proposal when they are either the owner (creator) or named in the HPHC/I personnel section of the proposal form. To designate a new user, which provides access to the proposal record, you can add a person on the access tab of the proposal.

**Will I receive email notifications from Cayuse?**

Email notifications are sent to the Principal Investigator and all reviewers/approvers when an electronic proposal is submitted in Cayuse for routing, certifications, and approvals. Email notifications are also sent to the Principal Investigator and team members for FCOI Disclosures.

**The PI has not completed certification; can I resend the certification email from Cayuse Sponsored Projects as a reminder?**

The email notification can only be sent upon submission of the electronic proposal for routing; it cannot be resent. You can either assign a task in Cayuse or directly contact the PI to remind them that the certification is outstanding.

**Why hasn’t the Principal Investigator received an email notification to certify the proposal or award?**

Be sure the Principal Investigator is listed correctly in the HPHC/I Personnel section. They must be listed as a Team Member with the role of Principal Investigator for Proposals (SP) and Personnel section for Awards.

**How do I know if another approver has completed the routing?**

You can view the proposal routing status by accessing the proposal from the SP Dashboard and selecting the appropriate proposal number. The routing tab indicates who has and who has not yet approved/certified. **Note:** the routing tab does not list approvers in sequential order.

* **Sequence of Approvers**
	1. PI (Certification)
	2. Grants Manager
	3. Executive Director
	4. Director of Research, Export Control
	5. RSDC, Data Management Coordinator
	6. Privacy, OIS

**The Lead PI is also the Chair or Director of Research. Will he/she need to both certify and approve the proposal?**

No. The Lead PI will first need to certify the proposal. The alternate approver for both the Chair and Director of Research will need to approve the proposal.

**A proposal has been routed for approval, but additional changes are needed. Can changes be made to a proposal mid-approval, or does the routing need to start from the beginning?**

Once a proposal has been routed for approval, changes cannot be made unless the proposal is rejected, and the status is changed to “In Development”. At that point changes could be made to the proposal.

 Any time changes are made during the routing process, the proposal will be routed again from the beginning.

**Why can’t I add attachments to the Attachment tab?**

Due to Cayuse programming, only members of OSP can upload attachments in this tab.

## Cayuse Proposals (S2S): Navigation, Funding Opportunities, Budgets, Subcontracts

**Can two or more people simultaneously work on a proposal?**

The system allows one user at a time to work on either SP or Proposals (S2S) but does not allow two users to simultaneously work on the same module. However, users may simultaneously view the proposal.

**When I open my proposal from the list, it says the proposal is in read-only mode and changes cannot be made. How can this be fixed?**

This deals with the proposal permissions that you have for the proposal package. Click on the small red key to view your proposal permissions, you may only have permission to read the proposal. If you need to edit or attach documents to the proposal package, contact the person initiating the S2S application to provide the appropriate permissions. Additionally, this issue may occur if the proposal is locked. If it is locked by you, simply click the Lock icon next to it, and take the lock back from yourself. If it is locked by another user of the system, you should contact them before taking the lock back.

**Why isn't my funding opportunity available in Proposals (S2S)?**

Funding opportunities need to be downloaded if they are not on the Proposals (S2S) Opportunities list. You can download them to Proposals (S2S) using the Retrieve Opportunities button on the Opportunities tab. Once downloaded, they are available for others to use. It's a good idea and saves time to check before downloading an opportunity to see if it has already been downloaded by another user.

**Why won't my funding opportunity load into Proposals (S2S)?**

No opportunity number on Grants.gov contains spaces. The opportunity number you enter must match exactly as it is posted on Grants.gov. One reliable way to enter the correct number is to copy it from Grants.gov and paste it into Proposals (S2S). Another possible reason is that there may not be an application package available for the opportunity on Grants.gov. Some grants are listed on Grants.gov but cannot be applied for electronically. You can verify whether the opportunity can be submitted electronically to Grants.gov by going to the Application section of the opportunity on Grants.gov. If there is no downloadable Adobe package, it is not to be submitted electronically to Grants.gov. If there is an Adobe package for the grant, it is very likely supported by Proposals (S2S).

[**Why does my Proposal**](https://research.wayne.edu/) **(S2S) application have errors that contradict specific instructions?**

It is [very](https://research.wayne.edu/spa) important to refer to the proposal solicitation or RFP as the primary source for proposal preparation instructions. Usually, they will provide additional information regarding how to complete the application. While Proposals (S2S) usually applies the appropriate validations automatically, there are sometimes late changes in opportunity rules that require a manual change in the proposal's validation setting. If there is a contradicting error refer to the RFP and be sure to complete the application as stated in the instruction or grant proposal guide.

**How does Grants.gov system maintenance affect my submissions?**

During Grants.gov maintenance, Cayuse users will not be able to submit proposals to a sponsor or download new funding opportunities. However, you can still work on applications in Proposals (S2S) once the opportunity has been downloaded; you can work in SP on any proposal, award, or project. If by chance the opportunity has timed out or the expiration date has passed, please be sure to download a new opportunity that has the correct submission deadline.

**Does Proposals (S2S) support Multi-Project Applications, or those processed using NIH ASSIST?**

Proposals (S2S) supports Multi-Project Applications. This functionality replaces the need to use NIH ASSIST.

**How do I include a detailed budget for my records when the sponsor is requesting a modular budget?**

Enter all appropriate budget information on the detailed budget pages. Make sure the R&R budget pages are unchecked on the proposal navigation page. The budget information will be available but will not be converted into the PDF that is submitted to the NIH.

**How do I add NON-HPHC/Point 32 Health Personnel to my proposal roster?**

1. From Proposals (S2S), select **People Tab**
	1. Run a search with person's last name to ensure it is not in database
2. If no results are yielded, select the Add Person button to create a new record
3. Enter person's name and select Create New Profile
4. A new window populates, add prefix/suffix, if applicable
5. A Biosketch can be added to the person record for future reference (keep in mind that updates may be needed)
	1. Select Biosketches and follow the prompts to upload to person record
6. Add **Institutional Association**
	1. Select Institution from drop-down menu

[If institut](https://research.wayne.edu/)ion record does not exist, please contact the Cayuse Administrator, Lawanna Bullock.

**Why am I seeing little red stars in the budget pages?**

Proposals (S2S) automatically calculates certain budget fields. If you type over an automatically calculated number, a red star appears next to the field. A red star signifies a field with auto- calculated data that is currently being overwritten by manually entered data. To revert the field to its default auto-calculation, delete the current data and tab or click out of the field. The auto-calculated values will appear, and the red star will disappear.

**How do I include a cost-of-living increase in salary for the personnel listed on the proposal?**

The Replicate/Escalate staircase in Proposals (S2S) makes it easy to replicate and escalate detailed budgets. Use "Escalate" to increase budget line items by a specific percentage across several budget periods. Use "Replicate" to copy selected Budget Categories from one budget period to another at the same rate. The Replicate/Escalate staircase also appears on the Manage Key Person window. You can access this window by clicking the gear icon to the right of any Senior/Key Person budget line. "Replicate" and "Escalate" in this context affect only the budget numbers for that specific person's salary.

**I am having trouble with the indirect cost rate; the wrong rate is auto filled in the Proposals (S2S) budget information.**

 Please be sure to choose the appropriate indirect cost rate when creating your proposal. You can also change the indirect cost rate in the budget pages by using the dropdown menu under each section of the budget, which will dictate what rate will be applied to those costs.

**What is the "Composite PDF" listed on the PHS 398 Research Plan in Proposals (S2S)?**

In Proposals (S2S), the PHS 398 Research Plan has a special, "slot zero" attachment point for a

Composite PDF. The Composite PDF, also known as the "Exploder", allows you to prepare the entire Research Plan in a single document. The Exploder then breaks out the Research Plan PDF into the required sections and attaches those sections to the corresponding location in the proposal. Some users may find this more efficient than managing separate files for each Research Plan attachment.

[**How are subcontracts**](https://research.wayne.edu/)  **to non-Cayuse institutions created and attached to the proposal in** [**Cayu**](https://research.wayne.edu/spa)**se?**

The following information offers guidelines for creating a subaward, that is, when an

application for Federal funding includes a portion of funding for a Subcontractor. In other words, the funding path would be:

Federal Agency Funding ==> Harvard Pilgrim Health Care Prime Award ==> HPHC Subaward to a Non-HPHC Institution.

There are three (3) ways to attach a subaward budget to a Cayuse application:

**1. Subawards Created in** [[**Subawards.com**](http://subawards.com/)](https://subawards.com/)

The non-HPHC institution can use the free [Subawards.com](https://subawards.com/) service to create the subaward budget. [Subawards.com](https://subawards.com/), a free service from Cayuse, simplifies proposal preparation between research institutions collaborating on federal grant proposals. The sub-awardee creates its own subaward attachment (including Key Person Profiles, Biosketch attachments, and Budget Justification) in [Subawards.com](https://subawards.com/), and then e-mails the subaward file directly to the HPHC Principal Investigator (PI) or staff member who heads the prime proposal. The subaward file will be easily identifiable, having a Cayuse file extension, and can be easily integrated into the prime proposal by clicking the Cayuse Import Subaward button.

### 2. Subawards created in Grants.gov Adobe forms

For those collaborating institutions that do not subscribe to Cayuse, and do not want to use

[Subawards.com](https://subawards.com/), HPHC Cayuse applications can now import subaward data directly from the "free" Grants.gov Adobe forms. The non-HPHC sub-awardee can use one of the free Grants.gov Adobe subaward budget attachment forms, which must be completed using a compatible version of the Adobe Reader (LINK TO ADOBE). Adobe subaward budget attachment form Subaward Budget Attachment(s) Form - 5 Year - 30 Maximum Subaward Attachments - for FORMS D RR\_Budget\_1\_3\_A30-V1.3.pdf. The sub-awardee completes the subaward budget form, saves it as a PDF file, and e-mails it to the HPHC PI or staff member for import in the Cayuse application. The HPHC PI or staff member goes to the RR Subaward Budget Attachment module in the main Cayuse application, clicks Import Subaward, and browses to the PDF subaward file sent by the sub-awardee. Note: If the subaward budget is created by this method, using one of these Grants.gov Adobe subaward budget attachment forms, the Cayuse system will import the budget data into the main proposal -- the subaward numbers will flow into the prime Cayuse proposal and roll up to the prime budget. However, using this method, the Adobe attachment will not include the other required sub-awardee components -- the sub-awardee Key Person Profiles and Biosketches. (These two components are included if you use the free [[Subawards.com](http://subawards.com/)](https://subawards.com/) feature. Also, if you use the Grants.gov [Adobe forms for the su](https://research.wayne.edu/)bcontract, the subcontract will not be subject to the sophisticated validations [and e](https://research.wayne.edu/spa)rror corrections performed by [[Subawards.com](http://subawards.com/)](https://subawards.com/).

### 3. Subawards created by HPHC, for the Sub-Awardee

In Cayuse the PI or staff member can create the subaward budget for the Sub-Awardee and then link it to the prime Cayuse proposal. There are two ways of doing this:

1. Create a subaward outside of your Cayuse proposal. The PI or staff member will:
2. Log into Cayuse.
3. Click the "Proposals" tab.
4. Click the "+Create Proposal" button at the top of the page.
5. Click the "Subaward Proposal" option.
6. Using the information obtained from the sub-awardee, completes all subaward components -- including the subaward budget, subaward Key Person profiles/biosketches, and subaward Budget Justification.
7. Link the subaward information to the prime Cayuse proposal;
	* + - In Cayuse proposal menu click on the RR Subaward Budget Attachment form.
			- Then clicks the Link Subaward button, which presents a list of unlinked subawards. Information in the selected subaward will automatically roll up into the Cayuse proposal.
8. If subaward budget changes need to be made after linking, the PI or team member would click the "RR Subaward Budget Attachment" form and select the subaward that requires the edits. The edits are then made in the subaward, and the changes show up automatically in the Cayuse "prime" application.
9. To create a Subaward WITHIN the Cayuse proposal. The PI or staff member will:
10. Log into the Cayuse proposal.
11. Click the RR Subaward Budget Attachment form in the Cayuse proposal menu.
12. [Clicks the](https://research.wayne.edu/) "+ Create Subaward" button at the top of the page, creating a subaward that is automatically linked to the proposal; and
13. Using the information obtained from the sub-awardee, completes all subaward components -- including the subaward budget, subaward Key Person profiles/biosketches, and subaward Budget Justification.
14. If subaward budget changes need to be made after linking, the PI or staff member clicks the "RR Subaward Budget Attachment" form and selects the subaward that requires the edits. The edits are then made in the subaward, and the changes show up automatically in the Cayuse "prime" application.

**Can I copy one proposal to another in Cayuse Proposals S2S?**

With Cayuse Proposals, you can quickly copy an entire proposal and edit the copy as needed. If you plan to resubmit a proposal, OSP recommends that you make a copy of the proposal first and keep the original as a record of the first submission. You can also transform the proposal to a different opportunity, which preserves data from the original proposal where corresponding forms exist in the new opportunity package. Both procedures start by clicking the "green pages" icon at the right side of the proposal to launch the Copy/Transform dialog.

### Copying a Proposal

1. In the initial Copy/Transform Dialog, click **Copy Proposal**.
2. Edit the Proposal Name for the new proposal as desired.
3. If you do not want to copy the attached documents, uncheck the **Copy Attachments** checkbox.
4. Click **Copy Proposal**.

Your new proposal will appear in the Proposals List.

### Transforming a Proposal

If you want to instead transfer the existing data to a different opportunity, or even a new version of the same opportunity, transform the proposal. Once a proposal is created against an opportunity, if the opportunity is updated, the proposal does not automatically reflect the update (since forms may have changed) and must be transformed.

When you transform a proposal, information will only be copied between forms that are the same in each opportunity. If you are replacing an expired opportunity with a new one, the forms will generally [be the same, but if it is a](https://research.wayne.edu/) different opportunity, some forms may be different and that information will [not tr](https://research.wayne.edu/spa)ansfer.

1. In the initial Copy/Transform Dialog, click **Transform Proposal**.
2. Select the new opportunity from the list by clicking on the green plus icon to the left of the opportunity. This process is like selecting an opportunity.
3. Edit the Proposal Name for the new proposal as desired.
4. If you do not want to copy the attached documents, uncheck the Copy Attachments checkbox.
5. Select the Validation Type if a different type is required.
6. Click **Transform Proposal**. Your new proposal will appear in the Proposals List.

### Copy/Transform of Multi-Project Proposals

Multi-Project Proposals must be Copied/Transformed one component at a time. Selecting Copy/Transform on the Overall Component **will not** Copy/Transform the entire Proposal, just the Overall Component.

Additionally, Components and R01s can be transformed into Components for other Multi-Project Proposals. For more information on this process, please look at Transforming Existing Components.