THE OHIO STATE UNIVERSITY
COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

EHE Webinar Series

CAYUSE 101

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Learning Objectives

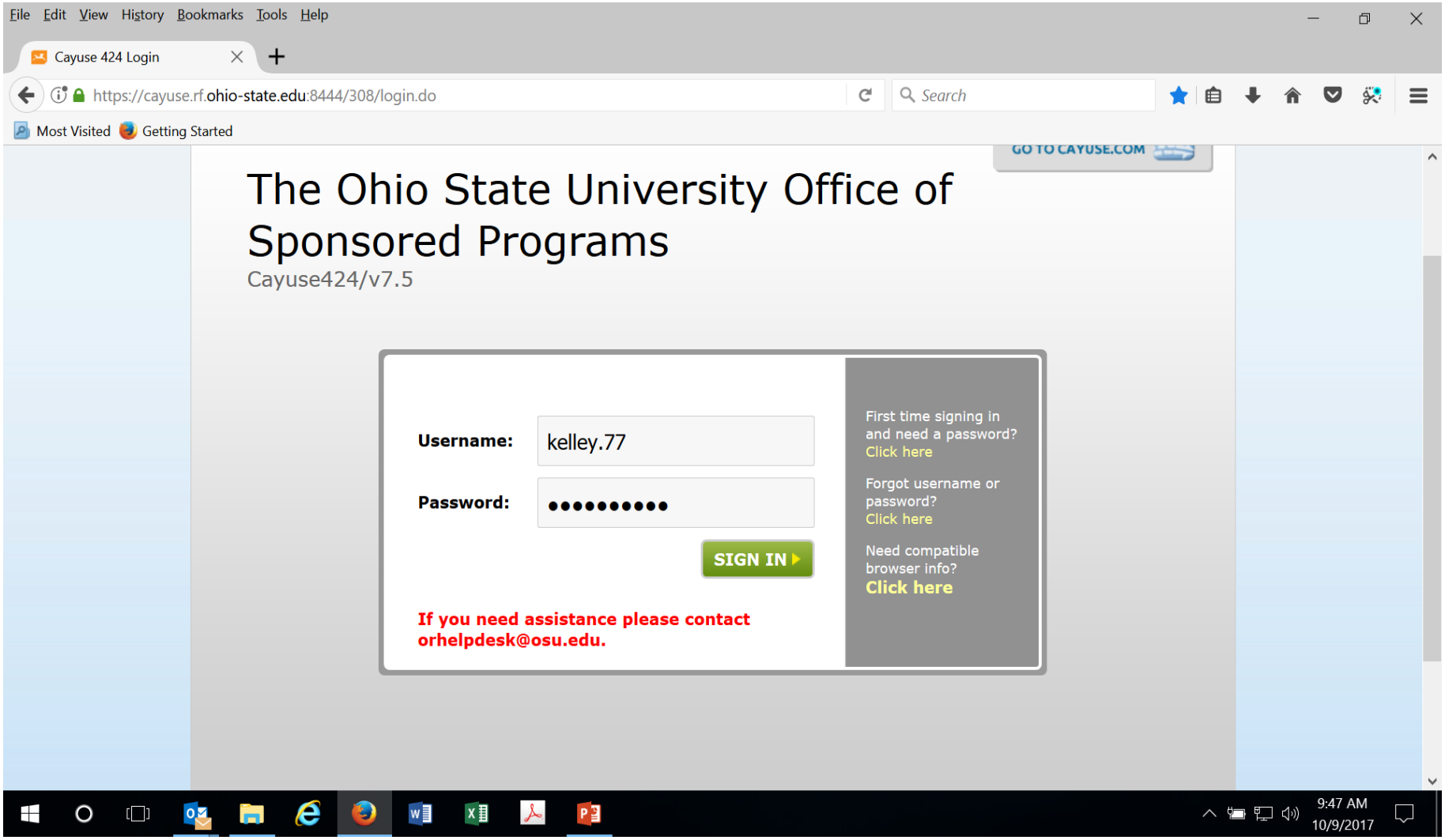
- Learn how to locate, log in, and create a proposal in Cayuse
- Learn about useful, time-saving functions in Cayuse
- Be able to identify common problems with proposal packaging and troubleshoot warnings and errors

What Is Cayuse 424?

Cayuse 424 is a web-based software service that provides faculty researchers and support staff an easier, faster interface to Grants.gov for submitting research proposals to federal agencies. With Cayuse 424, there is no need to log in directly to Grants.gov. Cayuse 424 collects all the necessary data and attachments, performs validity checks and makes an automated "system-to-system" submittal to Grants.gov.

How Do I Access Cayuse 424?

- Easiest way is to log into OSP website (http://osp.osu.edu/), go to eTools on left of page, select Cayuse 424
- Log in with you name.#
- If you don't have a PW for Cayuse go here: https://cayuse.rf.ohio-state.edu:8444/308/login.do


File Edit View History Bookmarks Tools Help
Cayuse 424 Login
https://cayuse.rf.ohio-state.edu:8444/308/login.do
Search
Most Visited
Getting Started
GO TO CAYUSE.COM
The Ohio State University Office of Sponsored Programs
Cayuse424/v7.5
Username:
kelley.77
Password:
SIGN IN
If you need assistance please contact orhelpdesk@osu.edu.
First time signing in and need a password?
Click here
Forgot username or password?
Click here
Need compatible browser info?
Click here
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Type of Submissions via Cayuse

- Most Federal agencies: NIH, NSF, IES, USDA, USDOE, but not for all.
- NSF proposals: Cayuse or Fastlane – PI's preference
- Not available for applications to state agencies, industries, and foundations.

Who Does What?

- Creating a proposal in Cayuse: PI or grants managers. Be sure only one proposal is created, no duplicate.
- Accessing the proposal in Cayuse:
  - PI, Co-I(s), grants manager who creates the proposal
  - Other personnel – need permissions (can be set up in Cayuse system)

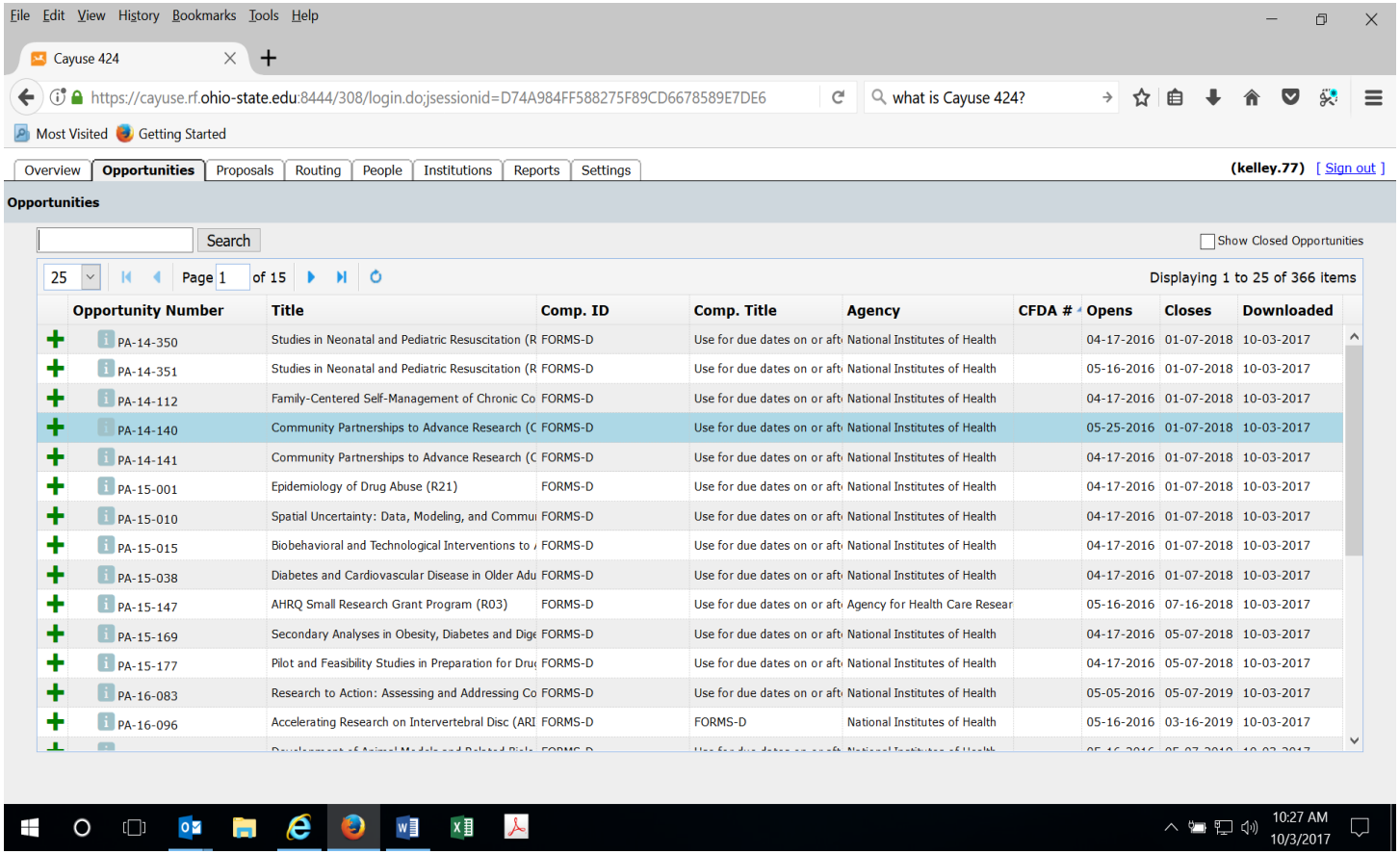
Locate Funding Opportunity

- Find opportunity on grants.gov
- Log into Cayuse and select the Opportunities link
- Typical Search methods: Opportunity #, Agency, CFDA #

Locate Funding Opportunity

- Some opportunities are available but need to be requested (grants managers can request)
- NSF proposals can be created in Cayuse or FastLane
- All NIH proposals are created in Cayuse

Locate Funding Opportunity



Now, let’s create a demonstration proposal