



THE OHIO STATE
UNIVERSITY

COLLEGE OF
EDUCATION AND HUMAN ECOLOGY

EHE Webinar Series

CAYUSE 101

OCTOBER 9, 2017

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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>

GO TO CAYUSE.COM

The Ohio State University Office of Sponsored Programs

Cayuse424/v7.5

Username:

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](#)

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

The screenshot shows a web browser window with the URL <https://cayuse.rf.ohio-state.edu:8444/308/login.do?jsessionid=D74A984FF588275F89CD6678589E7DE6>. The page title is "Cayuse 424". The navigation menu includes "Overview", "Opportunities", "Proposals", "Routing", "People", "Institutions", "Reports", and "Settings". The user is logged in as "(kelley.77) [Sign out]".

The "Opportunities" section is active, displaying a list of 25 items (Page 1 of 15). The table below shows the details of these opportunities.

Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	Opens	Closes	Downloaded
PA-14-350	Studies in Neonatal and Pediatric Resuscitation (R FORMS-D		Use for due dates on or aft	National Institutes of Health		04-17-2016	01-07-2018	10-03-2017
PA-14-351	Studies in Neonatal and Pediatric Resuscitation (R FORMS-D		Use for due dates on or aft	National Institutes of Health		05-16-2016	01-07-2018	10-03-2017
PA-14-112	Family-Centered Self-Management of Chronic Co	FORMS-D	Use for due dates on or aft	National Institutes of Health		04-17-2016	01-07-2018	10-03-2017
PA-14-140	Community Partnerships to Advance Research (C FORMS-D		Use for due dates on or aft	National Institutes of Health		05-25-2016	01-07-2018	10-03-2017
PA-14-141	Community Partnerships to Advance Research (C FORMS-D		Use for due dates on or aft	National Institutes of Health		04-17-2016	01-07-2018	10-03-2017
PA-15-001	Epidemiology of Drug Abuse (R21)	FORMS-D	Use for due dates on or aft	National Institutes of Health		04-17-2016	01-07-2018	10-03-2017
PA-15-010	Spatial Uncertainty: Data, Modeling, and Commu	FORMS-D	Use for due dates on or aft	National Institutes of Health		04-17-2016	01-07-2018	10-03-2017
PA-15-015	Biobehavioral and Technological Interventions to	FORMS-D	Use for due dates on or aft	National Institutes of Health		04-17-2016	01-07-2018	10-03-2017
PA-15-038	Diabetes and Cardiovascular Disease in Older Adu	FORMS-D	Use for due dates on or aft	National Institutes of Health		04-17-2016	01-07-2018	10-03-2017
PA-15-147	AHRQ Small Research Grant Program (R03)	FORMS-D	Use for due dates on or aft	Agency for Health Care Resear		05-16-2016	07-16-2018	10-03-2017
PA-15-169	Secondary Analyses in Obesity, Diabetes and Dige	FORMS-D	Use for due dates on or aft	National Institutes of Health		04-17-2016	05-07-2018	10-03-2017
PA-15-177	Pilot and Feasibility Studies in Preparation for Drug	FORMS-D	Use for due dates on or aft	National Institutes of Health		04-17-2016	05-07-2018	10-03-2017
PA-16-083	Research to Action: Assessing and Addressing Co	FORMS-D	Use for due dates on or aft	National Institutes of Health		05-05-2016	05-07-2019	10-03-2017
PA-16-096	Accelerating Research on Intervertebral Disc (ARI	FORMS-D	FORMS-D	National Institutes of Health		05-16-2016	03-16-2019	10-03-2017

Now, let's create a demonstration proposal