F. Submitting Grants in Cayuse 424

In the fall of 2013 The Office of Sponsored Projects and Research Administration rolled out the new grant software: CAYUSE 424. This web based software brings a large range of functionality for faculty members pursuing external funding.

CAYUSE 424 will be used to assist faculty members with the development and submission of grant proposals. All full time faculty as of fall 2013 were uploaded into the software. If you are a new faculty member please contact the Office of Sponsored Projects and Research Administration for profile creation. If you are a first time user please see log in instructions below:

- Visit: https://usi.cayuse424.com (NOTE: do not put www. in the web address)
- From log in page select “First time signing in and need a password”
- Your username will be the same as your USI username
- Create a password in to CAYUSE

External Grants

Cayuse 424 must be used for the USI internal approval process, and submission of all external grant proposals to both federal and non-federal agencies. Cayuse facilitates and expedites the OSPRA 8 day review cycle by providing electronic routing, added transparency between OSPRA grant administrators and the PI/PD, and real time submission validation. Below is an example of a routing chain in Cayuse:

- OSPRA grant administrator
- Grant Accountant
- Assistant Controller
- OSPRA
- PI/PD
- Department Chair
- Dean
- Executive Director of OSPRA
- Office of the Provost
- Authorizing Official

Once the proposal has been approved by the above offices the proposal is ready for submission. Grant administrators are inserted in the chain twice to facilitate changes that may need to be made to the proposal budget or narrative. All PI/PDs can view the status of the routing under the Routing and Approval section in the left navigation in Cayuse. Following submission PI/PDs can view the status of federal submissions and view tracking numbers under the Electronic Submission section in Cayuse. Non- Federal proposals will contain verification of submission from the agency in the documents section under Proposal Summary.

For additional information about navigating Cayuse visit: http://www.usi.edu/ospra/cayuse-424
Internal Grants

The following internal grant proposals must be submitted using the Cayuse 424 software:

Fall Awards and Grants:
- USI Summer Award for Junior Faculty
- Office of the Provost Summer Grant for Pilot Research Projects
- Applied Research Faculty Outreach and Engagement Award
- New Harmony Outreach and Engagement Faculty Grant
- Summer Research Award for Junior Faculty

Spring Grants:
- Faculty, Research, and Creative Grant

All internal grants will be routed electronically using the Routing and Approval feature. Below is a sample routing chain for an internal proposal:

- PI/PD
- OSPRA (confirmation of on time submission)
- Department Chair
- Dean
- OSPRA

Once the routing is complete in Cayuse OSPRA will grant permissions to the necessary members of the review committees to access proposals and make funding decisions. PI/PDs can view the progress of the routing at any time under the Routing and Approval section in the left navigation pane in Cayuse.

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