Cayuse 424 – TTUHSC

Handbook for Department Administrators and Principal Investigators

Contents

National Institutes of Health grants 2

SF 424 R&R 5

Project/Performance Site Location(s) 9

Research & Related Other Project Information 10

Research & Related Senior/Key Person Profile 11

Budget 13

Research and Related Budget 13

PHS Human Subjects and Clinical Trials Information 18

R&R Subaward Budget Attachment Form 19

PHS 398 Cover Page Supplement 22

PHS 398 Research Plan 22

PHS Assignment Request Form 23

Department of Defense grants 24

SF 424 R&R 27

Project/Performance Site Location(s) 31

Research & Related Senior/Key Person Profile 32

Research & Related Personal Data 34

Research & Related Budget 34

R&R Subaward Budget Attachment Form 38

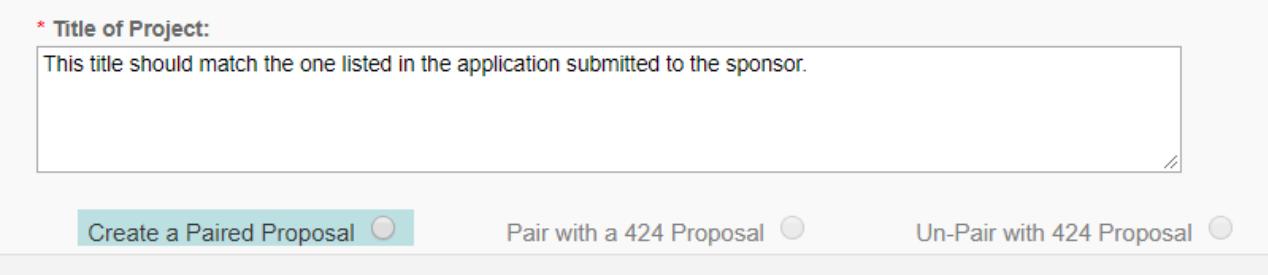
Attachments 41

V1
Updated July 2019

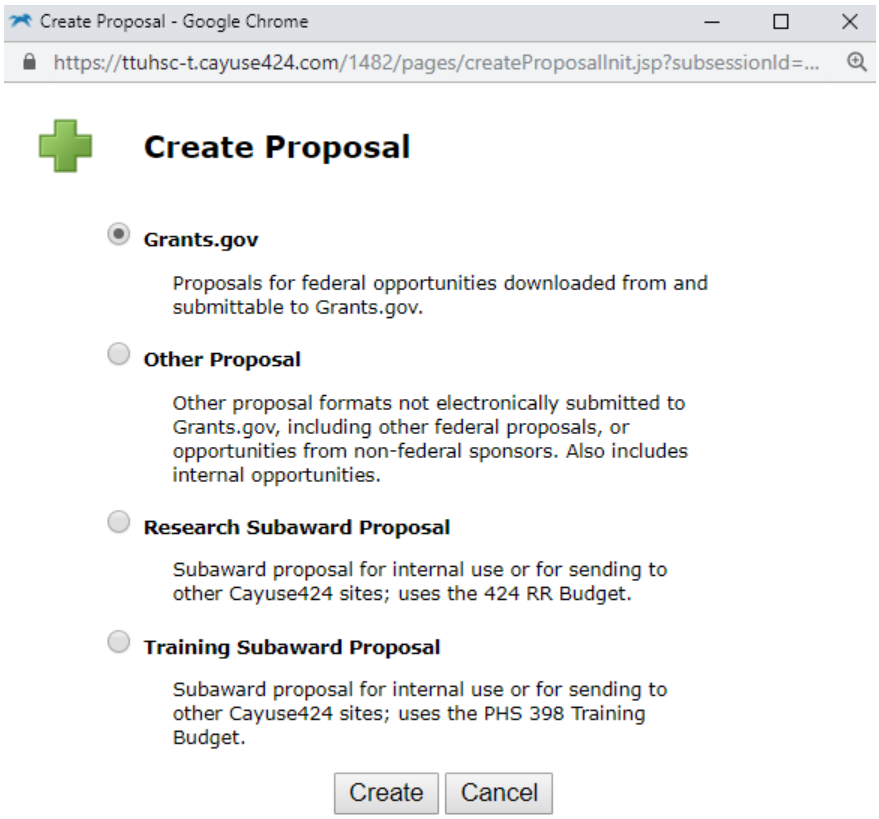
National Institutes of Health grants

- For submission of proposals to most NIH funding opportunities.

1. From the General Information tab in Cayuse SP, click “Create a Paired Proposal”.

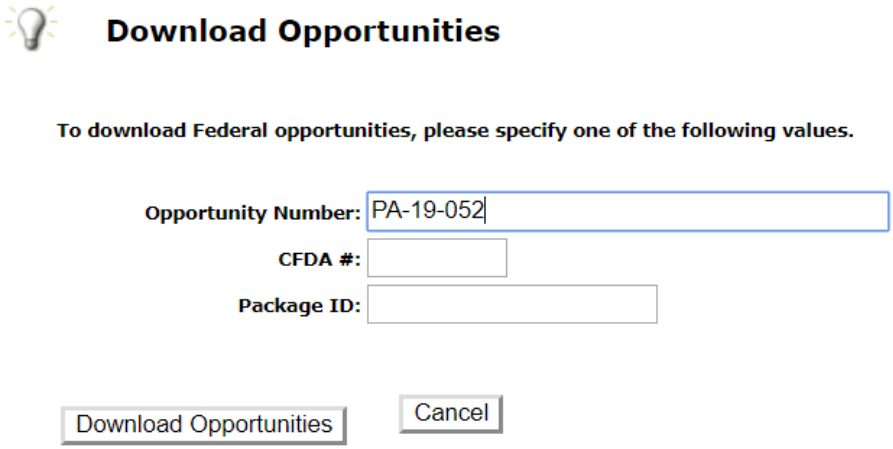


   a. This will bring up a pop-up to Create a Proposal in Cayuse 424.
   b. Select Grants.gov and click “Create.”



   c. Search for the Opportunity Number you wish to apply to. *Note: If the opportunity is not there, it may not have been downloaded into our Cayuse 424 yet. You will need to download the opportunity before it can be viewed in Cayuse 424. To download an opportunity:*
      i. Click the Download Opportunities button at the top of the page.

ii. You'll see a new window showing the Download Opportunities dialog:

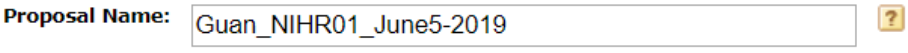


iii. Enter the Opportunity number or the CFDA Number. You must enter the number exactly how it is provided, including any hyphens.

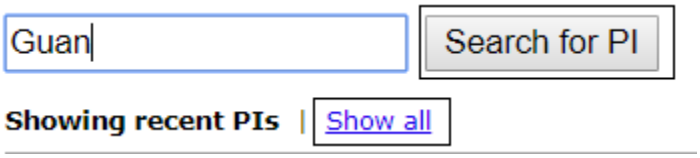
iv. Click Download Opportunities. This will download any opportunities related to that opportunity number or CFDA Number.

d. Click on the to create a proposal to that Opportunity.

i. The Proposal Name is pulled in from Cayuse SP "Short Name"

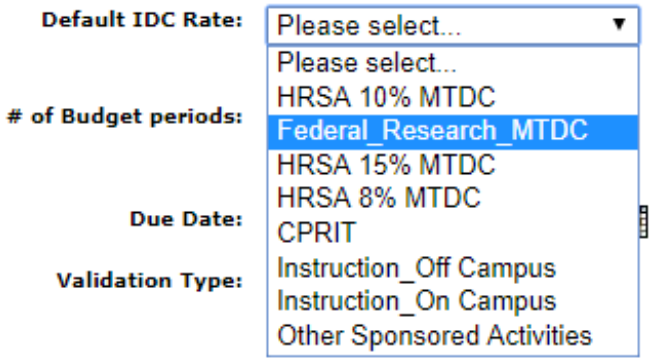


ii. Search for PI by typing in the PI name and clicking "Search for PI" or show all

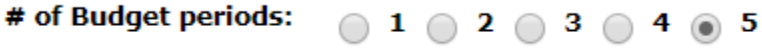


iii. The Organization will default to TTUHSC.

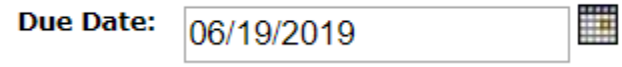
iv. Select the Default IDC Rate. *(Note: Check the RFA or Program Announcement for any IDC restrictions.)* *****For most NIH Proposals you will select "Federal_Research_MTDC"***



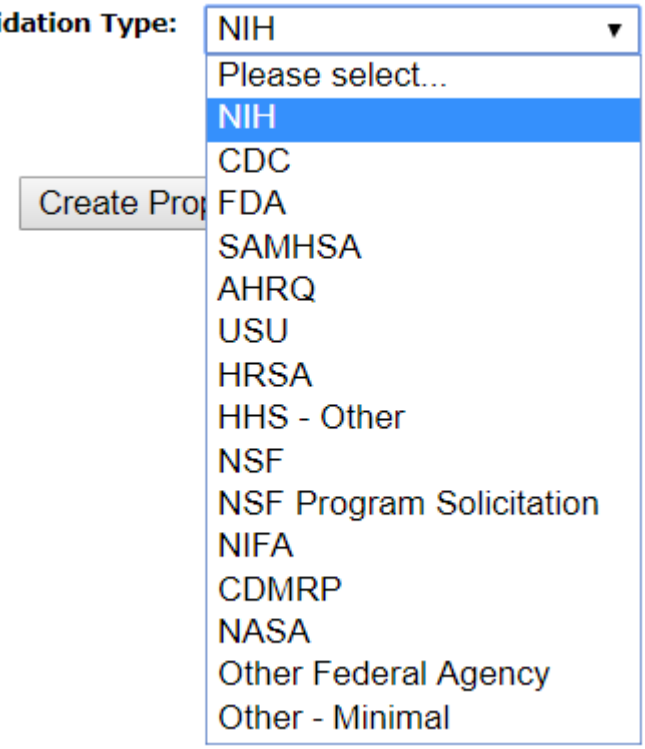
v. Select the # of budget periods



vi. The due date will pull in from Cayuse SP.



vii. Select the Funding Agency for Validation Type.

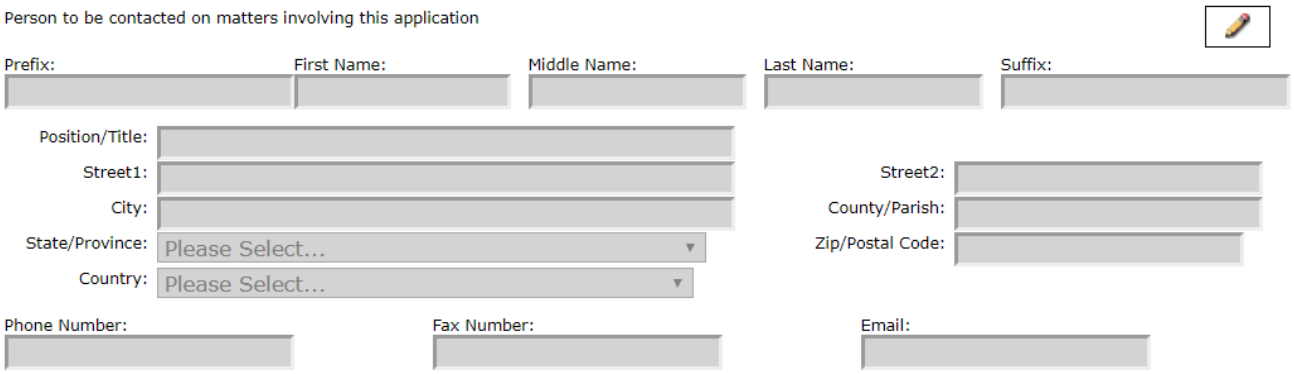


viii. Select “Create Proposal”

SF 424 R&R

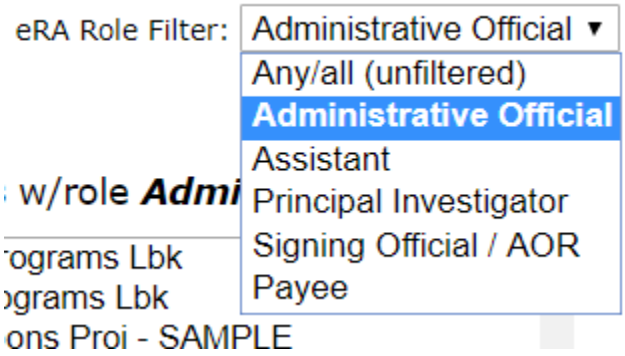
- Complete the fields as instructed.

1. Type of Submission
    a. Pre-application: not used unless specified by funding opportunity announcement (FOA)
    b. Application: most commonly used for new and other applications
    c. Changed/Corrected: This will only be checked if a correction is being made after the application was submitted to the agency. * This will only be used by OSP
        - Changed and corrected applications must be submitted before the agency application deadline.
2. Date submitted:
    a. Date submitted: leave this field blank. It will auto-populate when submitted to the agency.
    b. Applicant Identifier: leave this field blank.
3. Date Received by State:
    a. Date Received by State: leave this field blank.
    b. State Application Identifier: leave this field blank.
4. Identifiers:
    a. Federal Identifier: leave this field blank, unless the application is a resubmission.
    b. Agency Routing Identifier: leave this field blank.
    c. Previous Grants.gov Tracking ID: This field will only be filled in if it is a Changed/Corrected application.
        - This will usually be filled in by OSP.
5. Applicant Information: This will be auto-populated.
    a. Person to be contacted on matters involving this application *(Note: this will be the Grant Management Specialist in the Office of Sponsored Programs.)*
        - Select the pencil icon to the right.

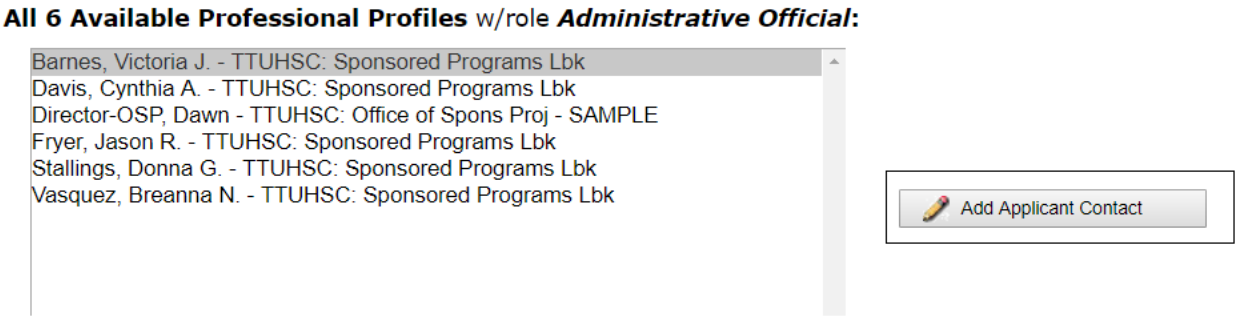


- Search by name, or select Show All to scroll through names

- If you select Show All, you can filter the names by eRA Role
- Select Administrative Official from a list of GMS in OSP.



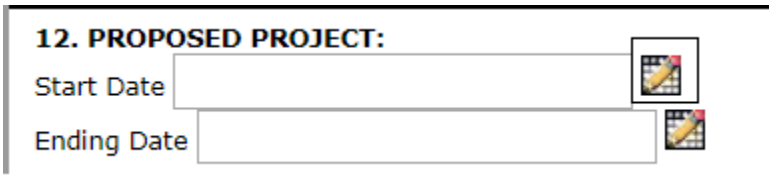
- Once your Grant Management Specialist is selected click Add Applicant Contact. All contact info for your GMS will be auto-populated.



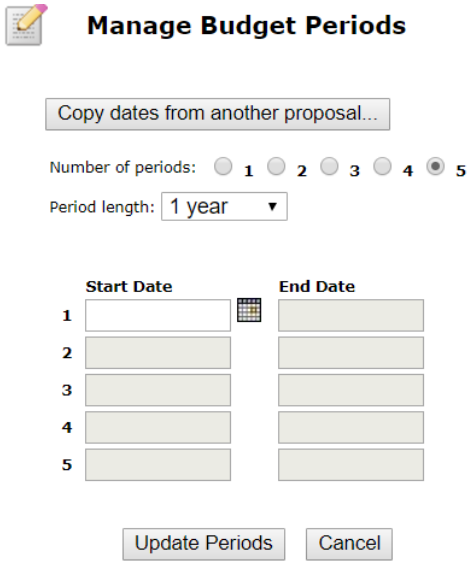
6. Employer Identification Number: This will auto-populate
7. Type of Applicant: This will auto-populate
8. Type of Application: Choose the type of application that is being submitted.
    a. Answer yes or not to whether the application is being submitted to other agencies.
9. Name of Federal Agency: This will auto-populate based on the Opportunity selected.
10. Catalog of Federal Domestic Assistance Number:
    a. CFDA Number: leave this field blank unless it has been pre-populated.
    b. CFDA Title: leave this field blank unless it has been pre-populated.
11. Descriptive Title of Applicant's Project: This should match the title that was entered into Cayuse IPF on the General Information tab.

12. Proposed Project: Please make sure the dates selected adhere to the agency guidelines and match the dates entered into the Cayuse IPF

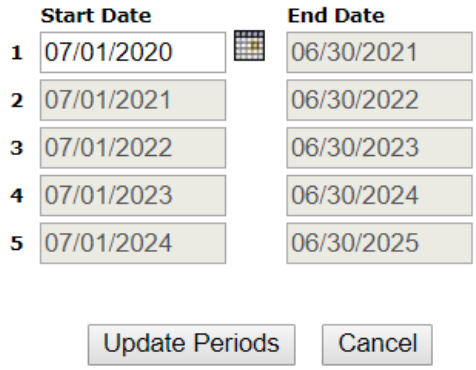
    a. Select the Pencil icon to Manage Project Period Dates.



    b. You can copy dates from another proposal, or select the number of budget periods, the length of the budget periods, and enter the start date.



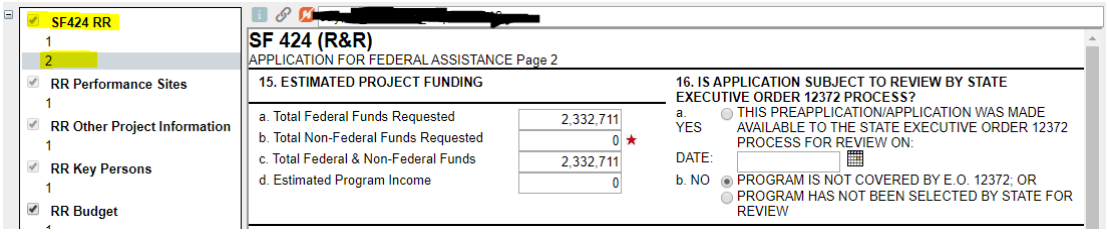
- To enter the start date, select the calendar icon or type in the date. Once you enter the start date and click out of the box, the system will autofill the end dates, as well as the rest of the budget periods.



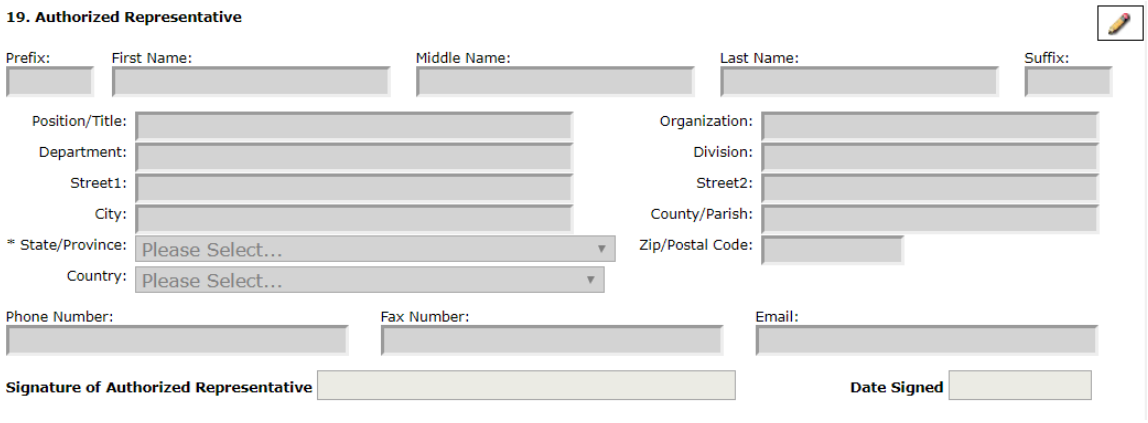
- Select Update Periods.

13. Congressional District: This will auto-populate
14. Project Director/Principal Investigator Contact Information: This will auto-populate based on the PI you selected in 1.d.ii.

* Click on “2” under SF424 RR on the left-hand tool bar to access second page of the form.

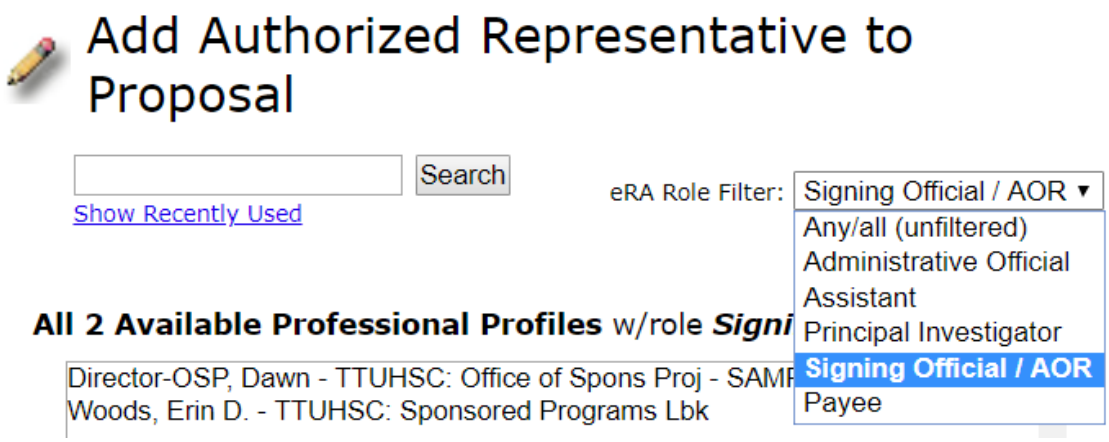


15. Estimated Project Funding: This will auto-populate when the budget is complete.
16. Is this Application Subject to Review by State Executive Order 12372 Process?: Applicants should select No, Program is not covered by E.O. 12372, ***unless*** the RFA states something different.
17. Application Certification: select, I agree.
18. SFLLL or other Explanatory Documentation: Nothing should be uploaded here ***unless*** the RFA states to or you have specific instructions from OSP.
19. Authorized Representative: click the pencil icon on the right.

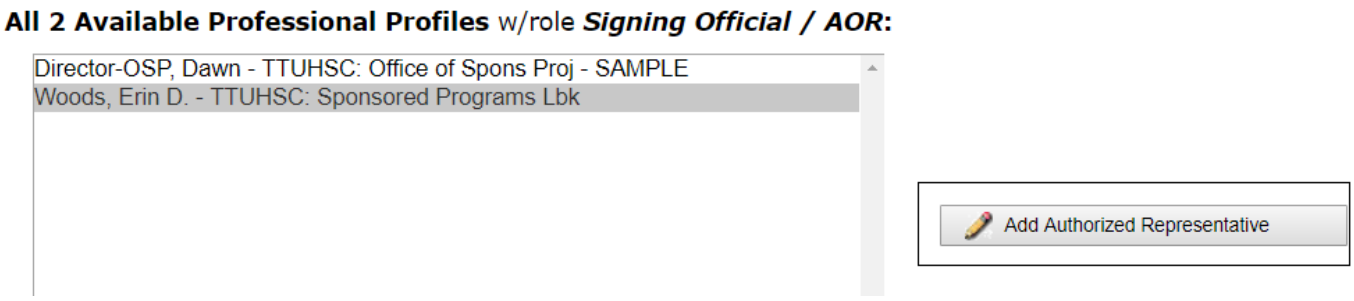


a. Click Show All

b. Ensure that Signing Official/AOR is selected as the eRA Role Filter



c. Select Erin Woods and click Add Authorized Representative.

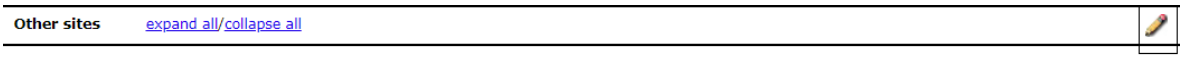


20. Pre-application: Leave this field blank unless specified by the FOA
21. Cover Letter Attachment: An attachment should only be added if applicable.

Project/Performance Site Location(s)

- This will auto-populate based on who is entered as the PI.

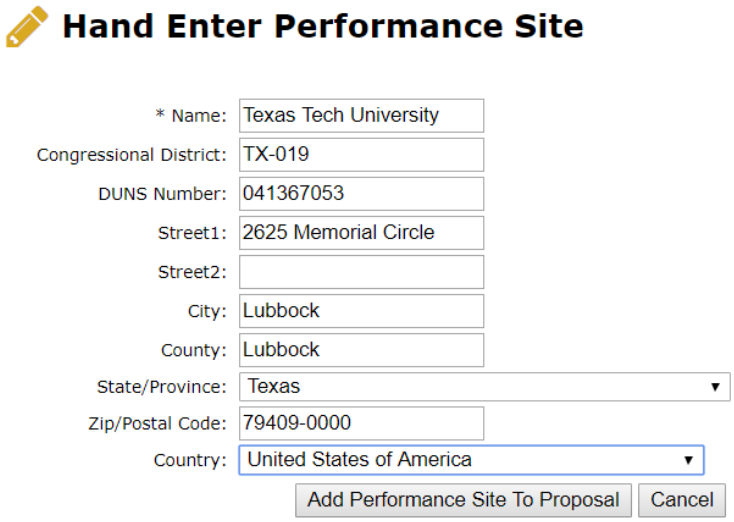
22. To add additional sites, select the pencil icon on the right.



a. You can select from the sites that are pre-filled, or you can hand-enter a performance site. *(Note: in the beginning of Cayuse, there might be a limited number of sites that are pre-filled. The OSP will be adding sites as we include them in applications.)*

- Click on Hand-Enter a Performance Site

- Completed the information, and select Add Performance Site to Proposal.



Research & Related Other Project Information

- Complete the fields as instructed

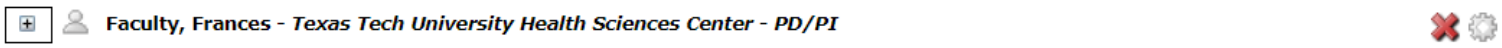
23. Human Subjects
    a. Are Human Subjects involved?
        i. Answer this section as it applies to the research.
        ii. If the answer is yes, please answer follow-up questions.
            - The TTUHSC Human Subject Assurance Number will auto-populate.
2. Vertebrate Animals:
    a. Are Vertebrate Animals used?
        i. Answer this section as it applies to the research
        ii. If the answer is yes, please answer follow-up questions.
            - The TTUHSC Animal Welfare Assurance Number will auto-populate.
3. Proprietary/Privileged Information:
    a. Is proprietary/privileged information included in this application?
        i. Answer this section as it applies to the research
        ii. If the answer to this is yes, follow the NIH instructions to mark what is proprietary.

4. Environmental Impact:
    a. Does this project have an actual or potential impact-positive or negative- on the environment?
        i. Answer this section as it applies to the research
        ii. If the answer is yes, please answer follow-up questions.
5. Historic Performance Site
    a. Is the research performance site designated, or eligible to be designated, as a historic place?
        i. Answer this section as it applies to the research
        ii. If the answer is yes, please answer follow-up question.
6. Activities/Partnerships outside the United States
    a. Does this project involve activities outside the United States or partnerships with international collaborators?
        i. Answer this section as it applies to the research
        ii. If the answer is yes, please answer follow-up questions.
        iii. If yes, attach Foreign Justification in Other Attachments as a final document.
7. Project Summary/Abstract: upload the document in PDF format as a final document, following agency formatting guidelines.
8. Project Narrative: upload the document in PDF format as a final document, following agency formatting guidelines.
9. Bibliography & References Cited: upload the document in PDF format as a final document, following agency formatting guidelines.
10. Facilities & Other Resources: upload the document in PDF format as a final document, following agency formatting guidelines.
11. Equipment: upload the document in PDF format as a final document, following agency formatting guidelines.
12. Other Attachments: Do not use unless specified in the RFA.

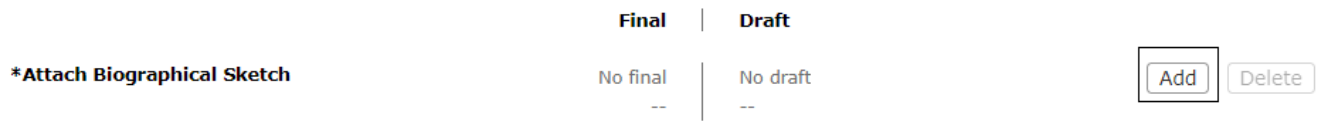
Research & Related Senior/Key Person Profile

- The information for the Principal Investigator will autopopulate.

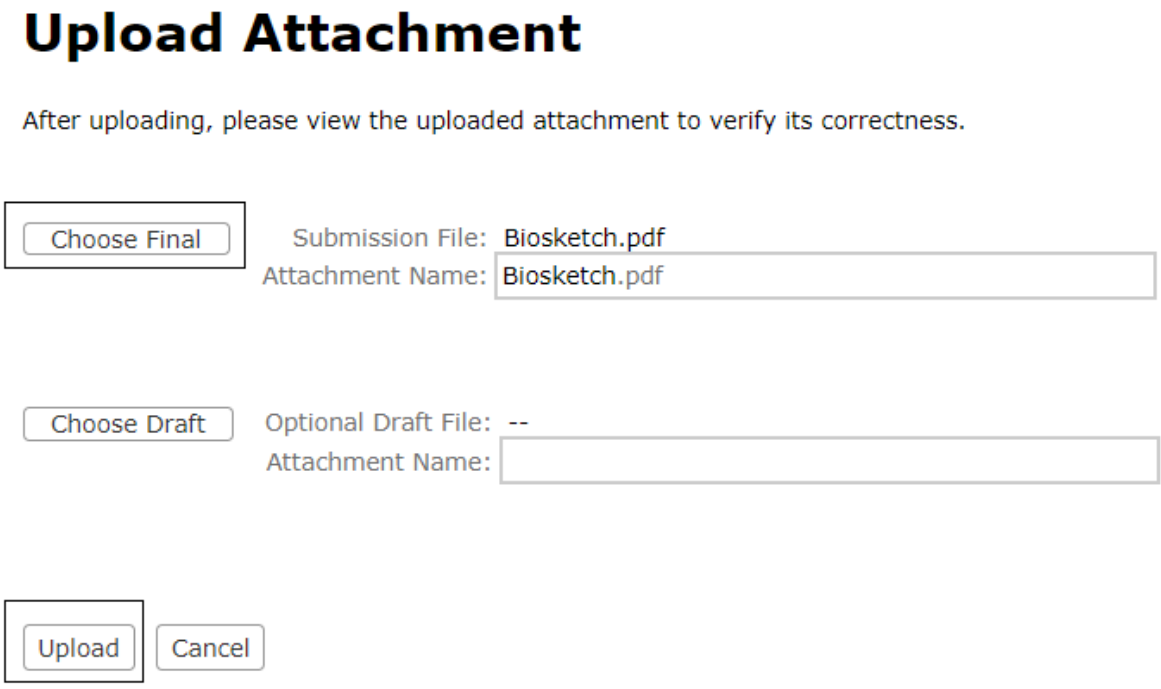
1. To upload a biosketch, select the to expand Profile.



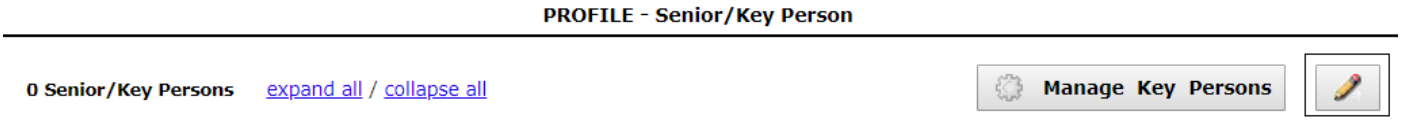
    a. Add the biosketch by selecting “Add”.



    b. Attach the PDF Biosketch as Final and select Upload.

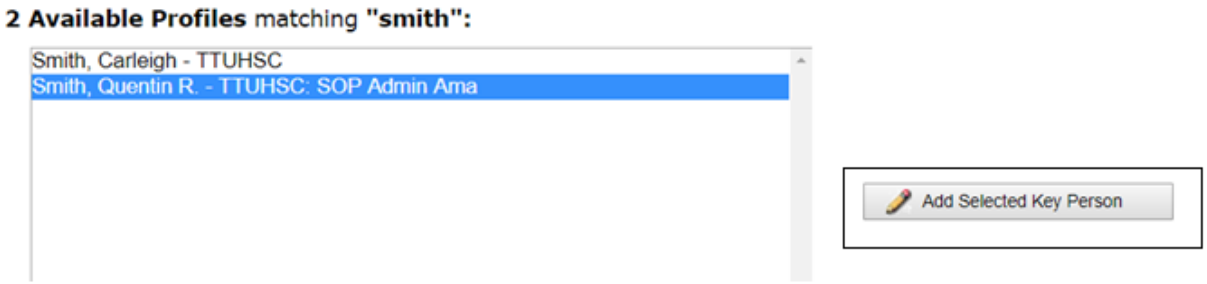


2. To add additional Key Personnel, click on the pencil icon.

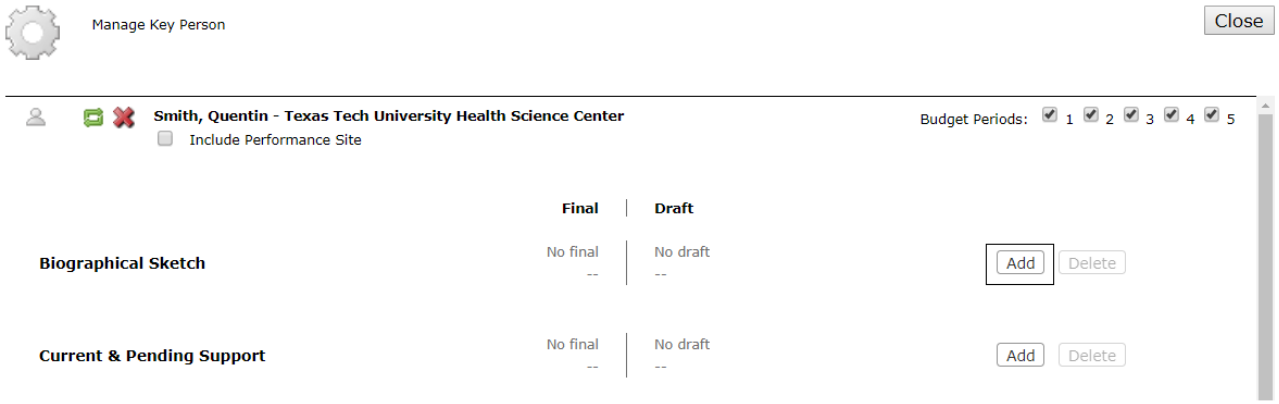


a. Search for the individual using the Search field.

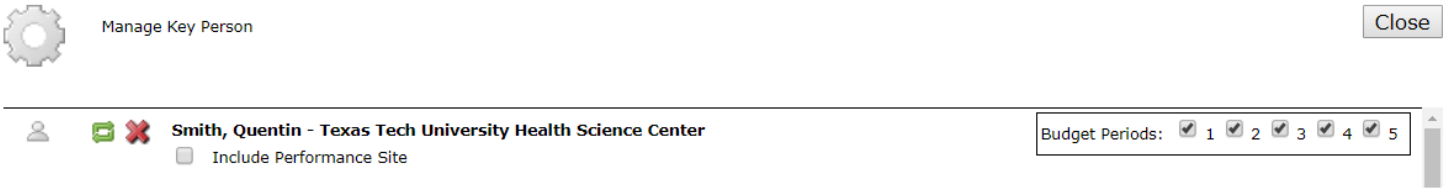
b. Select the appropriate person and Add Selected Key Person. *Note: if the TTUHSC employee is not listed, please contact the Office of Sponsored Programs.*



c. Adding this individual will take you to a box that will allow you to upload their biosketch.



i. You can also manage what budget periods this individual will be involved in.



3. Repeat steps 2a-c for each Key Personnel involved in the project.

Budget

*** TTUHSC OSP recommends the completion of the R&R Budget in Cayuse 424 even if you will submit a Modular Budget to the NIH. While completing the R&R budget form, the Modular Budget form is being autofilled. This will prevent you from having to send OSP an internal budget for Modular Budgets. All information OSP needs will be provided in Cayuse 424.

Research and Related Budget

- Complete the fields as instructed.
    1. Update Key Persons listed in the Budget.
        a. Insert the calendar months for each key personnel.
        b. Salaries and fringes will pre-populate from banner.
            i. To adjust for the salary cap, simply override the **Cal Salary** field for each individual over the current DHHS Salary Cap.

Project Role	Base Salary ($)	Cal. Salary ($)	Acad. Salary ($)	Sum. Salary ($)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary ($)	Fringe Benefits ($)	Funds Req. ($)
PD/PI	192,300	192,300	0	0	2.400			38,460	12,307	50,767

2. Add Other Personnel
    a. To calculate fringe benefits, please use the fringe calculator on the OSP website, or the fringe projector from FISM.

B. Other Personnel

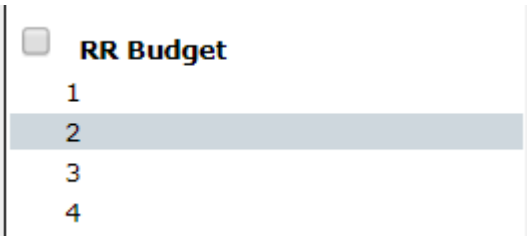
* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary ($)	* Fringe Benefits ($)	* Funds Requested ($)
1	Post Doctoral Associates	6.00			25,000	7,500	32,500
1	Graduate Students	3.00			12,500	5,500	18,000
	Undergraduate Students						
	Secretarial / Clerical						
1	Technician	6.00			15,000	4,500	19,500

Total Number Other Personnel: 3

Indirect Cost Types for Sections A and B Above:
Req. Salary: Organized
Fringe: Organized

Total Other Personnel: 70,000
Total Salary, Wages and Fringe Benefits (A+B): 171,534

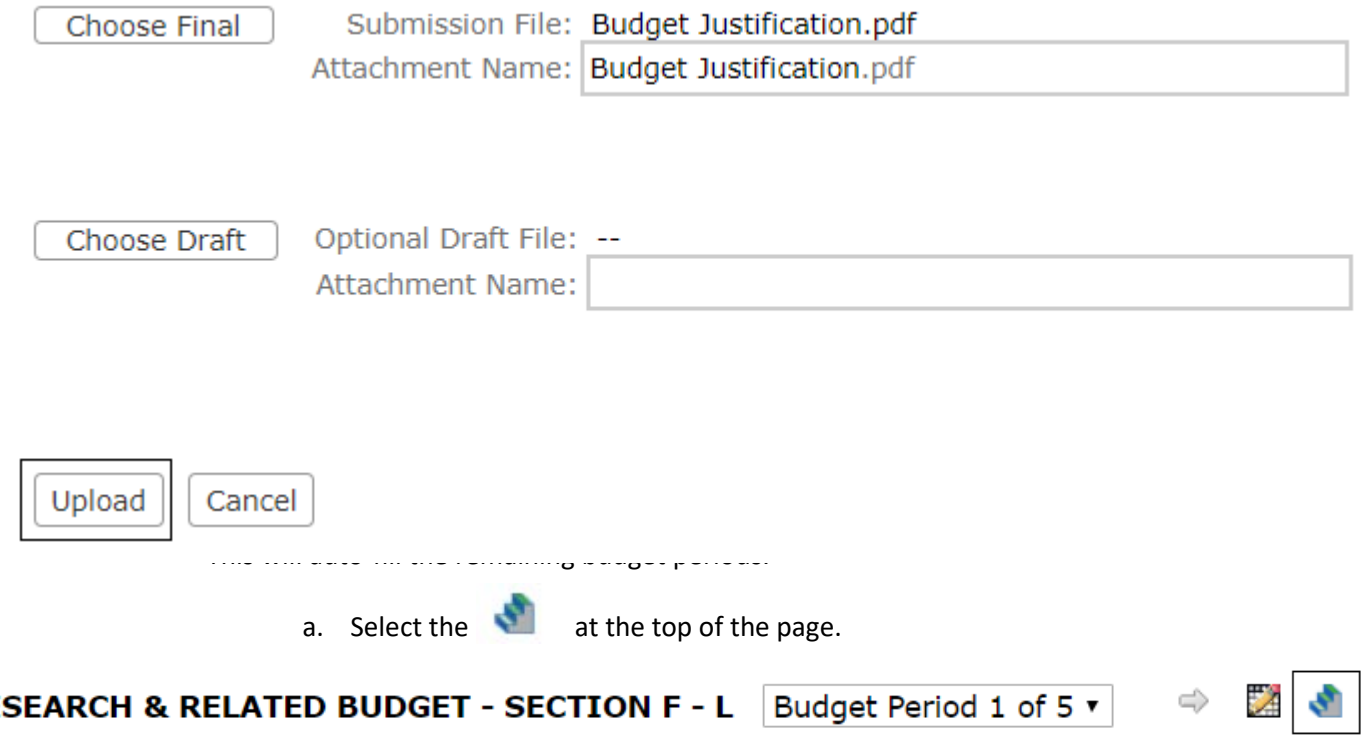
3. Move through the budget pages by using the toolbar on the left hand side.



4. Attach the budget justification from page 3 of the budget.

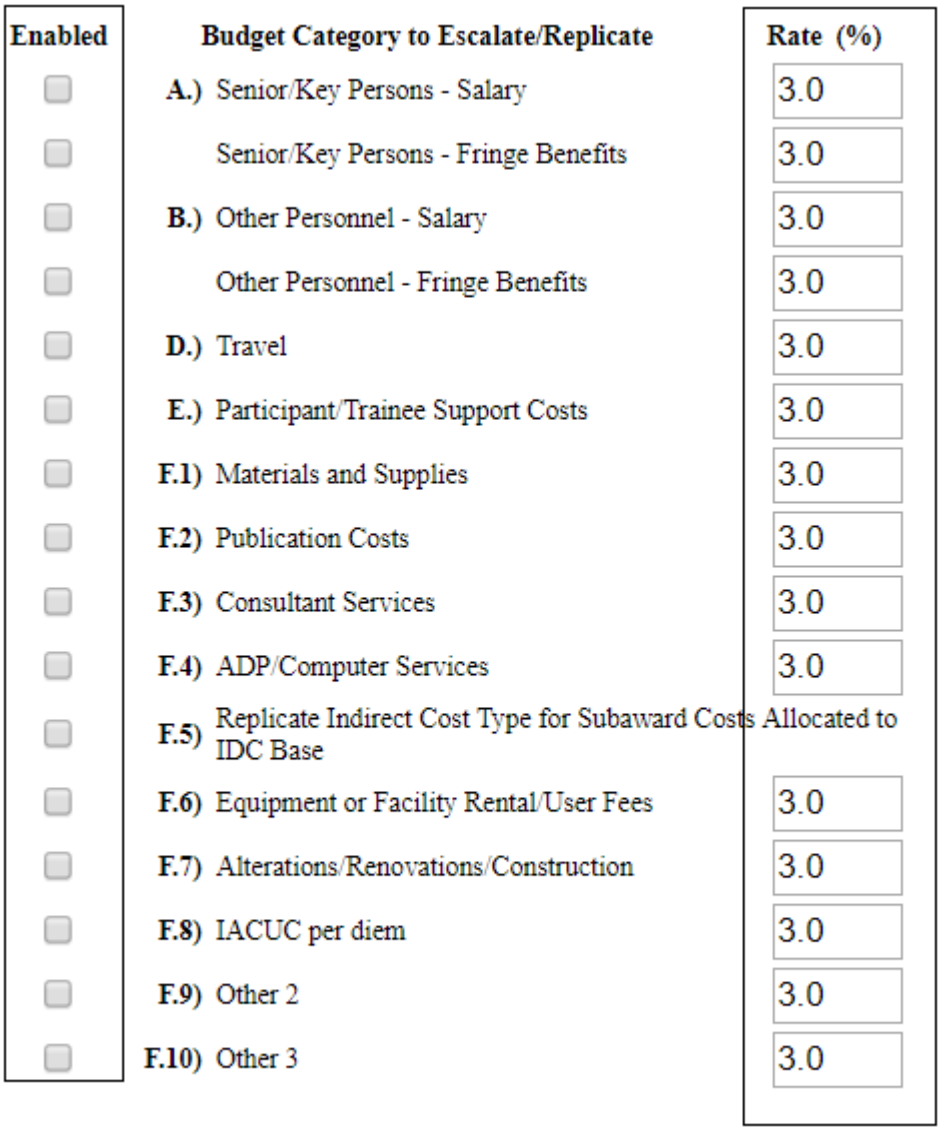
	Final	Draft	
L. * Budget Justification (Only attach one file)	No final --	No draft --	Add Delete

    a. Upload a PDF file as Final and click Upload.

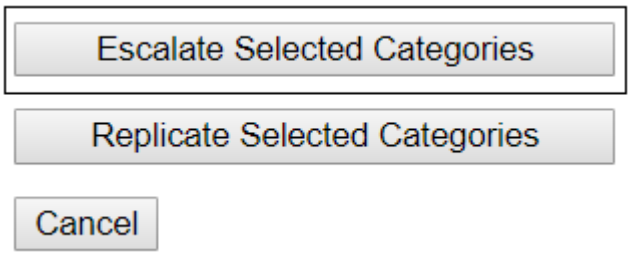


a. Select the at the top of the page.

b. Select which budget categories you want to escalate and enter the percentage you want to increase it by. *Note: if you don't want to escalate any categories, skip to 6.e. If you choose to only escalate certain categories complete steps 6.a-d, and then follow steps 6.e-g to replicate the remaining categories or manually enter those categories in years 2-5.*



d. Select Escalate Selected Categories.

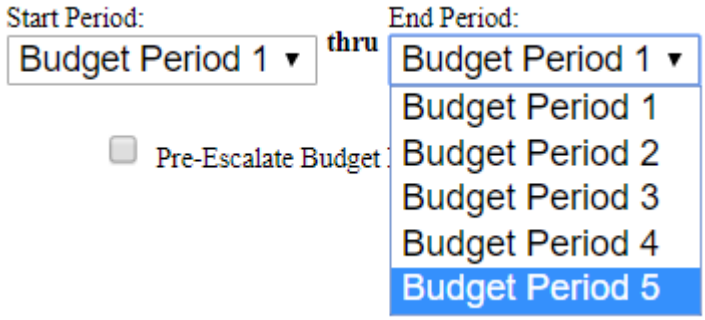


e. Select which budget categories you want to replicate.

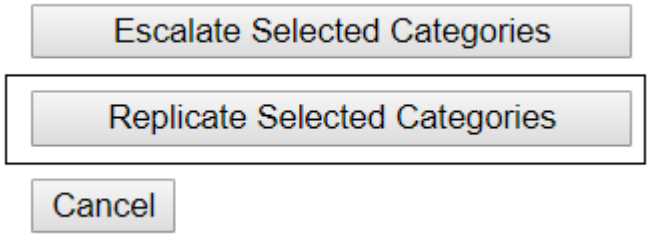
Enabled	Budget Category to Escalate/Replicate	Rate (%)
☐	**A.)** Senior/Key Persons - Salary	3.0
☐	Senior/Key Persons - Fringe Benefits	3.0
☐	**B.)** Other Personnel - Salary	3.0
☐	Other Personnel - Fringe Benefits	3.0
☐	**D.)** Travel	3.0
☐	**E.)** Participant/Trainee Support Costs	3.0
☐	**F.1)** Materials and Supplies	3.0
☐	**F.2)** Publication Costs	3.0
☐	**F.3)** Consultant Services	3.0
☐	**F.4)** ADP/Computer Services	3.0
☐	**F.5)** Replicate Indirect Cost Type for Subaward Costs Allocated to IDC Base	
☐	**F.6)** Equipment or Facility Rental/User Fees	3.0
☐	**F.7)** Alterations/Renovations/Construction	3.0
☐	**F.8)** IACUC per diem	3.0
☐	**F.9)** Other 2	3.0
☐	**F.10)** Other 3	3.0

select all | unselect all

f. Select the End Budget Period that you want to escalate through.

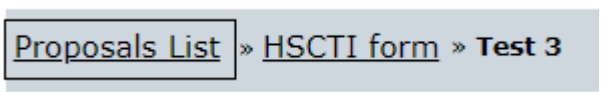


g. Select Replicate Selected Categories.

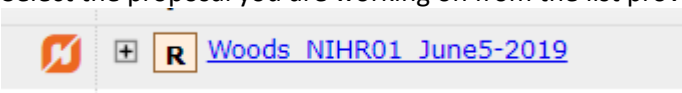


PHS Human Subjects and Clinical Trials Information

1. Research & Related Other Project information:
    a. This information is pulled from what you answered in the Research and Related Other Project Information for your reference.
2. Human Subjects Involvement:
    a. If Yes to Human Subjects add a "Study Record" for each proposed study.
        - Add a Study Record for each proposed study.
            - Click "Add New Study"
            - Enter in Review Study Title and select "Add New Study." This will pull up the Study Record: PHS Human Subjects and Clinical Trials Information Form.
            - Section 1- Basic Information
                - Answer this section as it applies to the research.
            - Section 2- Study Population Characteristics.
                - Answer this section as it applies to the research.
            - Section 3- Protection and Monitoring Plans
            - Answer this section as it applies to the research.
            - Section 4- Protocol Synopsis
                - Answer this section as it applies to the research.
            - Section 5- Other Clinical Trial-Related Attachments
            - Please refer to the FOA for special instructions or guidelines.
        - Use the breadcrumbs at the top of the page to navigate back to the proposal.



Select the proposal you are working on from the list provided.

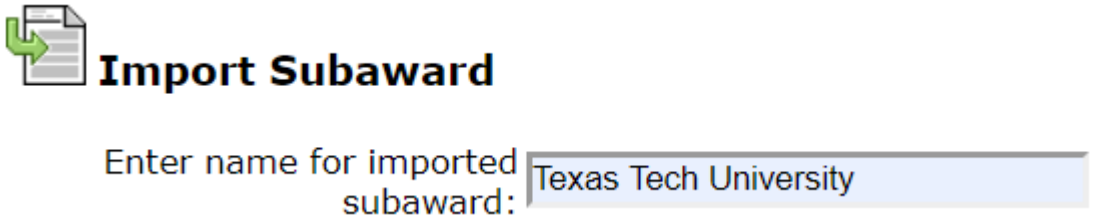


R&R Subaward Budget Attachment Form

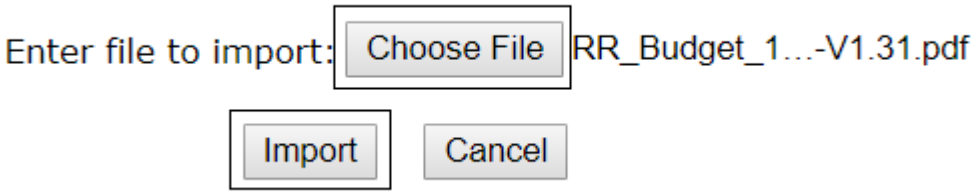
- OSP recommends downloading the R&R budget form from the OSP website and sending it to your subrecipient institutions for completion. If your subaward institution doesn't complete the R&R Budget form you will have to enter all of the data into Cayuse. Skip to step 2 to Create a Subaward and manually enter the data.

1. To import a completed R&R Budget PDF, click Import Subaward.

a. Name the Subaward. *Note: best practice would be to use the Institution's name.*



b. Choose the complete R&R Budget form, and click import.



c. Ensure the dates for the Prime and Subaward match, and click Link in Subaward.

Texas Tech University

Ensure subaward periods align with those of the prime:

	Prime		Subaward
Period	**Start Date**	**Start Date**	**End Date**
1	04/01/2020	04/01/2020	03/31/2021
2	04/01/2021	04/01/2021	03/31/2022
3	04/01/2022	04/01/2022	03/31/2023
4	04/01/2023	04/01/2023	03/31/2024
5	04/01/2024	04/01/2024	03/31/2025

Subaward budgets match the prime and will not be updated during link.

Link in Subaward | Cancel

d. You will get a new pop up letting you know that Cayuse imported the Key Person Profile and the Project/Performance Site Location. Select Finish.

Importing Key Persons & Performance Sites
From Subaward: *Texas Tech University*

Finish

Complete.

e. If there are errors in Cayuse 424, please complete the information required. You can view the errors by click on the Error/Warning/Info box at the bottom of the screen.

Error (9) / Warning (1) / Info (0) | NIH

Error: [PerformanceSites 0] Street1 is mandatory
Error: [PerformanceSites 0] City is mandatory
Error: [PerformanceSites 0] Country is mandatory
Error: [Key Person 1] Phone Number must be filled in
Error: [Key Person 1] Email must be filled in
Error: [Key Person 1] Street1 must be filled in

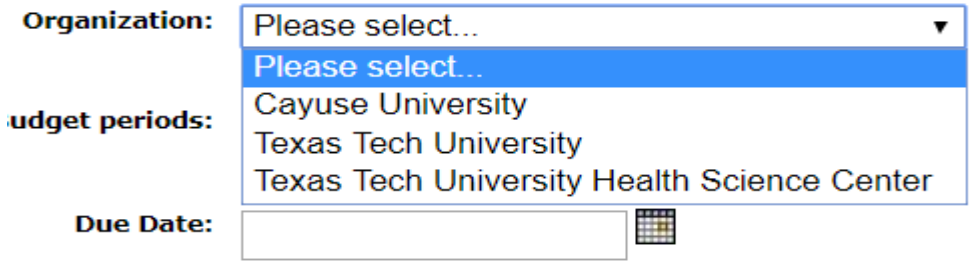
f. Once you've corrected all errors, use the breadcrumbs at the top of the page to navigate back to the Prime budget.

g. Repeat steps 1. a-f for each subaward.

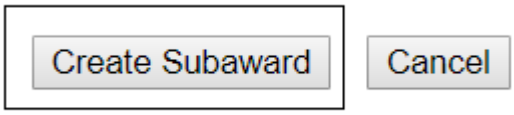
2. If your Subaward Institution **did not** provide a completed R&R budget form click Create Subaward.

a. Name the subaward.

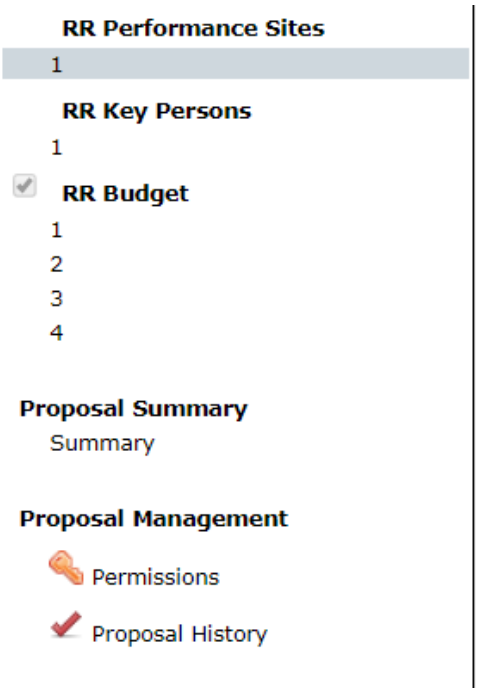
b. Select the Organization. *Note: If the institution is not listed, please skip this step and email sponsoredprograms@ttuhsc.edu the institution name and DUNS number. OSP will add the institution. In the meantime, you can proceed to complete the required budget.*



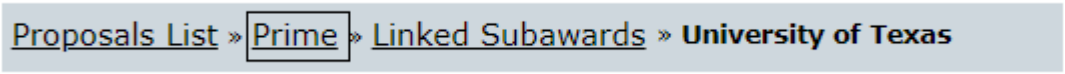
c. Enter the Due Date.
d. Click Create Subaward.



e. This will open up 3 documents to be completed; RR Performance Site, RR Key Persons and RR Budget.



f. Complete all of the information for the subaward institution on these 3 pages. After, use the breadcrumbs at the top of the page to navigate back to the prime documents.



g. Repeat steps 2. a-f for each subaward.

PHS 398 Cover Page Supplement

1. Vertebrate Animals Section
    a. Answer this section according to the research being conducted.
2. Program Income Section
    a. Answer 'yes' to this section only if program income is anticipated as part of the research. Otherwise answer 'no'.
3. Human Embryonic Stem Cells Section
    a. Answer 'yes' to this section only if human embryonic stem cells will be part of the research. Otherwise answer 'no'.
4. Inventions and Patent Section (for Renewal applications)
    a. Answer this section only if this application is a renewal.
5. Change of Investigator/ Change of Institution Section
    a. Answer this section only if it applies.

PHS 398 Research Plan

To upload documents to each of these sections click Add and then Choose Final

****Only documents uploaded as 'Final' will go to the agency. ****

0. Composite do not use
1. Introduction to Application

    a. This must be completed for Resubmissions and Revisions **only.**
2. Specific Aims
    a. This mandatory document has a one page maximum
3. Research Strategy
    a. This document is required
    b. Please follow the link below for page limits:
        i. https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm
    c. Please refer to the FOA for any special instructions or guidelines.
4. Progress Report Publication List
    a. Only required if the application is a renewal.
5. Vertebrate Animals
    a. Only required if applicable to the research.
6. Select Agent Research
    a. Only required if applicable to the research.
7. Multiple PD/PI Leadership Plan
    a. This attachment is only required when multiple PD/PIs are involved in the grant.
8. Consortium/Contractual Arrangements
    a. This attachment is only needed if subrecipients are involved, but it is not required.
9. Letters of Support
    a. Combine all letters of support into a single PDF document and attach here.
10. Resource Sharing Plan
    a. Usually **only required of budget exceeds $500,000 or more in direct costs** in any budget period.
    b. One paragraph description of how final data will be shared
    c. Specific FOAs may require that all applicants include this regardless of the budget request.
11. Authentication of Key Biological and/or Chemical Resources
    a. Only required if applicable to the research
    b. One page limit
12. Appendix
    a. Refer to FOA guidelines or https://grants.nih.gov/grants/how-to-apply-application- guide/forms-e/general/g.400-phs-398-research-plan-form.htm

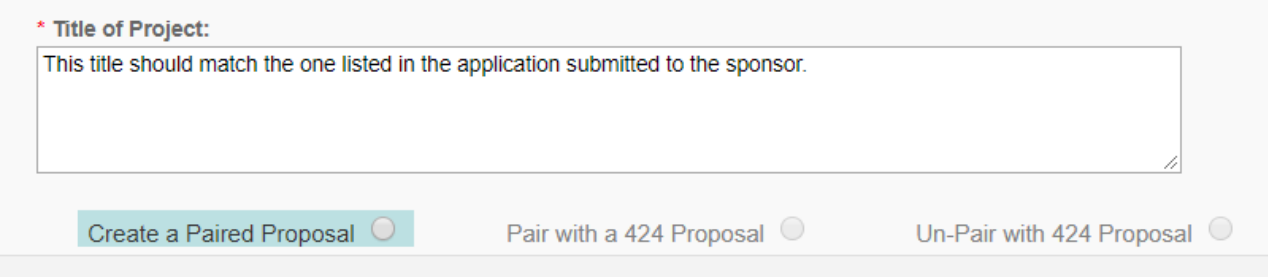
PHS Assignment Request Form

1. Use only if you wish to make specific assignment or review requests. For more information please visit: https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.600-phs-assignment-request-form.htm

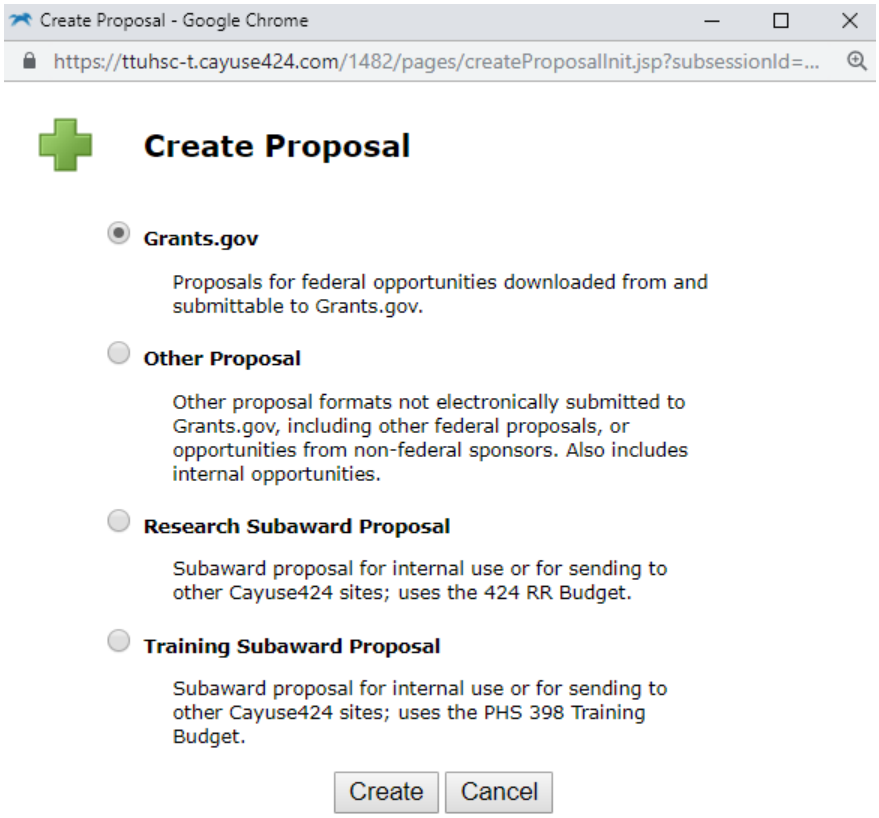
Department of Defense grants

- For submission of proposals to most DoD funding opportunities.

1. From the General Information tab in Cayuse SP, click “Create a Paired Proposal”.



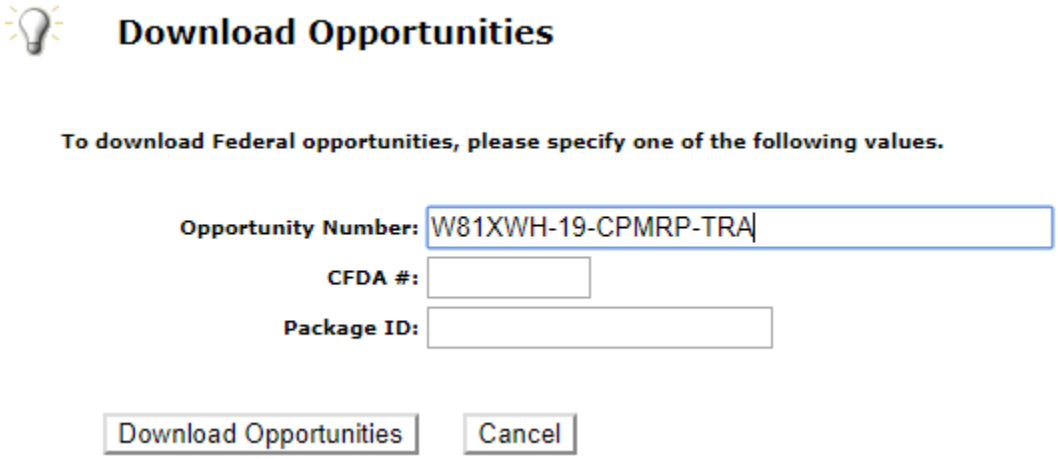
   a. This will bring up a pop-up to Create a Proposal in Cayuse 424.
   b. Select Grants.gov and click “Create.”



   c. Search for the Opportunity Number you wish to apply to. *Note: If the opportunity is not there, it may not have been downloaded into our Cayuse 424 yet. You will need to download the opportunity before it can be viewed in Cayuse 424. To download an opportunity:*

      i. Click the Download Opportunities button at the top of the page.

ii. You'll see a new window showing the Download Opportunities dialog:

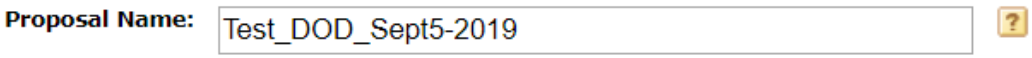


iii. Enter the Opportunity number or the CFDA Number. You must enter the number exactly how it is provided, including any hyphens.

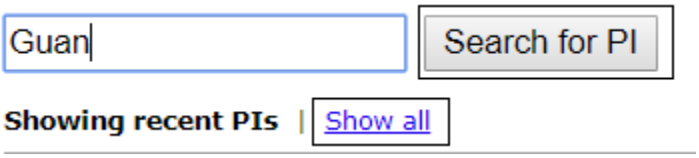
iv. Click Download Opportunities. This will download any opportunities related to that opportunity number or CFDA Number.

d. Click on the to create a proposal to that Opportunity

i. The Proposal Name is pulled in from Cayuse SP "Short Name"

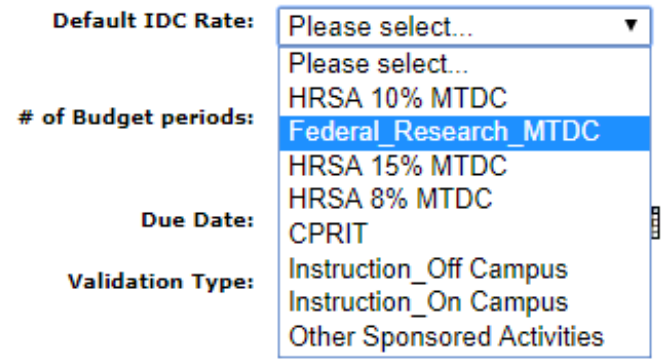


ii. Search for PI by typing in the PI name and clicking "Search for PI" or show all

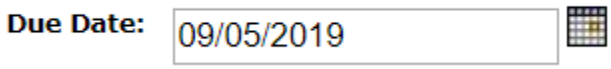


iii. The Organization will default to TTUHSC.

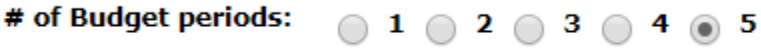
iv. Select the Default IDC Rate. *(Note: Check the RFA or Program Announcement for any IDC restrictions.)* *****For most DoD Proposals you will select "Federal_Research_MTDC"***



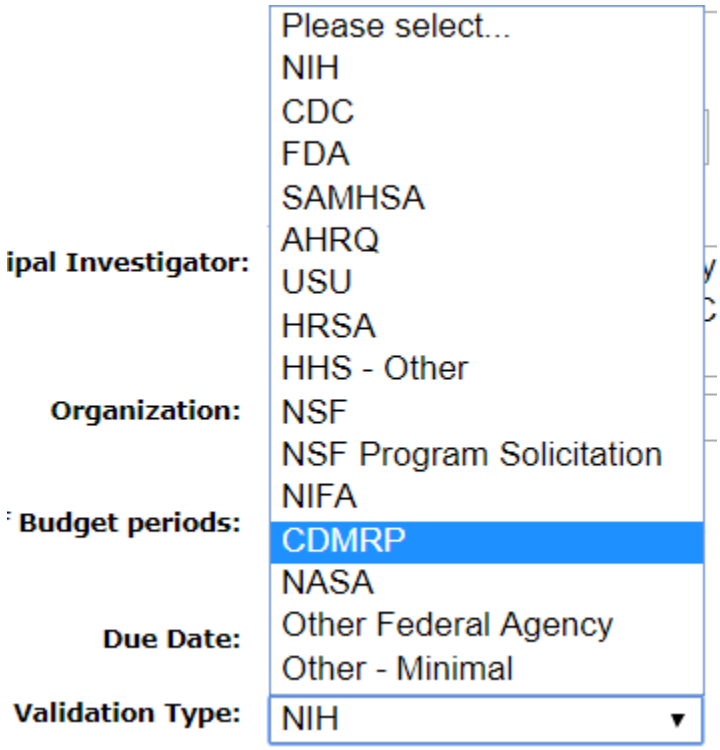
v. Select the # of budget periods



vi. The due date will pull in from Cayuse SP.



vii. Select the Funding Agency for Validation Type.

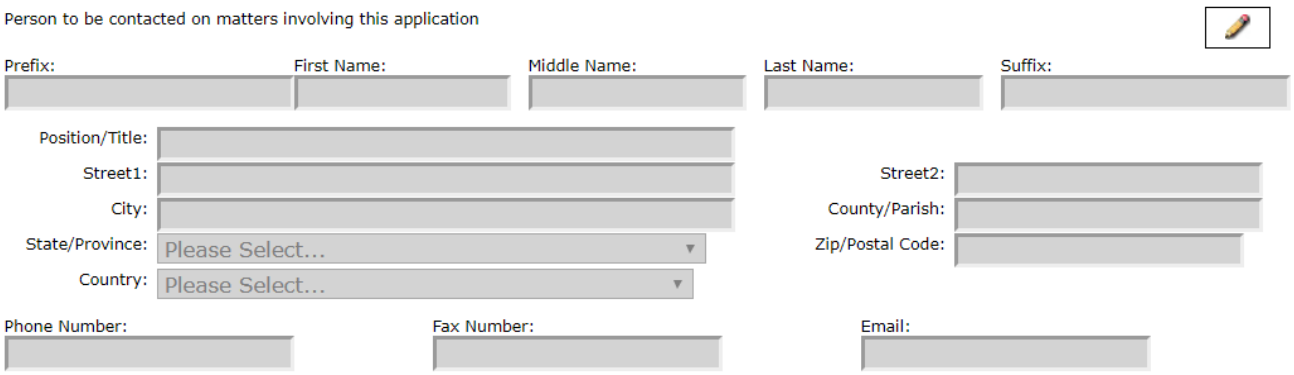


viii. Select “Create Proposal”

SF 424 R&R

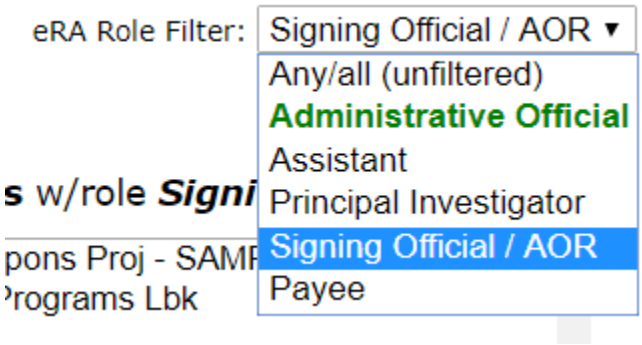
- Complete the fields as instructed.

1. Type of Submission
    a. Pre-application: not used unless specified by funding opportunity announcement (FOA)
    b. Application: most commonly used for new and other applications
    c. Changed/Corrected: This will only be checked if a correction is being made after the application was submitted to the agency. * This will only be used by OSP
        - Changed and corrected applications must be submitted before the agency application deadline.
2. Date submitted:
    a. Date submitted: leave this field blank. It will auto-populate when submitted to the agency.
    b. Applicant Identifier: leave this field blank.
3. Date Received by State:
    a. Date Received by State: leave this field blank.
    b. State Application Identifier: leave this field blank.
4. Identifiers:
    a. Federal Identifier: enter the eBRAP log number in this field.
    b. Agency Routing Identifier: leave this field blank.
    c. Previous Grants.gov Tracking ID: This field will only be filled in if it is a Changed/Corrected application.
        - This will usually be filled in by OSP.
5. Applicant Information: This will be auto-populated.
    a. Person to be contacted on matters involving this application *(Note: For DoD applications, this must always be Erin Woods)*
        - Select the pencil icon to the right.

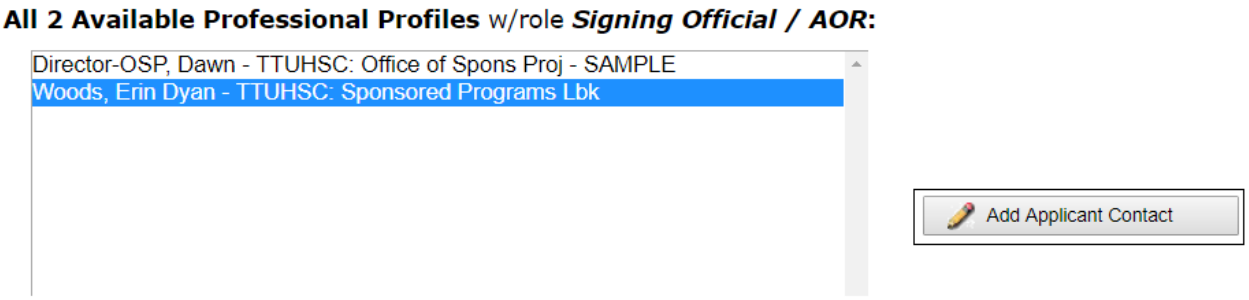


- Search by name, or select Show All to scroll through names

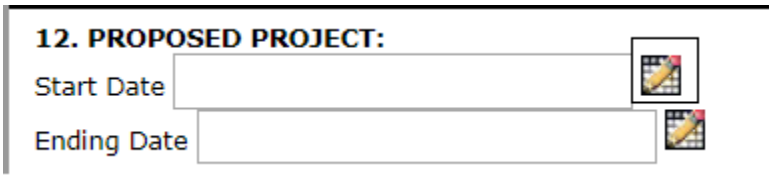
- If you select Show All, you can filter the names by eRA Role
- Select Administrative Official for a list of GMS in OSP.



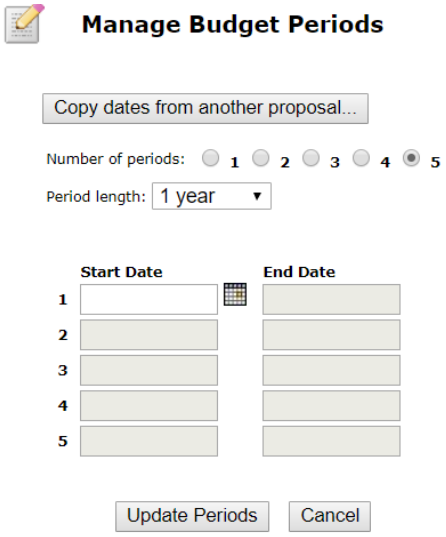
- Once Erin Woods is selected click Add Applicant Contact. All contact info for your GMS will be auto-populated.



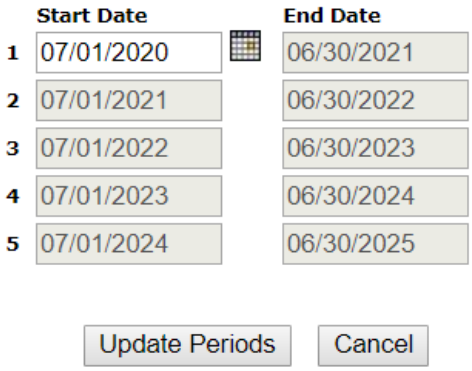
6. Employer Identification Number: This will auto-populate
7. Type of Applicant: This will auto-populate
8. Type of Application: Choose the type of application that is being submitted.
    a. Answer yes or not to whether the application is being submitted to other agencies.
9. Name of Federal Agency: This will auto-populate based on the Opportunity selected.
10. Catalog of Federal Domestic Assistance Number:
    a. CFDA Number: This field will be pre-populated.
    b. CFDA Title: This field will be pre-populated.
11. Descriptive Title of Applicant's Project: This should match the title that was entered into Cayuse IPF on the General Information tab.
12. Proposed Project: Please make sure the dates selected adhere to the agency guidelines and match the dates entered into the Cayuse IPF
    a. Select the Pencil icon to Manage Project Period Dates.



b. You can copy dates from another proposal, or select the number of budget periods, the length of the budget periods, and enter the start date.



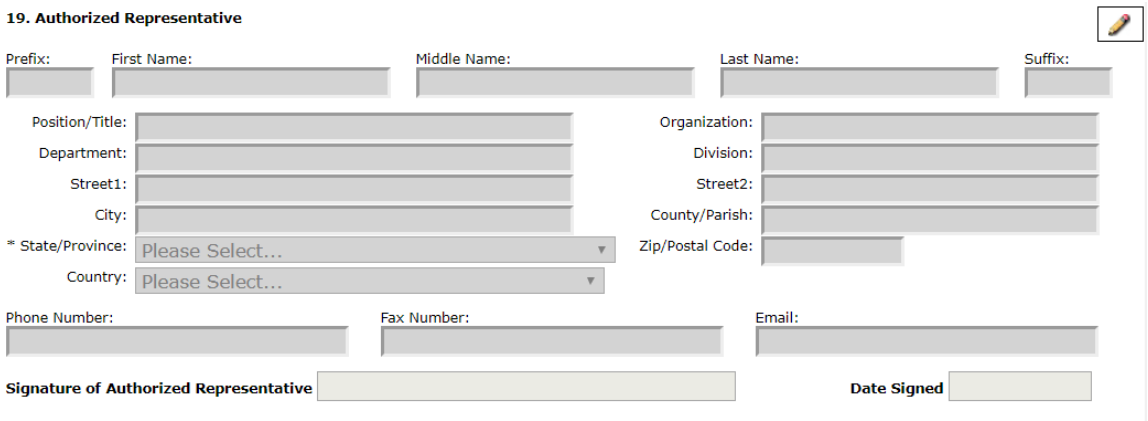
- To enter the start date select the calendar icon or type in the date. Once you enter the start date and click out of the box, the system will autofill the end dates, as well as the rest of the budget periods.



- Select Update Periods.

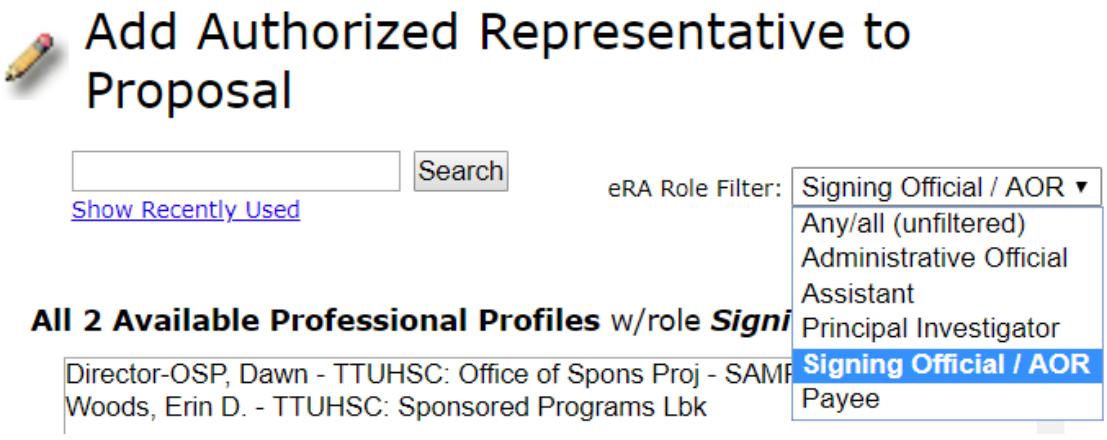
13. Congressional District: This will auto-populate
14. Project Director/Principal Investigator Contact Information: This will auto-populate based on the PI you selected in 1.d.ii.
15. Estimated Project Funding: This will auto-populate when the budget is complete.
16. Is this Application Subject to Review by State Executive Order 12372 Process?: Applicants should select No, Program is not covered by E.O. 12372, ***unless*** the RFA states something different.

17. Application Certification: select, I agree.
18. SFLLL or other Explanatory Documentation: Nothing should be uploaded here ***unless*** the RFA states to or you have specific instructions from OSP.
19. Authorized Representative: click the pencil icon on the right.



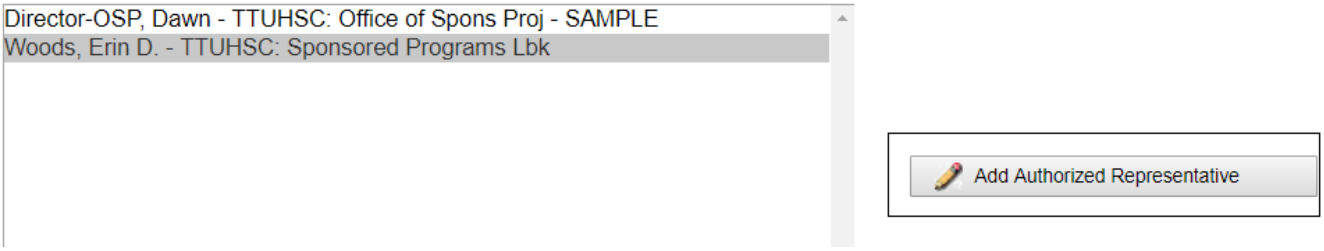
a. Click Show All

b. Ensure that Signing Official/AOR is selected as the eRA Role Filter



c. Select Erin Woods and click Add Authorized Representative.

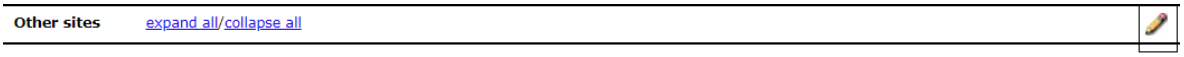
All 2 Available Professional Profiles w/role ***Signing Official / AOR*:**



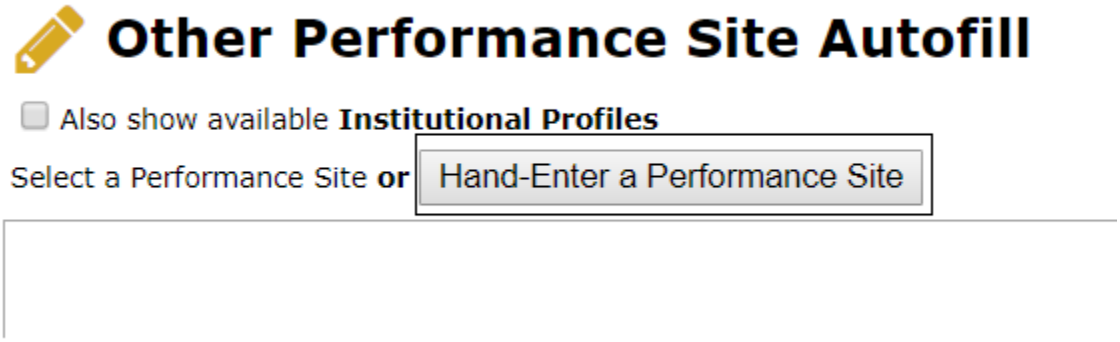
20. Pre-application: Leave this field blank unless specified by the FOA
21. Cover Letter Attachment: An attachment should only be added if applicable.

Project/Performance Site Location(s)

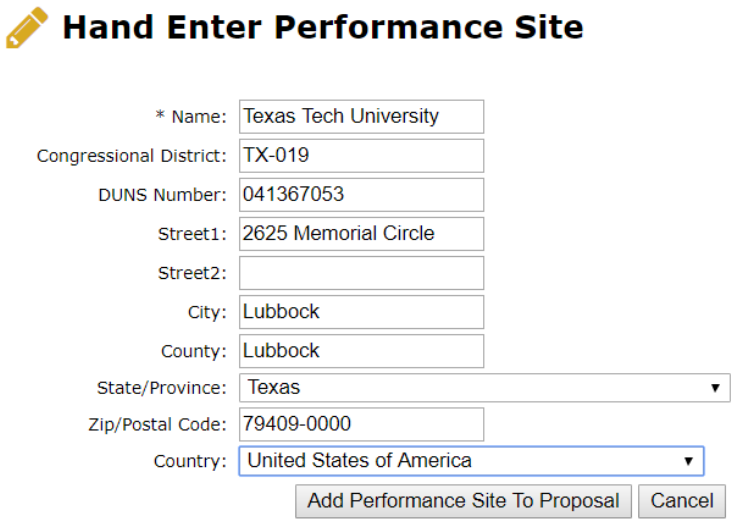
- This will auto-populate based on who is entered as the PI.
    1. To add additional sites, select the pencil icon on the right.



    a. You can select from the sites that are pre-filled, or you can hand-enter a performance site. *(Note: in the beginning of Cayuse, there might be a limited number of sites that are pre-filled. The OSP will be adding sites as we include them in applications.)*
        - Click on Hand-Enter a Performance Site

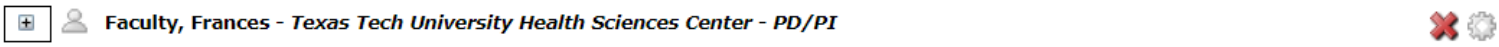


        - Completed the information, and select Add Performance Site to Proposal.

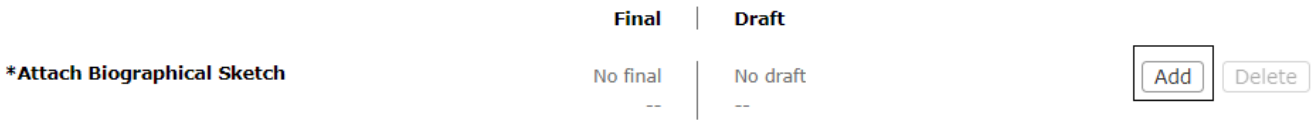


Research & Related Senior/Key Person Profile

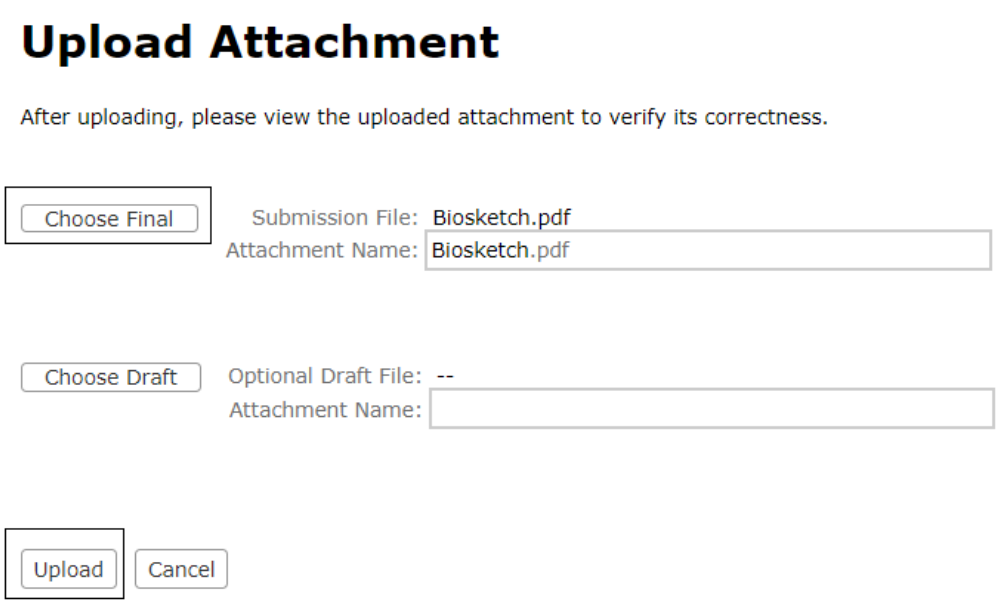
- The information for the Principal Investigator will auto-populate. The DoD ***requires*** that a biosketch and current and pending support be uploaded for all Senior/Key Personnel.
    1. To upload a biosketch, select the ⊞ to expand the Profile.



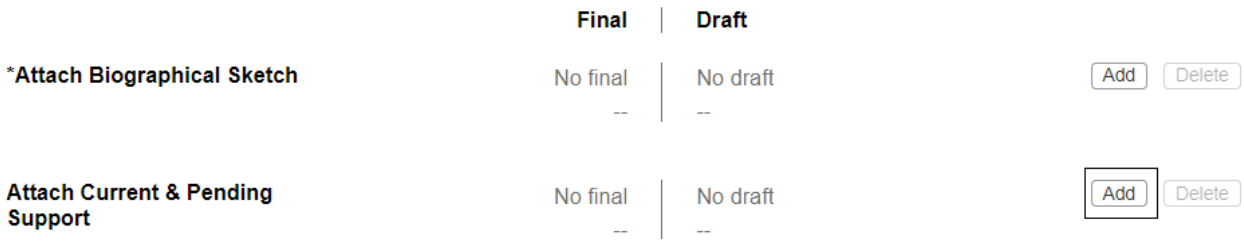
a. Add the biosketch by selecting "Add".



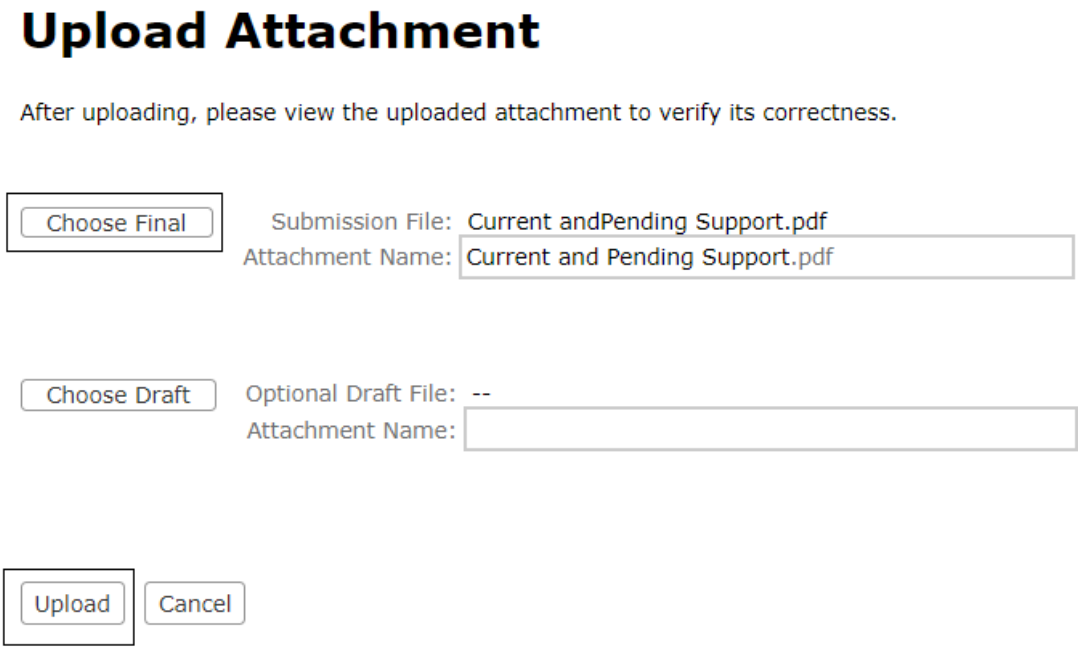
b. Attach the PDF Biosketch as Final and select Upload.



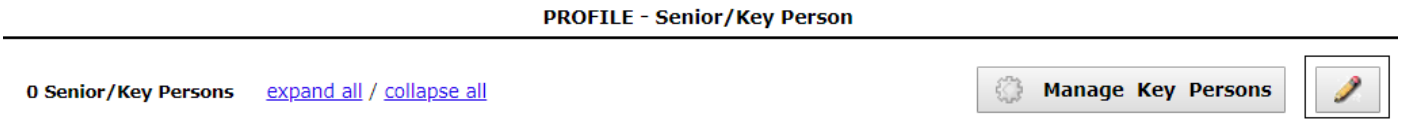
b. Add the Current and Pending Support file by clicking “Add”.



c. Attach the PDF Current and Pending Support as Final and select Upload.

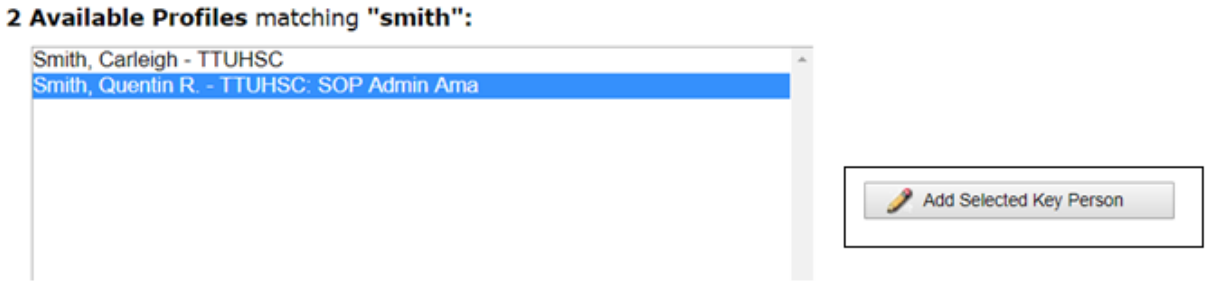


2. To add additional Key Personnel, click on the pencil icon.

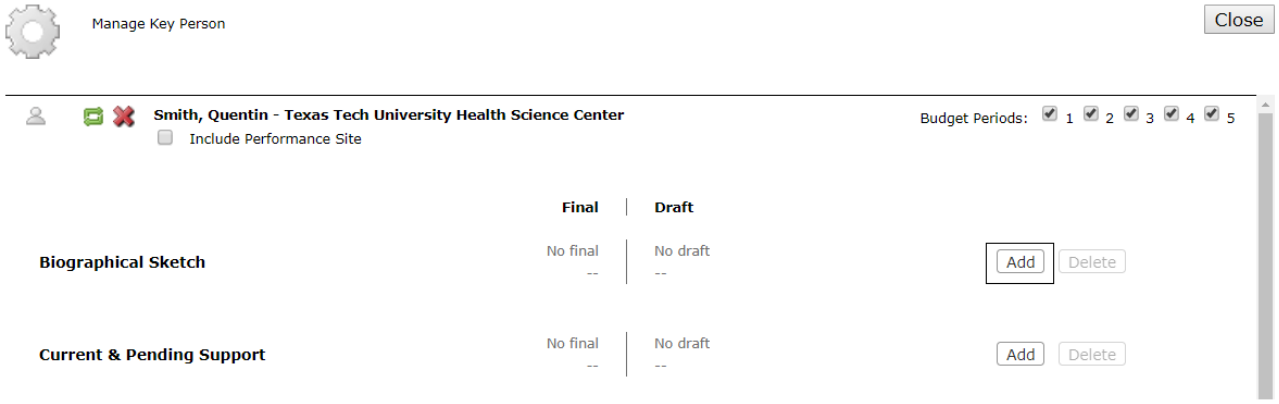


a. Search for the individual using the Search field.

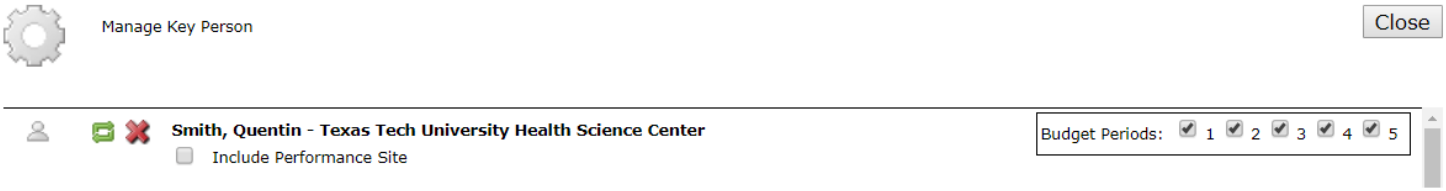
b. Select the appropriate person and Add Selected Key Person. *Note: if the TTUHSC employee is not listed, please contact the Office of Sponsored Programs.*



c. Adding this individual will take you to a box that will allow you to upload their biosketch.



i. You can also manage what budget periods this individual will be involved in.



3. Repeat steps 1a-d for each Key Personnel involved in the project.

Research & Related Personal Data

1. Complete this page with Personal Data on all PD/PIs involved in the project.

Research & Related Budget

- Complete the fields as instructed.

1. Update Key Persons listed in the Budget.
   a. Insert the calendar months for each key personnel.
   b. Salaries and fringes will pre-populate from banner.

2. Add Other Personnel
    a. To calculate fringe benefits, please use the fringe calculator on the OSP website, or the fringe projector from FISM.

B. Other Personnel

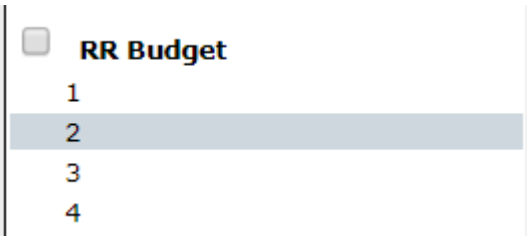
* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary ($)	* Fringe Benefits ($)	* Funds Requested ($)
1	Post Doctoral Associates	6.00			25,000	7,500	32,500
1	Graduate Students	3.00			12,500	5,500	18,000
	Undergraduate Students						
	Secretarial / Clerical						
1	Technician	6.00			15,000	4,500	19,500

Total Number Other Personnel: 3

Indirect Cost Types for Sections A and B Above:
Req. Salary: Organized ▾ **Fringe:** Organized ▾

Total Other Personnel 70,000
Total Salary, Wages and Fringe Benefits (A+B) 171,534

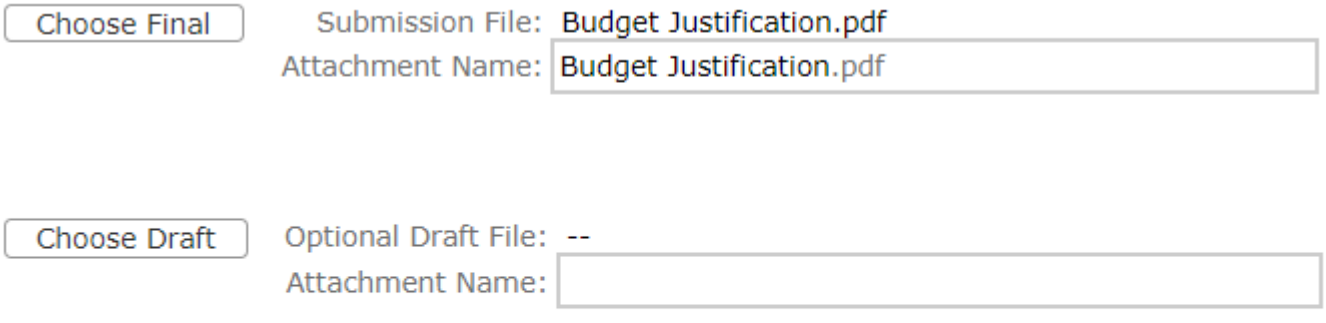
3. Move through the budget pages by using the toolbar on the left-hand side.



4. Attach the budget justification from page 3 of the budget.

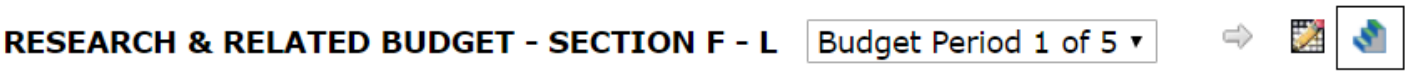
	Final	Draft	
L. * Budget Justification (Only attach one file)	No final --	No draft --	Add Delete

    a. Upload a PDF file as “Final” and click Upload.



5. When you've finished adding in Year 1 expenses, you can Escalate and Replicate budget fields. This will auto-fill the remaining budget periods.

   a. Select the at the top of the page.

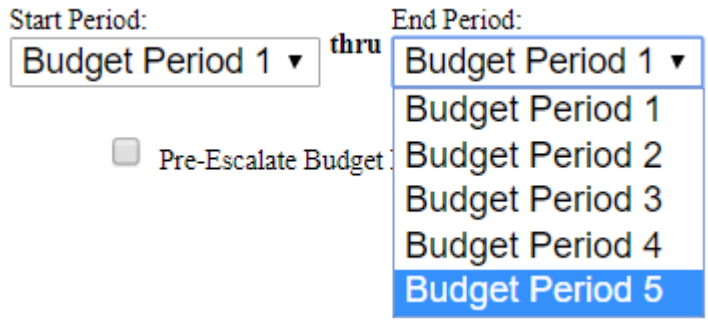


   b. Select which budget categories you want to escalate and enter the percentage you want to increase it by. *Note: if you don't want to escalate any categories, skip to 6.e. If you choose to only escalate certain categories complete steps 6.a-d, and then follow steps 6.e-g to replicate the remaining categories or manually enter those categories in years 2-5.*

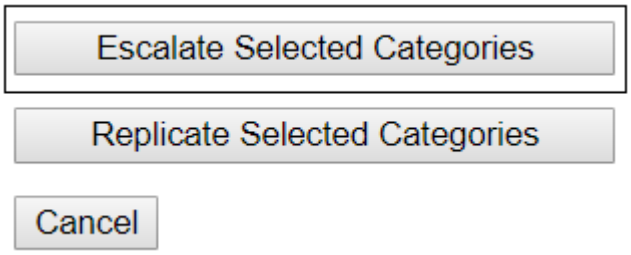
Enabled	Budget Category to Escalate/Replicate	Rate (%)
☐	**A.)** Senior/Key Persons - Salary	3.0
☐	Senior/Key Persons - Fringe Benefits	3.0
☐	**B.)** Other Personnel - Salary	3.0
☐	Other Personnel - Fringe Benefits	3.0
☐	**D.)** Travel	3.0
☐	**E.)** Participant/Trainee Support Costs	3.0
☐	**F.1)** Materials and Supplies	3.0
☐	**F.2)** Publication Costs	3.0
☐	**F.3)** Consultant Services	3.0
☐	**F.4)** ADP/Computer Services	3.0
☐	**F.5)** Replicate Indirect Cost Type for Subaward Costs Allocated to IDC Base	
☐	**F.6)** Equipment or Facility Rental/User Fees	3.0
☐	**F.7)** Alterations/Renovations/Construction	3.0
☐	**F.8)** IACUC per diem	3.0
☐	**F.9)** Other 2	3.0
☐	**F.10)** Other 3	3.0

select all | unselect all

c. Select the End Budget Period that you want to escalate through.



d. Select Escalate Selected Categories.

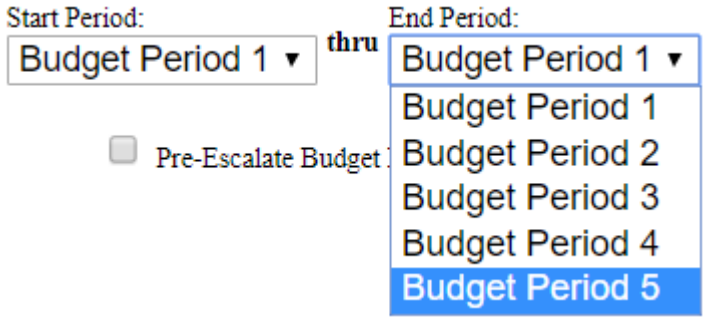


e. Select which budget categories you want to replicate.

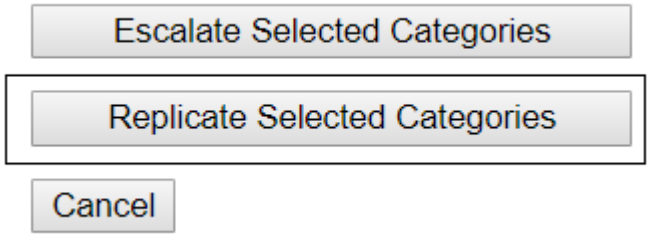
Enabled	Budget Category to Escalate/Replicate	Rate (%)
☐	**A.)** Senior/Key Persons - Salary	3.0
☐	Senior/Key Persons - Fringe Benefits	3.0
☐	**B.)** Other Personnel - Salary	3.0
☐	Other Personnel - Fringe Benefits	3.0
☐	**D.)** Travel	3.0
☐	**E.)** Participant/Trainee Support Costs	3.0
☐	**F.1)** Materials and Supplies	3.0
☐	**F.2)** Publication Costs	3.0
☐	**F.3)** Consultant Services	3.0
☐	**F.4)** ADP/Computer Services	3.0
☐	**F.5)** Replicate Indirect Cost Type for Subaward Costs Allocated to IDC Base	
☐	**F.6)** Equipment or Facility Rental/User Fees	3.0
☐	**F.7)** Alterations/Renovations/Construction	3.0
☐	**F.8)** IACUC per diem	3.0
☐	**F.9)** Other 2	3.0
☐	**F.10)** Other 3	3.0

select all | unselect all

f. Select the End Budget Period that you want to escalate through.



g. Select Replicate Selected Categories.

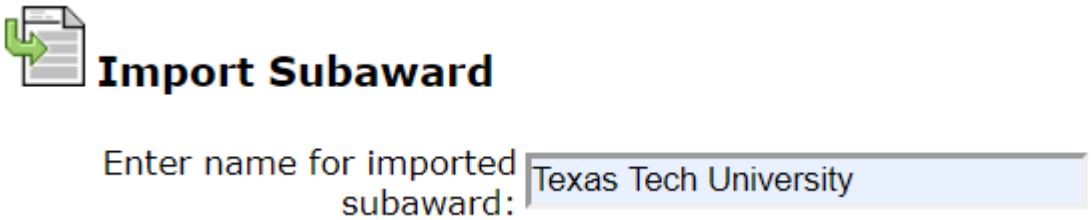


R&R Subaward Budget Attachment Form

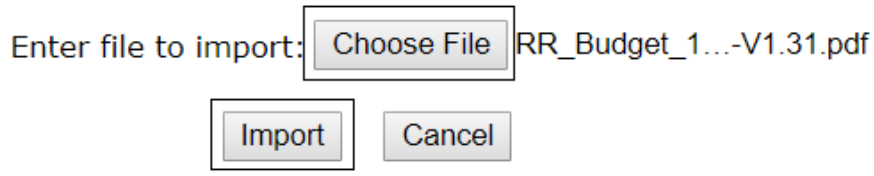
- OSP recommends downloading the R&R budget form from the OSP website and sending it to your subrecipient institutions for completion. If your subaward institution doesn't complete the R&R Budget form you will have to enter all of the data into Cayuse. Skip to step 2 to Create a Subaward and manually enter the data.

1. To import a completed R&R Budget PDF, click Import Subaward.

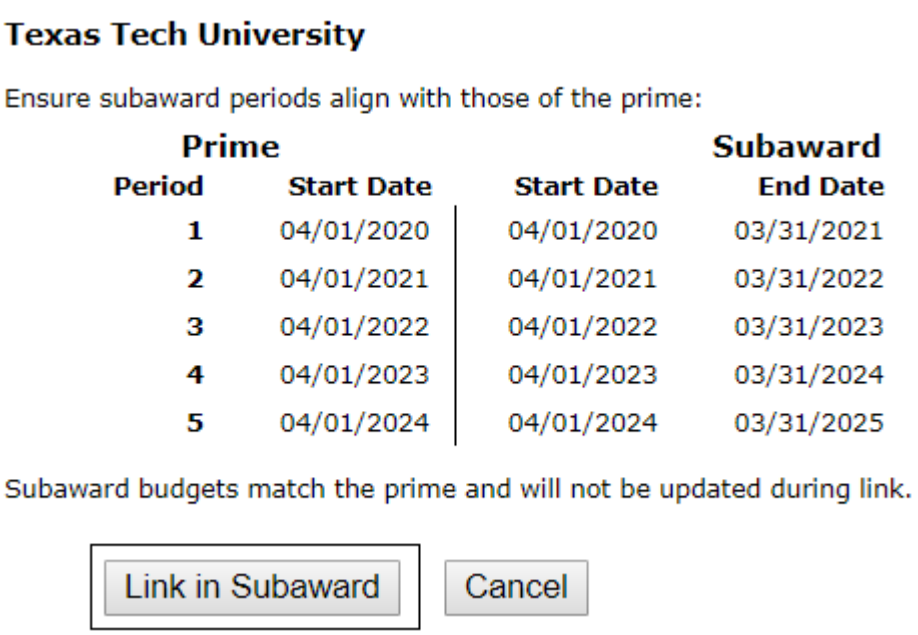
a. Name the Subaward. *Note: best practice would be to use the Institution's name.*



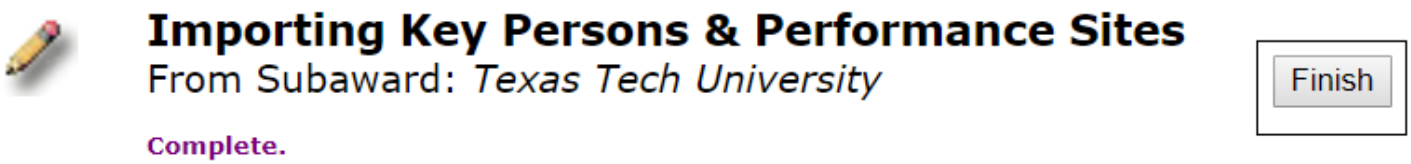
b. Choose the complete R&R Budget form, and click import.



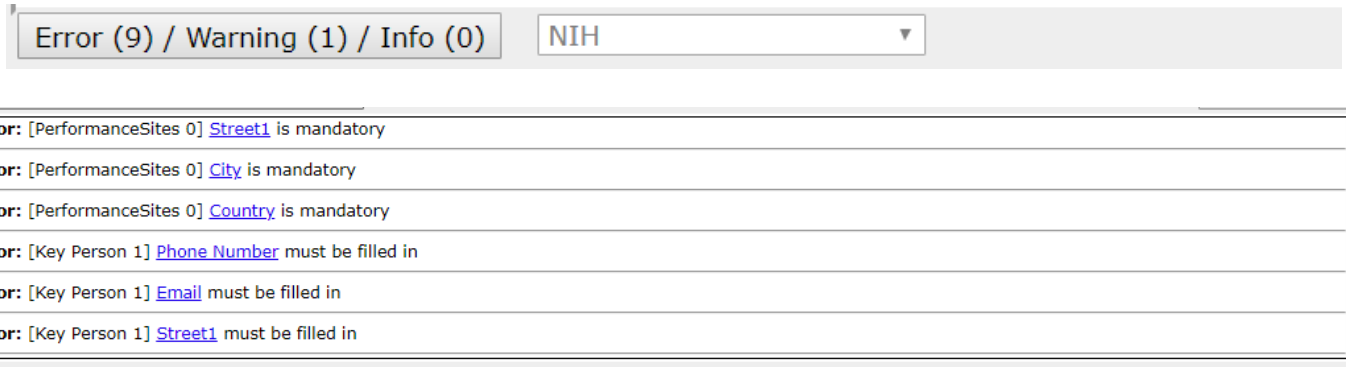
c. Ensure the dates for the Prime and Subaward match, and click Link in Subaward.



d. You will get a new pop up letting you know that Cayuse imported the Key Person Profile and the Project/Performance Site Location. Select Finish.



e. If there are errors in Cayuse 424, please complete the information required. You can view the errors by click on the Error/Warning/Info box at the bottom of the screen.



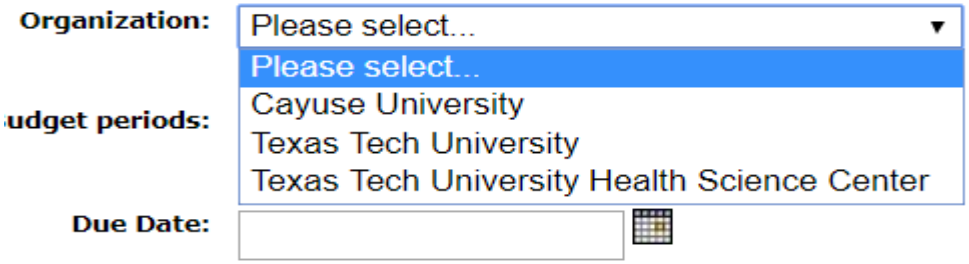
f. Once you've corrected all errors, use the breadcrumbs at the top of the page to navigate back to the Prime budget.

g. Repeat steps 1. a-f for each subaward.

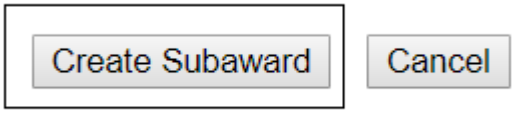
2. If your Subaward Institution **did not** provide a completed R&R budget form click Create Subaward.

a. Name the subaward.

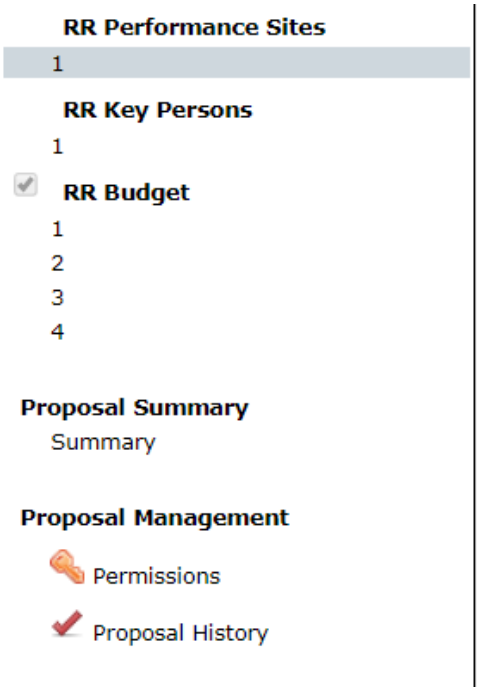
b. Select the Organization. *Note: If the institution is not listed, please skip this step and email sponsoredprograms@ttuhsc.edu the institution name and DUNS number. OSP will add the institution. In the meantime you can proceed to complete the required budget.*



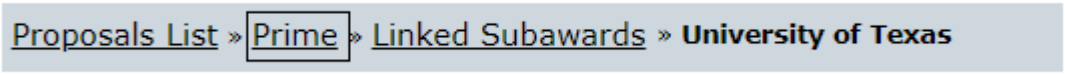
c. Enter the Due Date.
d. Click Create Subaward.



e. This will open up 3 documents to be completed; RR Performance Site, RR Key Persons and RR Budget.



f. Complete all of the information for the subaward institution on these 3 pages. After, use the breadcrumbs at the top of the page to navigate back to the prime documents.



g. Repeat steps 2. a-f for each subaward.

Attachments

- Refer to the FOA for which attachments are required to be uploaded in this section.
  *** Pay close attention to the document titles the FOA says to use!***

- To add an attachment click Add and then Choose Final

****Only documents uploaded as 'Final' will go to the agency. ****