Cayuse 424 – TTUHSC
Handbook for Department Administrators and Principal Investigators
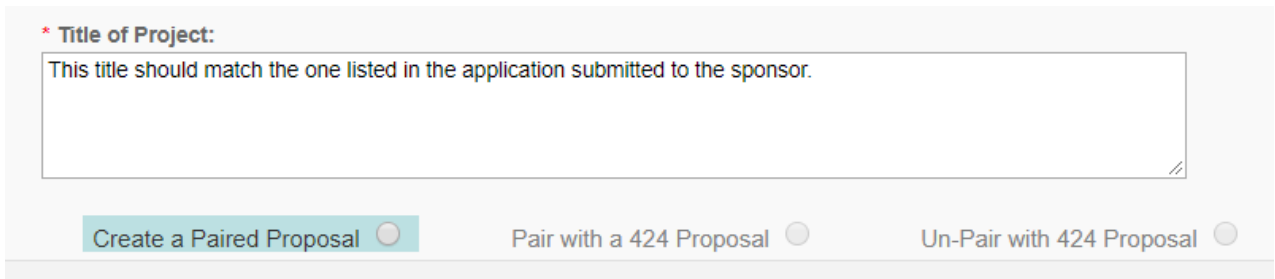
Contents

National Institutes of Health grants

- For submission of proposals to most NIH funding opportunities.

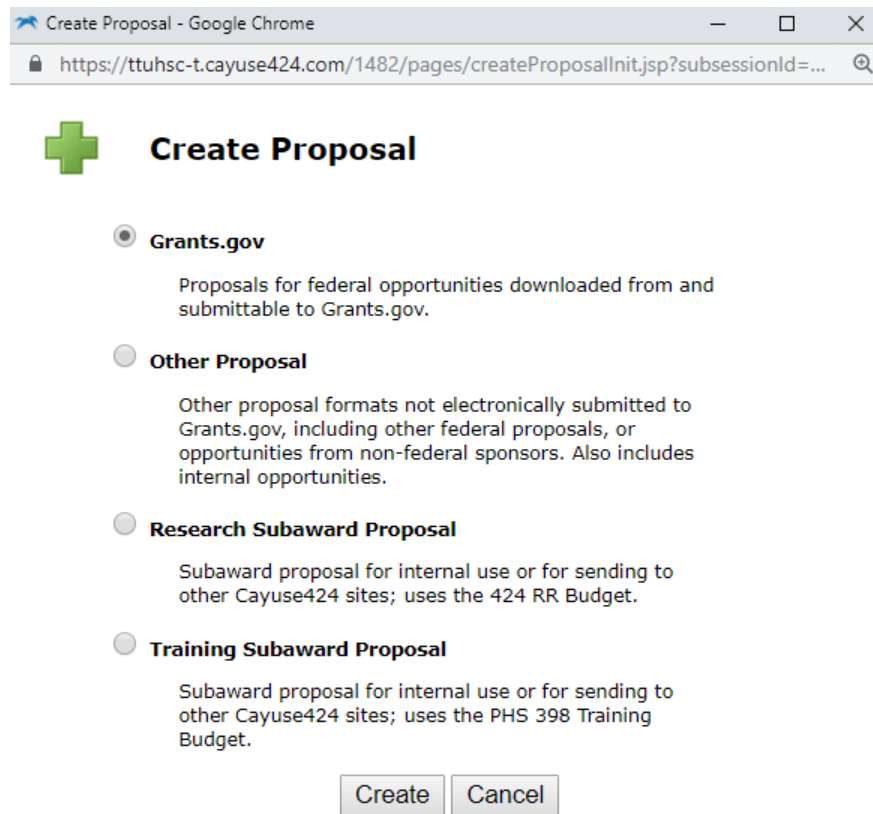1. From the General Information tab in Cayuse SP, click "Create a Paired Proposal".

* Title of Project:

This title should match the one listed in the application submitted to the sponsor.

Create a Paired Proposal ○   Pair with a 424 Proposal ○   Un-Pair with 424 Proposal ○

   a. This will bring up a pop-up to Create a Proposal in Cayuse 424.

   b. Select Grants.gov and click "Create."

   Create Proposal - Google Chrome

   🔒 https://ttuhsc-t.cayuse424.com/1482/pages/createProposalInit.jsp?subsessionId=...

   ## Create Proposal

   ◉ **Grants.gov**

   Proposals for federal opportunities downloaded from and submittable to Grants.gov.

   ○ **Other Proposal**

   Other proposal formats not electronically submitted to Grants.gov, including other federal proposals, or opportunities from non-federal sponsors. Also includes internal opportunities.

   ○ **Research Subaward Proposal**

   Subaward proposal for internal use or for sending to other Cayuse424 sites; uses the 424 RR Budget.

   ○ **Training Subaward Proposal**

   Subaward proposal for internal use or for sending to other Cayuse424 sites; uses the PHS 398 Training Budget.

   [Create] [Cancel]

   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.

Opportunities

[   ] [Search]   [⬇ Download Opportunities]

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

Download Opportunities

To download Federal opportunities, please specify one of the following values.

Opportunity Number: PA-19-052

CFDA #:

Package ID:

Download Opportunities   Cancel

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"

Proposal Name: Guan_NIHR01_June5-2019

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

Guan   Search for PI

Showing recent PIs | 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"***

Default IDC Rate:

Please select... ▼
Please select...
HRSA 10% MTDC
Federal_Research_MTDC
HRSA 15% MTDC
HRSA 8% MTDC
CPRIT
Instruction_Off Campus
Instruction_On Campus
Other Sponsored Activities

# of Budget periods:

Due Date:

Validation Type:

v. Select the # of budget periods

# of Budget periods: ○ 1 ○ 2 ○ 3 ○ 4 ● 5

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

Due Date: 06/19/2019

vii. Select the Funding Agency for Validation Type.

Validation Type: NIH ▼

Please select...
NIH
CDC
Create Pro| FDA
SAMHSA
AHRQ
USU
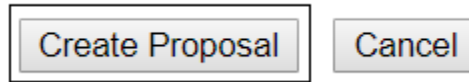HRSA
HHS - Other
NSF
NSF Program Solicitation
NIFA
CDMRP
NASA
Other Federal Agency
Other - Minimal

viii. Select "Create Proposal"

Create Proposal   Cancel

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.

Person to be contacted on matters involving this application

| Prefix: | First Name: | Middle Name: | Last Name: | Suffix: |

Position/Title:

Street1:   Street2:

City: County/Parish:

State/Province: Please Select...   Zip/Postal Code:

Country: Please Select...

Phone Number: Fax Number: Email:

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

[_____]	Search

Show All

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

eRA Role Filter: Administrative Official ▼

Any/all (unfiltered)
Administrative Official
Assistant
Principal Investigator
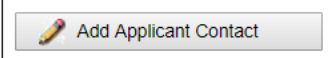Signing Official / AOR
Payee

w/role *Admi*

ograms Lbk
grams Lbk
ons Proi - SAMPLE

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

All 6 Available Professional Profiles w/role *Administrative Official*:

Barnes, Victoria J. - TTUHSC: Sponsored Programs Lbk
Davis, Cynthia A. - TTUHSC: Sponsored Programs Lbk
Director-OSP, Dawn - TTUHSC: Office of Spons Proj - SAMPLE
Fryer, Jason R. - TTUHSC: Sponsored Programs Lbk
Stallings, Donna G. - TTUHSC: Sponsored Programs Lbk
Vasquez, Breanna N. - TTUHSC: Sponsored Programs Lbk

🖉 Add Applicant Contact

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.

12. PROPOSED PROJECT:

Start Date [   ]

Ending Date [   ]

    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.

Manage Budget Periods

[Copy dates from another proposal...]

Number of periods: ○ 1 ○ 2 ○ 3 ○ 4 ● 5

Period length: [1 year ▼]

	Start Date	End Date
1		
2		
3		
4		
5		

[Update Periods] [Cancel]

- 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.

	Start Date	End Date
1	07/01/2020	06/30/2021
2	07/01/2021	06/30/2022
3	07/01/2022	06/30/2023
4	07/01/2023	06/30/2024
5	07/01/2024	06/30/2025

[Update Periods] [Cancel]

- 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

Add Authorized Representative to Proposal

[Search input] [Search]
Show Recently Used

eRA Role Filter: Signing Official / AOR ▾
Any/all (unfiltered)
Administrative Official
Assistant
Principal Investigator
Signing Official / AOR
Payee

All 2 Available Professional Profiles w/role *Signi*

Director-OSP, Dawn - TTUHSC: Office of Spons Proj - SAMP
Woods, Erin D. - TTUHSC: Sponsored Programs Lbk

c. Select Erin Woods and click Add Authorized Representative.

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

Director-OSP, Dawn - TTUHSC: Office of Spons Proj - SAMPLE
Woods, Erin D. - TTUHSC: Sponsored Programs Lbk

[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.

Other sites   expand all/collapse all   [✎]

    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

✏️ Other Performance Site Autofill

☐ Also show available **Institutional Profiles**

Select a Performance Site **or** [Hand-Enter a Performance Site]

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

✏️ Hand Enter Performance Site

* Name:	Texas Tech University
Congressional District:	TX-019
DUNS Number:	041367053
Street1:	2625 Memorial Circle
Street2:	
City:	Lubbock
County:	Lubbock
State/Province:	Texas ▾
Zip/Postal Code:	79409-0000
Country:	United States of America ▾

[Add Performance Site To Proposal] [Cancel]

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.

⊞ 👤 **Faculty, Frances** - *Texas Tech University Health Sciences Center* - *PD/PI*   ✖ ⚙

   a. Add the biosketch by selecting "Add".

	Final		Draft		
*Attach Biographical Sketch	No final		No draft		Add Delete
	--		--		

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

Upload Attachment

After uploading, please view the uploaded attachment to verify its correctness.

[Choose Final]   Submission File: Biosketch.pdf
                    Attachment Name: | Biosketch.pdf |

[Choose Draft]   Optional Draft File: --
                    Attachment Name: | |

[Upload] [Cancel]

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

PROFILE - Senior/Key Person

0 Senior/Key Persons   expand all / collapse all   ⚙ Manage Key Persons   [🖊]

  a. Search for the individual using the Search field.

  | | Search |
  Show All

  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.*

2 Available Profiles matching "smith":

| Smith, Carleigh - TTUHSC |
| Smith, Quentin R. - TTUHSC: SOP Admin Ama |

🖊 Add Selected Key Person

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 <u>even if</u> 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.
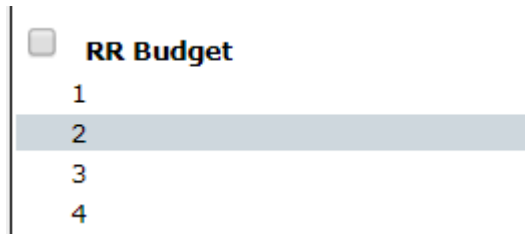
B. Other Personnel

* 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

Indirect Cost Types for Sections A and B Above:

Total Number Other Personnel:	Req. Salary	Fringe	Total Other Personnel	70,000
3	Organized ▾	Organized ▾	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.

☐ **RR Budget**
1
2
3
4

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.

Choose Final   Submission File: Budget Justification.pdf
                Attachment Name: Budget Justification.pdf

Choose Draft   Optional Draft File: --
                Attachment Name:

Upload   Cancel

a. Select the 🔷 at the top of the page.

RESEARCH & RELATED BUDGET – SECTION F – L   Budget Period 1 of 5 ▾   ⇨   🖼   🔷

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

Start Period:
[Budget Period 1 ▾] **thru**

End Period:
[Budget Period 1 ▾]
Budget Period 1
Budget Period 2
Budget Period 3
Budget Period 4
Budget Period 5

☐ Pre-Escalate Budget

    d.   Select Escalate Selected Categories.

Escalate Selected Categories

Replicate Selected Categories

Cancel

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.

Start Period:

Budget Period 1 ▾ **thru** End Period:
Budget Period 1 ▾
Budget Period 1
☐ Pre-Escalate Budget   Budget Period 2
Budget Period 3
Budget Period 4
Budget Period 5

g.   Select Replicate Selected Categories.

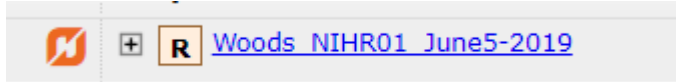Escalate Selected Categories

Replicate Selected Categories

Cancel

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.

Proposals List » HSCTI form » **Test 3**

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.

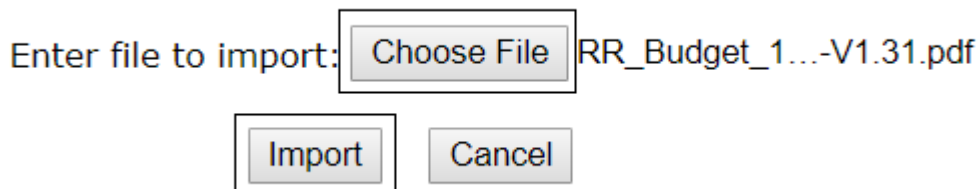   1. To import a completed R&R Budget PDF, click Import Subaward.

    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.

Proposals List » Prime » Linked Subawards » **Texas Tech University**

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.
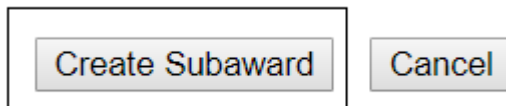
Create Subaward | Import Subaward | Link Subaward | Worksheet Row

a.   Name the subaward.

Subaward Name: University of Texas   [?]

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.*

Organization: Please select...

Please select...
Cayuse University
Texas Tech University
Texas Tech University Health Science Center

udget periods:

Due Date:

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

Create Subaward | Cancel

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

RR Performance Sites
1

RR Key Persons
1

☑ **RR Budget**
1
2
3
4

Proposal Summary
Summary

Proposal Management
🔑 Permissions
✔ Proposal History

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.

Proposals List » Prime » Linked Subawards » **University of Texas**

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
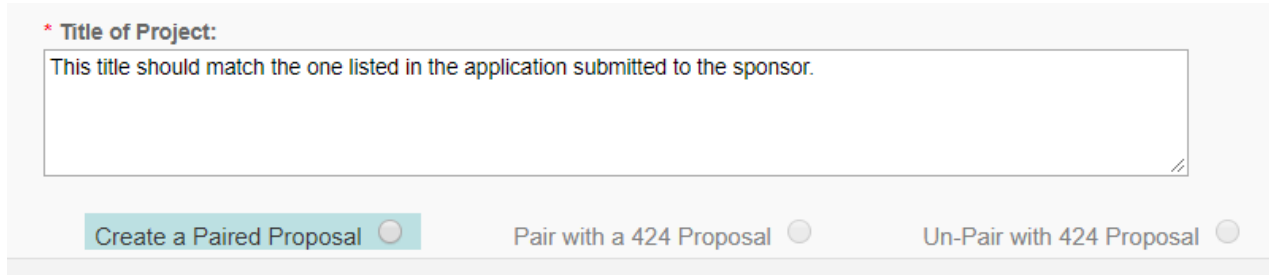

PHS Assignment Request Form

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.

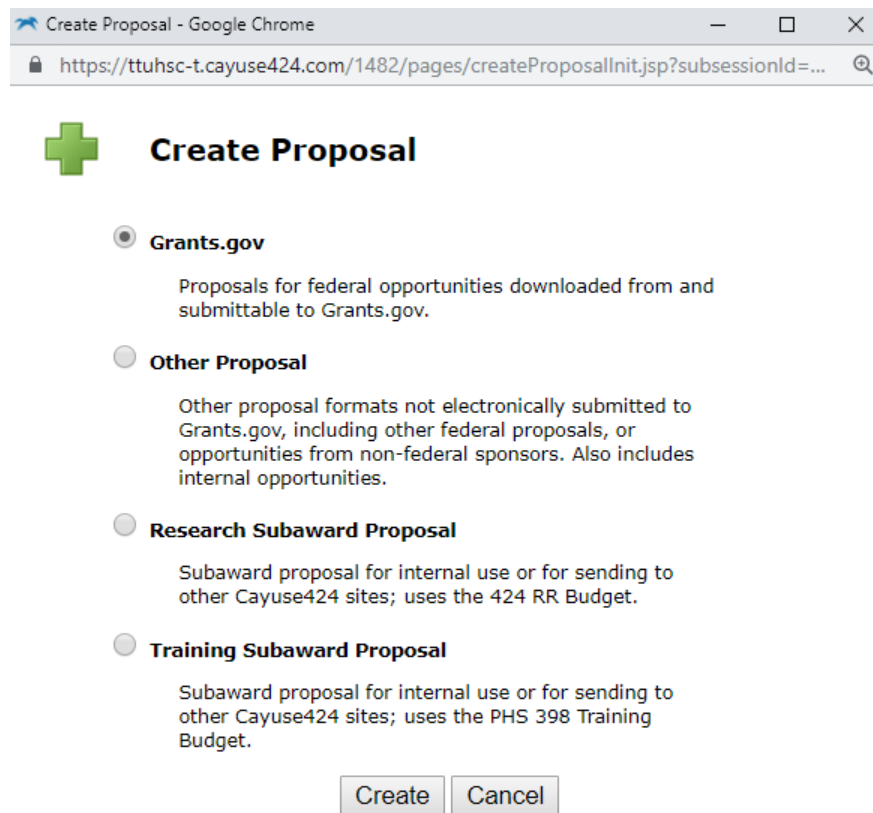1. From the General Information tab in Cayuse SP, click "Create a Paired Proposal".

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.

Opportunities

	Search	⬇ Download Opportunities

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

💡 **Download Opportunities**

To download Federal opportunities, please specify one of the following values.

Opportunity Number: W81XWH-19-CPMRP-TRA

CFDA #:

Package ID:

[Download Opportunities]   [Cancel]

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"

Proposal Name: Test_DOD_Sept5-2019   ❓

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

Guan   [Search for PI]

Showing recent PIs | 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"

Create Proposal   Cancel

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.

Person to be contacted on matters involving this application

| Prefix: | First Name: | Middle Name: | Last Name: | Suffix: |

Position/Title:
Street1:   Street2:
City: County/Parish:
State/Province: Please Select...   Zip/Postal Code:
Country: Please Select...
Phone Number: Fax Number: Email:

- 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.

12. PROPOSED PROJECT:

Start Date [   ]

Ending Date [   ]

   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.

Manage Budget Periods

Copy dates from another proposal...

Number of periods: ○ 1 ○ 2 ○ 3 ○ 4 ⦿ 5

Period length: 1 year ▾

	Start Date	End Date
1		
2		
3		
4		
5		

Update Periods   Cancel

    • 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.

	Start Date	End Date
1	07/01/2020	06/30/2021
2	07/01/2021	06/30/2022
3	07/01/2022	06/30/2023
4	07/01/2023	06/30/2024
5	07/01/2024	06/30/2025

Update Periods   Cancel

    • 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:*

Director-OSP, Dawn - TTUHSC: Office of Spons Proj - SAMPLE
Woods, Erin D. - TTUHSC: Sponsored Programs Lbk

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.

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

Other sites   expand all/collapse all

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

Other Performance Site Autofill

☐ Also show available **Institutional Profiles**

Select a Performance Site or   Hand-Enter a Performance Site

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

✏️ Hand Enter Performance Site

* Name:	Texas Tech University
Congressional District:	TX-019
DUNS Number:	041367053
Street1:	2625 Memorial Circle
Street2:	
City:	Lubbock
County:	Lubbock
State/Province:	Texas ▾
Zip/Postal Code:	79409-0000
Country:	United States of America ▾

Add Performance Site To Proposal   Cancel

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.

⊞ 👤 **Faculty, Frances - *Texas Tech University Health Sciences Center - PD/PI***   ✖ ⚙

   a. Add the biosketch by selecting "Add".

	Final	**Draft**	
*Attach Biographical Sketch	No final --	No draft --	Add Delete

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

Upload Attachment

After uploading, please view the uploaded attachment to verify its correctness.

Choose Final	Submission File: Biosketch.pdf
	Attachment Name: Biosketch.pdf

Choose Draft	Optional Draft File: --
	Attachment Name:

Upload   Cancel

b. Add the Current and Pending Support file by clicking "Add".

	Final	Draft		
*Attach Biographical Sketch	No final --	No draft --	Add	Delete
Attach Current & Pending Support	No final --	No draft --	Add	Delete

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

Upload Attachment

After uploading, please view the uploaded attachment to verify its correctness.

Choose Final   Submission File: Current andPending Support.pdf
Attachment Name: Current and Pending Support.pdf

Choose Draft   Optional Draft File: --
Attachment Name:

Upload   Cancel

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

PROFILE - Senior/Key Person

0 Senior/Key Persons   expand all / collapse all   Manage Key Persons   ✏️
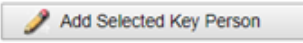
a. Search for the individual using the Search field.

[   ] Search
Show All

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.*

2 Available Profiles matching **"smith":**

Smith, Carleigh - TTUHSC
Smith, Quentin R. - TTUHSC: SOP Admin Ama

[Add Selected Key Person]

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

Manage Key Person   [Close]

Smith, Quentin - Texas Tech University Health Science Center
☐ Include Performance Site   Budget Periods: ☑ 1 ☑ 2 ☑ 3 ☑ 4 ☑ 5

	Final	Draft	
Biographical Sketch	No final --	No draft --	[Add] [Delete]
Current & Pending Support	No final --	No draft --	[Add] [Delete]

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

Manage Key Person   [Close]

Smith, Quentin - Texas Tech University Health Science Center
☐ Include Performance Site   Budget Periods: ☑ 1 ☑ 2 ☑ 3 ☑ 4 ☑ 5

    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

Indirect Cost Types for Sections A and B Above:

Total Number Other Personnel:	Req. Salary	Fringe		Total Other Personnel	70,000
3	Organized ▼	Organized ▼		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.

☐ **RR Budget**
  1
  2
  3
  4

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.

Choose Final   Submission File: Budget Justification.pdf
                Attachment Name: Budget Justification.pdf

Choose Draft   Optional Draft File: --
                Attachment Name:

Upload   Cancel

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 [icon] at the top of the page.

RESEARCH & RELATED BUDGET – SECTION F – L   Budget Period 1 of 5 ▾   ⇨   [icon] [icon]

   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.

Start Period: End Period:

| Budget Period 1 ▼ | thru | Budget Period 1 ▼ |

Budget Period 1
Budget Period 2
Budget Period 3
Budget Period 4
Budget Period 5

☐ Pre-Escalate Budget

d. Select Escalate Selected Categories.

| Escalate Selected Categories |

| Replicate Selected Categories |

| Cancel |

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.

Enter file to import: [Choose File] RR_Budget_1...-V1.31.pdf

[Import] [Cancel]

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.

Proposals List » Prime » Linked Subawards » **Texas Tech University**

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.

➕ Create Subaward | 📋 Import Subaward | 🔃 Link Subaward | ✏ Worksheet Row

a. Name the subaward.

Subaward Name: University of Texas [?]

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.*

Organization: Please select... ▼
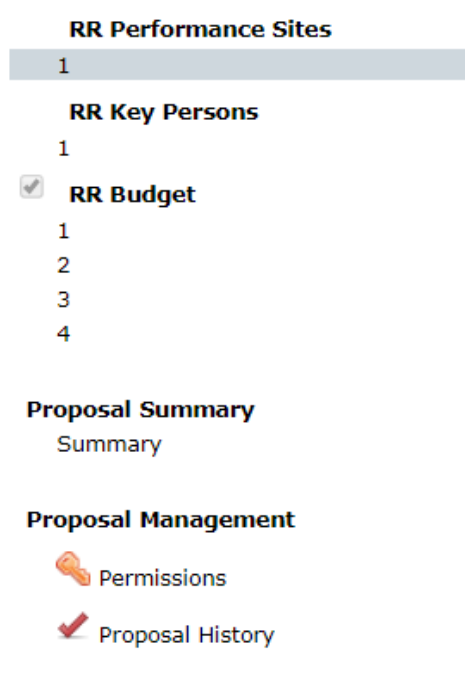Please select...
Cayuse University
Texas Tech University
Texas Tech University Health Science Center

Budget periods:

Due Date: [   ] 📅

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

Create Subaward | Cancel

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

RR Performance Sites
1

RR Key Persons
1

☑ **RR Budget**
1
2
3
4

Proposal Summary
Summary

Proposal Management
🔑 Permissions
✔ Proposal History

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.

Proposals List » Prime » Linked Subawards » **University of Texas**

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. **