

## Cayuse 424 – Incoming Subaward Quick Guide: USC will Receive a Subcontract

### Scenario #1: USC will be issued a subcontract, and the pass through institution uses Cayuse 424

The USC PI will create a standalone subaward proposal within Cayuse, export the proposal and send it to the pass through institution via email. The pass through institution will then import our subaward proposal into their prime proposal.

1. Navigate to Cayuse 424 from <https://sc.cayuse424.com>



Login to University of South Carolina Cayuse WebApp

Network Username

Password

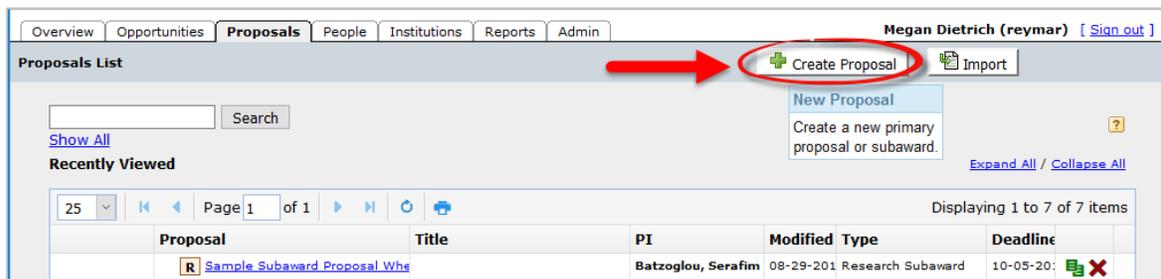
Don't Remember Login

Login

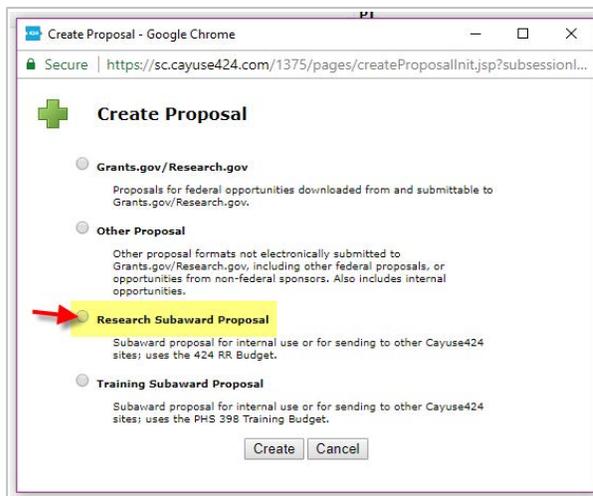
[Forgot your password?](#)

[Need Help?](#)

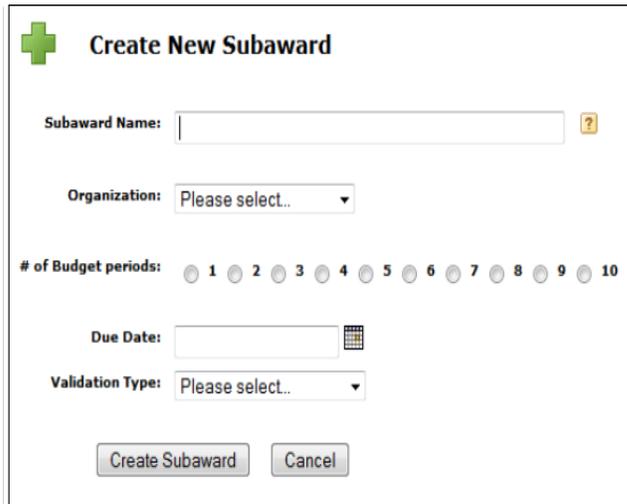
2. Click on the Proposals tab
3. Click on Create Proposal



4. Click on Research Subaward Proposal



- The Create New Subaward dialog box will appear. Enter a name for the Subaward.



**Create New Subaward**

Subaward Name:

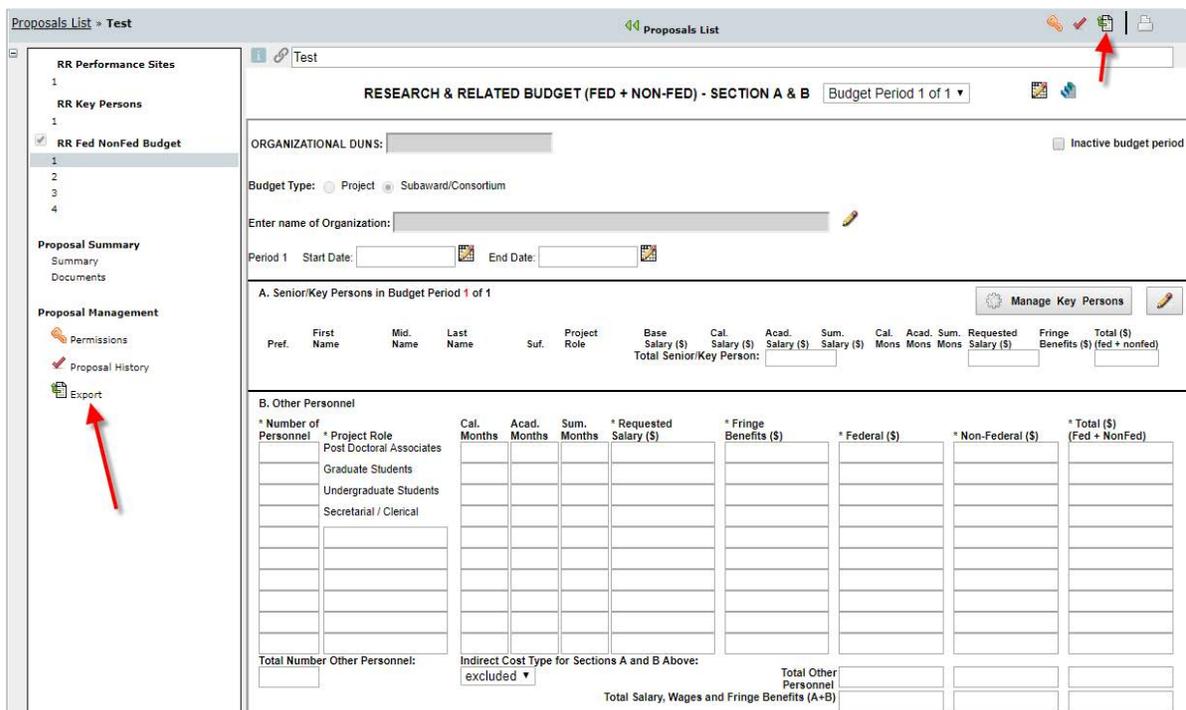
Organization:

# of Budget periods:  1  2  3  4  5  6  7  8  9  10

Due Date:

Validation Type:

- Select the University of South Carolina as the Organization from the dropdown menu.
- Select the number of Budget Periods.
- Enter a Due Date for the Subaward.
- Select the validation type. If you do not see the federal sponsor to which you are applying in the drop down list, select "Other Federal Agency".
- Click Create Subaward. You will be taken into the subaward and will be able to edit the subaward and add data.
- Once you have completed the subaward proposal click on the export icon either in the upper right or on the left hand navigation menu



Proposals List - Test

RESEARCH & RELATED BUDGET (FED + NON-FED) - SECTION A & B Budget Period 1 of 1

ORGANIZATIONAL DUNS:

Budget Type:  Project  Subaward/Consortium

Enter name of Organization:

Period 1 Start Date:  End Date:

A. Senior/Key Persons in Budget Period 1 of 1

Pref.	First Name	Mid. Name	Last Name	Suf.	Project Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Total (\$)
Total Senior/Key Person:															

B. Other Personnel

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Federal (\$)	* Non-Federal (\$)	* Total (\$)	
	Post Doctoral Associates									
	Graduate Students									
	Undergraduate Students									
	Secretarial / Clerical									
Total Number Other Personnel:										
Indirect Cost Type for Sections A and B Above:										
Total Other Personnel										
Total Salary, Wages and Fringe Benefits (A+B)										

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12. You will be navigated to the Proposal Export page. Click on Validate to ensure your subaward proposal conforms with the selected sponsor.



## Subaward Export

Enter a name for the exported file:

Export Subaward

Validate Subaward

(Run final validation checks - **recommended.**)

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13. Click on Export and save the .cayuse file somewhere convenient. You can then attach this file to an email to send to your pass through institution.

**For additional detailed guidance:**

[www.sc.edu/about/offices\\_and\\_divisions/sponsored\\_awards\\_management/  
external\\_proposal\\_preparation/proposal\\_submission/cayuse/index.php](http://www.sc.edu/about/offices_and_divisions/sponsored_awards_management/external_proposal_preparation/proposal_submission/cayuse/index.php)

**Scenario #2: USC will be issued a subcontract, and the pass through institution does NOT use Cayuse 424**

Option #1: We request that the flow through institution extract the subaward pages of the proposal from Grants.gov Workspace as PDFs, send them to us for completion, we complete them and return them for uploading into their Workspace prime proposal .

Option #2: We provide the pass through institution with the requisite information and attachments for them to complete the subaward pages within their own Grants.gov Workspace prime proposal.