Cayuse 424 – Outgoing Subaward Quick Guide – USC will Issue a Subaward

Scenario #1: USC is the pass through institution, and our subrecipient uses Cayuse 424 - Importing a Cayuse Subaward Proposal

The subrecipient institution can create a standalone subaward proposal within their Cayuse account, export it as a .cayuse file, send it to the USC PI via email. The PI then imports the subaward proposal into his/her prime proposal.

1. Request from the subrecipient institution, a standalone subaward proposal in a .cayuse file format. Save the file somewhere convenient on your computer or shared drive.
2. Navigate to Cayuse 424 from https://sc.cayuse424.com

3. Click on the Proposals tab
4. Select the prime proposal you are developing.

5. Navigate to the RR Subaward Budget Attachment page using the left hand navigation panel

6. Click on the Import Subaward button in the upper right part of the screen.
7. Select a name for the subaward, and navigate to where you saved the .cayuse subaward proposal file
8. Select the .cayuse subaward proposal file you received from the subrecipient

9. Click on the Import button
10. You'll see a screen showing the budget periods of the prime and subaward.

11. If any action is necessary to reconcile the budget periods between the prime and subaward, a message about that action will be shown; otherwise, the dialog will indicate that no action is necessary.
12. Use the arrows to align the budget periods appropriately.
13. Click **Link in Subaward** (or **Cancel** if you need to make additional modifications before import).
14. You'll see a report about Importing Key Persons and Performance Site data

15. Click Finish
16. The subaward proposal will be linked to the prime proposal from which you imported it, and will automatically open for editing.

Scenario #2 USC is the pass through institution, and our subrecipient does NOT use Cayuse 424 - Importing a Subawards.com Proposal

Institutions that do not use Cayuse can easily and quickly create subaward proposals for importing into Cayuse 424 proposals at http://subawards.com free of charge. Subawards.com has robust customer support and resources to respond to questions a subrecipient may have.

1. Request your subrecipient institution to go to http://subawards.com to initiate, complete, and export a standalone subaward proposal in the .cayuse file format.
2. Have your subrecipient institution send their standalone subaward proposal .cayuse file to you via email. Save the file somewhere convenient on your computer or shared drive.
3. Follow steps 2-16 of the above Scenario #1: USC is the pass through institution and our subrecipient uses Cayuse 424 to complete the process for Scenario #2.

Scenario #3 USC is the pass through institution, and our subrecipient does NOT use Cayuse 424 – Creating a Subaward Proposal within Cayuse
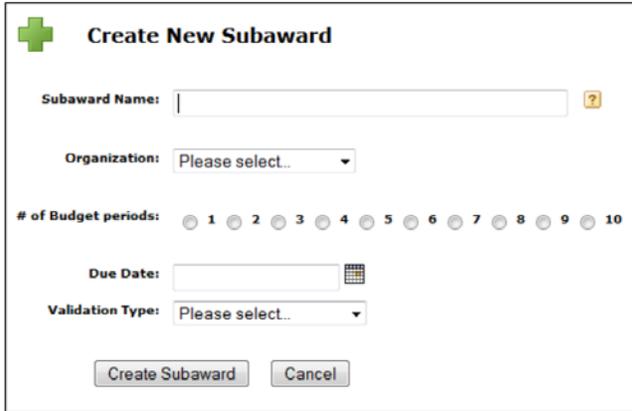
In addition to being able to import subaward proposals, USC Cayuse users can also create subaward proposals from within a prime proposal.

To facilitate creation of a subawards proposals, it's best if there is already an <u>institutional profile</u> for the subrecipient institution and <u>professional profiles</u> for the subrecipient institution Key Persons in Cayuse. Users can create and edit these through the People and Institutions tabs in Cayuse. At a minimum, the subrecipient institutional profile should have the legal Organization Name, a DUNS number, and at least one named IDC Rate with a start date established for the rate.

1. Follow steps 2-5 of the above Scenario #1: USC is the pass through institution and our subrecipient uses Cayuse 424 to access the RR Subaward Budget Attachment page within your prime proposal

2. Click on

3. This will bring you to the following window

4. Enter a name for the subaward proposal

5. Select the subrecipient institution from the dropdown menu. If you do not see your subrecipient institution you can navigate to the Institutions tab at the top of the page and add it by following the instructions found in the Cayuse 424 User Guide. At a minimum, the subrecipient institutional profile should have the legal Organization Name, a DUNS number, and at least one named IDC Rate with a start date established for the rate.

6. Select the number of Budget Periods.

7. Enter a due date for the Subaward.

8. Click Create Subaward

9. You'll be taken to the Subawards tab to edit your new subaward proposal. Complete with the requisite information you have received from the subrecipient institution.