











## Electronic Proposal Development and Submission

**cayuse**  
**424**


---

**Welcome to Cayuse 424**  
Cayuse424/v8.2

-  [Opportunities](#)
-  [Proposals](#)
-  [Routing & Approval](#)
-  [Professional Profiles](#)
-  [Institutional Profiles](#)
-  [Reports](#)
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37376/Cayuse424/v8.2

 [Support](#)

# 10 Quick Steps to Building a Proposal in Cayuse 424

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## Step 1: Log in to Cayuse 424

- a. Enter your Cayuse 424 URL: <https://sc.cayuse424.com>



### UofSC Shibboleth Authentication

The image shows a login form for the University of South Carolina Cayuse WebApp. The form is titled "Login to University of South Carolina Cayuse WebApp". It contains two input fields: "Network Username" and "Password". Below the password field is a checkbox labeled "Don't Remember Login". A red "Login" button is at the bottom of the form. To the right of the form are two links: "> Forgot your password?" and "> Need Help?".

- b. Enter your Username and Password. Click *Sign in*.
- The Username is your **University of South Carolina Network ID**.
  - The Password is your password associated with your University of South Carolina Network ID. If you forgot your Password or if this is your first time signing in, click the appropriate link on the Sign in screen to retrieve a new password. The preferred browser for Cayuse424 is Firefox and Internet Explorer.

The Research Suite can be accessed on various browsers on either Windows or Macintosh systems.

#### Windows

- Recent versions of Mozilla Firefox, Google Chrome, or Microsoft Internet Explorer 11.
- Provisional support for Microsoft Edge.

#### Macintosh

- Provisional support for recent versions of Google Chrome and Apple Safari.

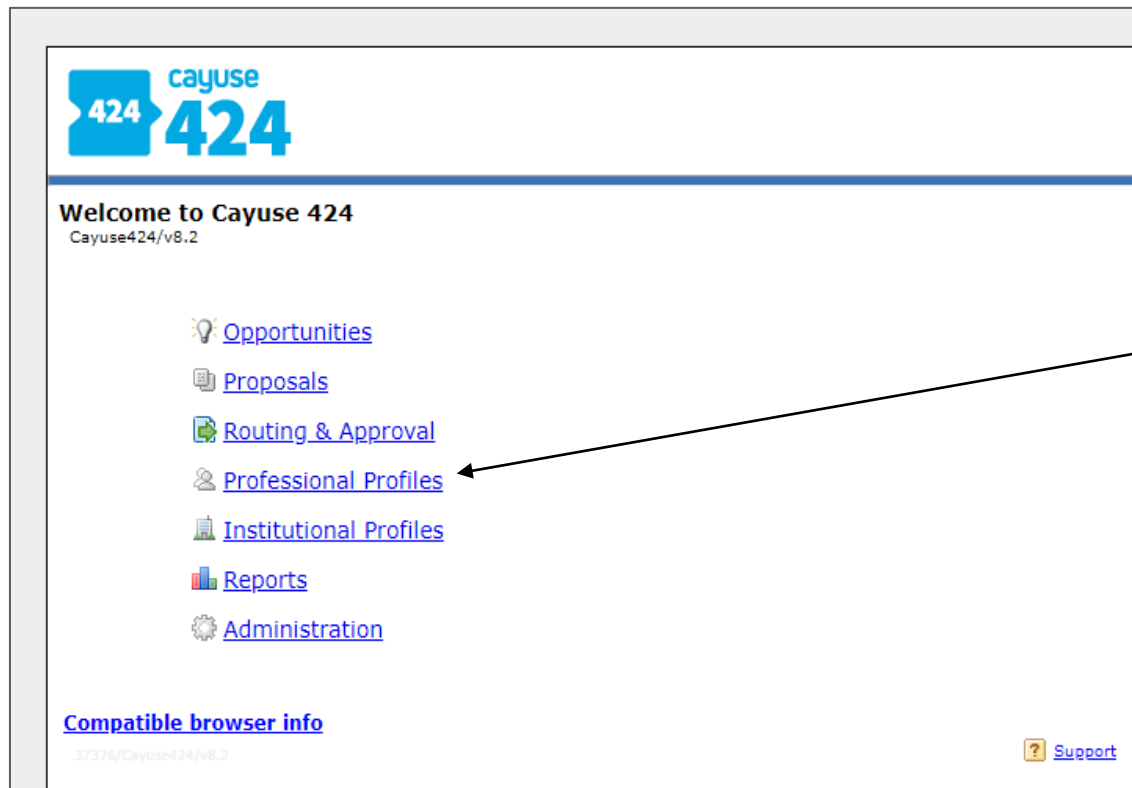
You will need to configure your browser as Cookies Enabled, Pop-ups Allowed and JavaScript Enabled.

**Note:** Cayuse discontinued support for Internet Explorer 10 and older on June 30, 2016.

## Step 2: Setup/Update Your Professional Profile

All USC staff and faculty have been pre-loaded into Cayuse and therefore should have a Professional Profile.

Most of the information in the Professional Profiles was set up under the “People” tab during our initial implementation phase.



It is the PI's responsibility to keep their profile updated. You can access your Professional Profile from the main “Overview” screen under [Professional Profile](#) by performing a search by name.

Only the PI has access to change the profile information, unless permission is granted by the PI to others.

The PI may upload and store multiple biosketches in the Professional Profile. And, also manage salary and fringe benefits/health insurance rates.

People > Faculty, Frances

Professional Profile: Faculty, Frances

**General Personal Information**

[Name](#) ▶  
[Degrees](#)  
[Demographics](#)  
[Biosketches](#)

**1 Institutional Association** +

**University of South Carolina**

[Contact Info](#)  
[eRA Role](#)  
[Dept / Division / Title](#)  
[Salary and Fringe Worksheet](#)  
[Performance Site](#)

[Routing Profile](#)

**Name** [Rename](#)

Prefix:

First: Frances

Middle:

Last: Faculty

Suffix:

---

NIH Commons ID:

---

NASA NSPIRES ID:

---

NSF ID:

Step 3: Find an Opportunity

The Opportunities tab displays a list of federal funding Opportunities that have been downloaded into Cayuse 424 from Grants.gov.

Overview Opportunities Proposals Routing People Institutions Reports Admin Cayuse Admin (cayuseadmin) [ Sign out ]

Opportunities

Search [Download Opportunities](#) ☐ Show Closed Opportunities

25 Page 1 of 3

	Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	Opens	Closes	Downloaded	
+	PD-13-1517	Electronics, Photonics, and Magnetic Devices	[Research.gov]		National Science Foundation	47.041	01-07-2010	11-01-2016	02-29-2016	
+	16-504	Industry/University Cooperative Research Centers Program	[Research.gov]		National Science Foundation	47.041	11-23-2015	07-11-2016	02-29-2016	

Click the Opportunity Details icon to the left of the Opportunity Number for more information about the Opportunity. Click the Create Proposal icon to create a proposal using that Opportunity.

## Searching for Opportunities

If you've downloaded an opportunity in Cayuse 424 but are having trouble finding it, you can search the list of opportunities. To search the list:

- Type the opportunity number, CFDA number, or any number of words from the title of the opportunity into the search box   at the top of the Opportunities tab.

If the opportunity/solicitation you are looking for is not listed, then you can retrieve the most updated solicitation by doing the following:

- On the Opportunities tab, click *Download Opportunities*  box
- Enter the Opportunity Number or CFDA Number.
- Click *Download Opportunities*.



### Download Opportunities

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


Opportunity Number:







CFDA #:

A full list of opportunities matching your request should populate on the screen.

## **Step 4: Create a Proposal**

There are two ways to create a proposal:

- On the Opportunities tab, click the Create Proposal  icon to the left of the opportunity you plan intent to submit an application for:

Overview	Opportunities	Proposals	Routing	People	Institutions	Reports	Admin
Opportunities							
<input type="text"/> <input type="button" value="Search"/>							
25 <input type="button" value="Previous"/> <input type="button" value="Next"/> Page 1 of 3 <input type="button" value="Refresh"/>							
Opportunity Number		Title				Comp. ID	
	 PAR-ER-K23	G.g. Training and NIH Ext-UAT FOA 10YR Budget (K23-Clinical Trial Required)				FORMS-E	
	 PAR-EO-R01	G.g. Training and NIH Ext-UAT FOA 10YR Budget (R01-Clinical Trial Optional)				FORMS-E	
	 PAR-EN-K08	G.g. Training and NIH Ext-UAT FOA 10YR Budget (K08-No Independent Clinical				FORMS-E	

Complete the requested information.

The screenshot shows a web form for creating a proposal. It includes the following fields and controls:

- Proposal Name:** A text input field with a yellow question mark icon to its right.
- Search for PI:** A button next to an empty text input field.
- Showing recent PIs | [Show all](#)**: A link to view all recent PIs.
- Principal Investigator:** A dropdown menu showing two options: "Adamson, Adam Chloe (Anatomy) / University of Cayuse" (highlighted) and "Amyson, Amy Cooper (Anesthesia and Perioperative) / University of Cayuse".
- Organization:** A dropdown menu with "University of Cayuse" selected.
- Default IDC Rate:** A dropdown menu with "Please select..." selected.
- # of Budget periods:** A row of radio buttons labeled 1, 2, 3, 4, and 5. The "3" button is selected.
- Due Date:** A text input field with a calendar icon to its right.
- Validation Type:** A dropdown menu with "NIH" selected.
- Create Proposal** and **Cancel**: Two buttons at the bottom of the form.

- Your **proposal name** is the way the system will identify your proposal. This is different from the title of your proposal (which appears in field 11: DESCRIPTIVE TITLE OF APPLICANT'S PROJECT on the face page of the SF424RR).

You should use the following naming convention as the Proposal name:

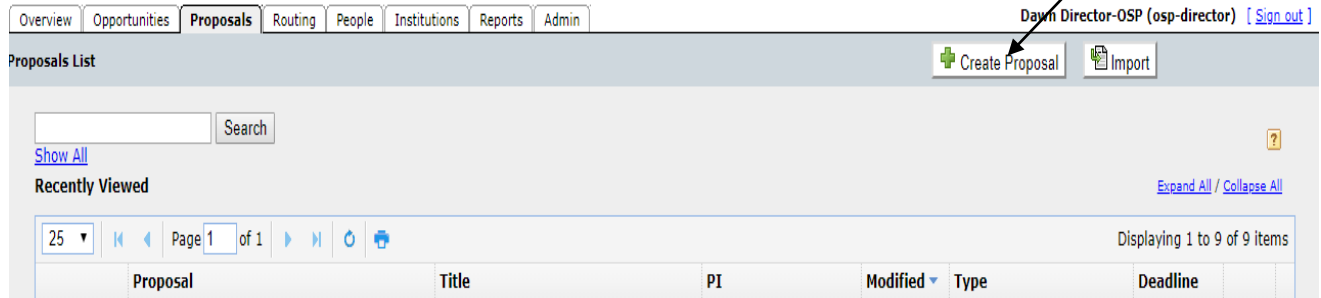
PI Last Name, underscore, USCeRA proposal number, underscore, Sponsor Name (abbreviate if necessary)

Example: Jello\_20000-18-47901\_ DoDAFOSR

- For the "Validation Type", choose the federal agency that sponsors the opportunity you have selected.
- The other items are self-explanatory.
- Click the Create Proposal button.

Another option for creating a proposal:


b. On the Proposals tab, click *Create Proposal* at the top of the screen.

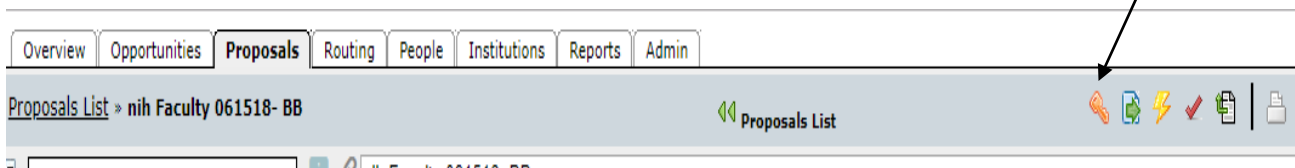


### Step 5: Grant Permissions to a Proposal

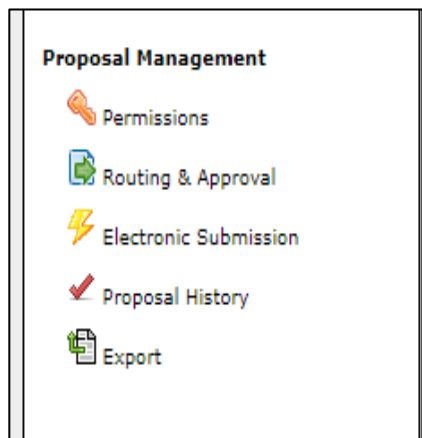
The proposal creator and SAM Administrators are automatically granted full permissions to the proposal. The proposal creator is the only user that can initially grant proposal permissions to other users. As the proposal creator, you must grant the appropriate permissions to other users who require access to the proposal, including other principal investigators and department administrators.

To grant permissions to other users:

- First view the current permissions by opening the proposal and clicking on the key  icon in the upper right corner,








Or, in the left sidebar under Proposal Management, go to Permissions.






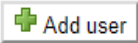
Below is a Legend that provides the definition for each icon shown on the left sidebar


Icon	Description
	<b>Permissions.</b> Clicking on the key icon will take you to the Permissions screen where you can manage user access and permissions on the proposal.
	<b>Routing and Approval.</b> Takes you to the routing and approval screen where you can build and manage the proposal's routing chain, approve the proposal, retract approval, and view the proposal's routing history.
	<b>Electronic Submission.</b> Click on the yellow lightning bolt to validate and submit the proposal. If the proposal has already been submitted, you can retrieve submission information.
	<b>Proposal History.</b> Opens the Proposal History screen where you can view an overview of the proposal as well as the history of edits and other activities on the proposal.
	<b>Export.</b> Sends you to the Proposal Export screen where you can validate, name, and export the proposal to another Cayuse 424 system.

- b. The Proposal Permissions screen lists the users who have access to the proposal, and indicates what type of access they have.



## Proposal Permissions



	List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User	Remove User	Submit
 Faculty, Frances (faculty)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- c. To add a user, click the Add User button and select a user from the list or search for the user, select their name and then close the window. Once you've added someone to the permissions, you can change their permissions by checking and unchecking the boxes to give them the right level of access.

### Add Security Principal

close

[Show All](#)

Select *Users* below to provide access to this Proposal.

**Recently Used:** 5 principals

Type	User	Profile Name
U	rpeters	Peters, Ryan
U	kbaker	Baker, Kim
U	ktobin	Tobin, Katherine
U	sweaver	Weaver, Stephen
U	callen	Allen, Cuba

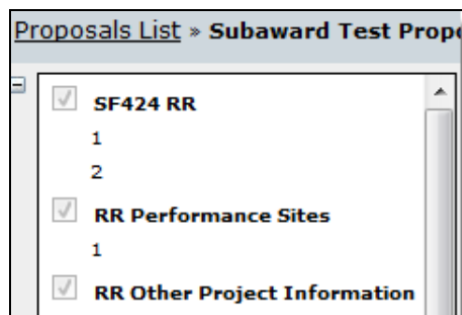
The following are the permissions types that can be given to other users:

Permission	Meaning
List	Can see the proposal in lists, but cannot open it for review.
Read	Can see the proposal in lists and open it for review, but not modify or print it.
Write	Can open and edit the proposal. (The Final Review action requires this permission because it recomputes values throughout the proposal.)
Delete	Can delete the proposal.
Change Permission	Can change permissions for this proposal, including their own. (This permission essentially allows complete control.)
Add/Remove User	Can add or remove a user from the proposal's permissions (but not modify which permissions are granted).
Attach	Can upload attachments to the proposal.
Print	Can print the proposal.
Submit	Can electronically submit the proposal to Grants.gov.
Break Lock	Can take write access away from another user who is editing the proposal. (Use this permission with caution; breaking the lock can result in the loss of unsaved changes.)

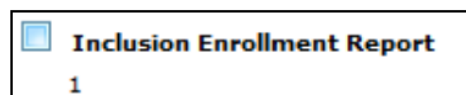
### Step 6: Complete the Forms and Attach Documents


All forms in the Opportunity are located in the navigation bar on the left side of the screen.

- a. When you start a new proposal in Cayuse 424, it assembles the required and optional forms for the funding opportunity you have selected. The forms are displayed in a list on the left side of the page. The selected form for completion appears to the right of the list.



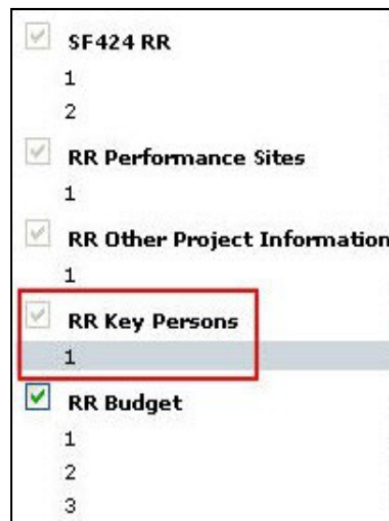
- b. If one of the forms has a greyed-out checkbox beside it that means that the form is mandatory to the submission of the Proposal. This form cannot be detached from a Proposal.
- c. If a form has an enabled checkbox, then that means that the form is optional. Prior to submission, be sure that optional forms that you want to submit are selected.



- d. Throughout the proposal there are several locations where you can autofill or change stored data. Those locations are indicated by the pencil  icon.
- e. Complete the mandatory and optional forms based on the sponsor guidelines.

### Step 7: Add Key Persons

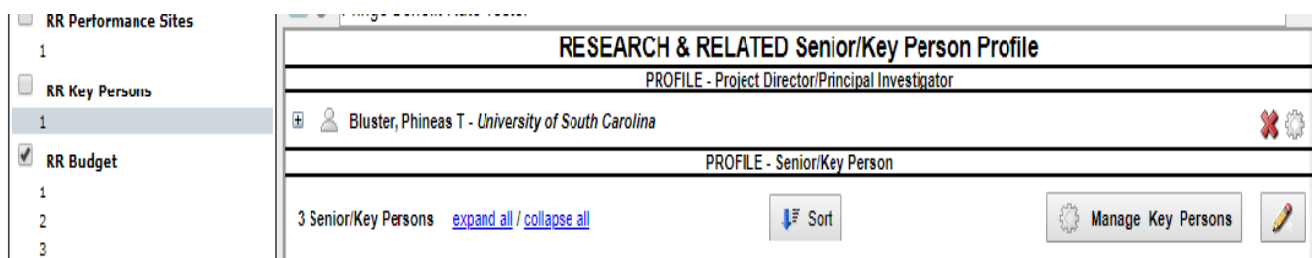
The Key Persons form displays the data for your proposal's Principal Investigator and associated Senior/Key Persons.



A screenshot of a sidebar menu with the following items:

- ☒ SF424 RR
  - 1
  - 2
- ☒ RR Performance Sites
  - 1
- ☒ RR Other Project Information
  - 1
- ☒ **RR Key Persons** (highlighted with a red box)
  - 1
- ☒ RR Budget
  - 1
  - 2
  - 3

- a. The proposal will begin with the PI already assigned.



A screenshot of a web form titled "RESEARCH & RELATED Senior/Key Person Profile". The form is divided into sections:

- PROFILE - Project Director/Principal Investigator**: Shows a person icon and the text "Bluster, Phineas T - University of South Carolina".
- PROFILE - Senior/Key Person**: Shows "3 Senior/Key Persons" with links "expand all / collapse all", a "Sort" button, and a "Manage Key Persons" button with a pencil icon.

On the left, a sidebar menu shows "RR Performance Sites", "RR Key Persons" (highlighted), and "RR Budget".

- b. To add a new senior Key/Persons, click the Manage Key Persons button which will take you to the following screen. Click the Add Key Person icon.

Cayuse 424 Manage Key Persons - Google Chrome

Secure | <https://sc-t.cayuse424.com/1362/showProposalPage.do?subsessionId=0&url=/manageKeyPeople.do&pop=true&role=...>

Manage 4 Key Persons Viewing Alphabetically Close

Add Key Person

				Bluster, Phineas - University of South Carolina	Budget Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
		<input checked="" type="checkbox"/>		Include Performance Site	
				Draper, Don - University of South Carolina	Budget Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
				Jones, Joanne - University of South Carolina 1	Budget Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
				New, Person - University of South Carolina	Budget Periods: <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4

- c. Search for the key personnel and then click Add Selected Key Person.

Add Key Person to Proposal Close

Search

[Show All](#)

**7 Available Recently Autofilled Key Persons:**

- Belle, Lilly - CayU: Biochemistry
- Colley, Jeff - CayU: Office of Sponsored Research
- Francis, Herbert - CayU: Anatomy
- Heldens, John - CayU: Medicine
- Joyce, James - Pitt
- SJW, SJW - N/A
- Spears, Michael - CayU: Family Health Care Nursing

Add Selected Key Person

Or...

Create New Professional Profile

- d. After you have added of your key personnel, close out of the screen and you will return to the Senior/Key Persons Profile page. The Senior/Key Persons Profile page will now display all of the senior key persons that have been added to the proposals.

1

☐ RR Key Persons

1

☒ RR Budget

1

2

3

4

Proposal Summary

Summary

Documents

Proposal Management

RESEARCH & RELATED Senior/Key Person Profile	
PROFILE - Project Director/Principal Investigator	
Bluster, Phineas T - University of South Carolina	
PROFILE - Senior/Key Person	
3 Senior/Key Persons <a href="#">expand all</a> / <a href="#">collapse all</a> <span style="float: right;"> Sort <span style="margin-left: 20px;"> Manage Key Persons </span></span>	
Draper, Don - University of South Carolina	
Jones, Joanne - University of South Carolina 1	
New, Person - University of South Carolina	

- e. Clicking **Expand All** or **Collapse All** will show all the information for listed Key Persons or hide all of that information, or use the icon to view each person's information individually.

Clicking **Sort** will order Key Persons by PD/PI, Co-PD/PI, Alphabetical, Other Significant Contributor. You can also manually sort by clicking the up arrows and down arrows to the right of the Key Persons.

- f. For Senior/Key Persons on the prime proposal, you can edit their information directly, or attach a Biosketch and/or a Current & Pending Support PDF.

New, Person - University of South Carolina

Prefix

\* First Name

Middle Name

Position/Title:

Organization Name:

\* Street1:

\* City:

\* State/Province:

\* Country:

\* Phone Number

Credential, e.g., agency login:

\* Project Role:

Degree Type:

Degree Year:

\* Last Name

Suffix

Department:

Division:

Street2:

County/Parish:

\* Zip/Postal Code:

Fax Number

\* E-Mail

Other Project Role Category:

\*Attach Biographical Sketch (no pdf) (no src)

Attach Current & Pending Support (no pdf) (no src)


- g. If necessary, you can use the button to delete a key person from the application.

## Step 8: Build the Budget

Cayuse 424 presents you with the budget form that the opportunity has provided. To ensure you are in compliance with the opportunity, check the solicitation for specific budgetary requirements (i.e., whether to build a detailed budget or modular budget).

[illegible]

Cayuse 424 performs budget calculations after you enter salary, personnel effort, and other required amounts. USC utilizes HR Connect which synchronizes Cayuse 424 with data from the USC human resources system. Therefore, salary data is already pre-populated into the Professional Profile. After the effort has been inputted, only the fringe benefit rates and health insurance fees require adjustment (fringe benefits and health insurance fees can be adjusted in the Professional Profile).

- a. You can access the budget for Key Persons from the Budget form or from the Key Persons form to confirm salary data and manage effort. Click the Manage Key Persons  button and edit the form. The appropriate information from this dialog will flow into each budget form.

Cayuse 424 Manage Key Persons - Google Chrome

Secure | <https://sc-t.cayuse424.com/1362/showProposalPage.do?subsessionId=0&url=/manageKeyPeople.do&pop=true&role=...>

## Manage 1 Key Person Close

Add Key Person

Bluster, Phineas - University of South Carolina  
☒ Include Performance Site

Budget Periods: ☒ 1 ☒ 2 ☒ 3 ☒ 4 ☒ 5

Attach Biosketch (no pdf) (no src) Add

Role: PD/PI Other Project Role Category:

Appointment type (months): Calendar:  Academic: 9.00 Summer:

Budget	Cal. Salary	Acad. Salary	Sum. Salary	Cal. Months	Acad. Months	Sum. Months	Req. Salary	Fringe Benefits	Funds Requested
prd 1	0	90,000	0				0	0	0
prd 2	0	90,000	0				0	0	0
prd 3	0	90,000	0				0	0	0
prd 4	0	90,000	0				0	0	0
prd 5	0	90,000	0				0	0	0

- b. Close the Manage Key Persons tab and complete the remaining budget fields by maneuvering through the form list under the RR budget.

☒ **SF424 RR**

1

2

☒ **RR Performance Sites**

1

☒ **RR Other Project Information**

1

☒ **RR Key Persons**

1

☒ **RR Budget**

1

2

3

4

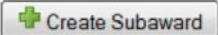
### Add a Sub-award


To add a sub-award to the budget:


- a. Navigate to the Sub-award Budget Attachment located on the left side of the page.

[Proposals List](#) » **Tester**

☒ **SF424 RR**  
1  
2  
☒ **RR Performance Sites**  
1  
☒ **RR Other Project Information**  
1  
☒ **RR Key Persons**  
1  
☒ **RR Budget**  
1  
2  
3  
4  
☒ **PHS Human Subjects and Clinical**  
1  
☐ **RR Subaward Budget Attachment**  
1  
☒ **PHS 398 Cover Page Supplement**  
1  
2


- b. Click the **Create Subaward**  button. This will bring you to the following dialog:


**Create New Subaward**

**Subaward Name:**  

**Organization:**

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

**Due Date:**  

**Validation Type:**


- c. Enter a name for the sub-award.
- d. Select the applicant organization from the dropdown list. This is optional, so if the sub-award organization is not yet available as an institution, you can add it later. **Please contact your SAM Administrator who will provide assistance with adding an institution.**

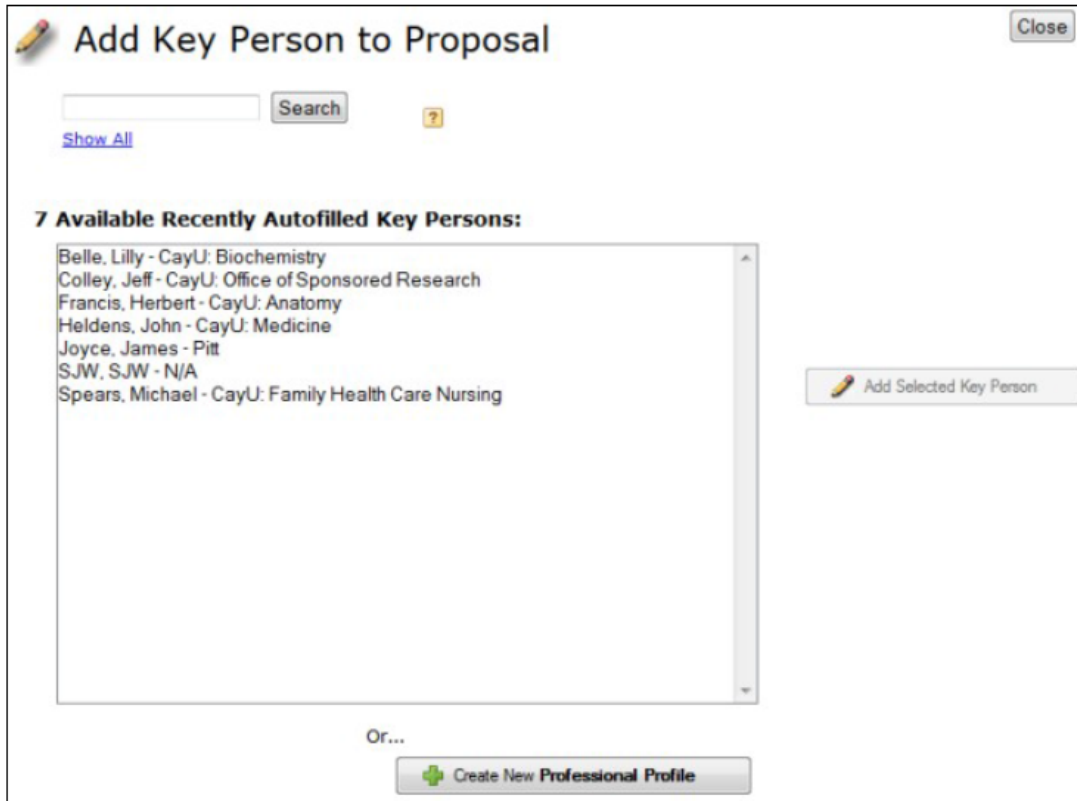


- e. Select the number of Budget Periods.
- f. Enter a due date for the sub-award.
- g. Click Create Sub-award and you'll be taken to the Subawards tab to edit your new sub-award.


### Create a Professional Profile

To add a key person from another institution, that person must have a professional profile in Cayuse. To create a professional profile:

- a. First check to ensure that the person doesn't already have a profile by searching for them under the Add Key Person to the Proposal.
- b. Once you have confirmed there is no Professional Profile in Cayuse for this person then click Create New Professional Profile  at the bottom of the screen.



- c. This will walk you through the creation of a professional profile (see People). Once you've finished creating the profile, it will autofill into the proposal and you'll be able to edit their information like any other Key Person.







## Create Professional Profile

**First name:**  (required)

**Middle name:**



**Last name:**  (required)



After all the key personnel are added and the first budget period is complete, click the arrow  to view and complete the next budget period and so forth until the budget is complete.

**RESEARCH & RELATED BUDGET - SECTION A & B**
Budget Period 1 of 5





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 5




First Pref. Name	Mid. Name	Last Name	Project Suf. Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
Dr. Phineas	T	Bluster	PhD   PD/PI	90,000	0	90,000	0				0	0	0
Total Senior/Key Person <input type="text" value="0"/>													

### Budget Replication and Escalation

Cayuse 424 can also perform cost replication and escalation for all budget categories.

- **Replicate** copies budget numbers on selected line items from one budget period to another.
- **Escalate** increases budget line items by a specific percentage across several budget periods.

a. Click on the  icon to bring up the dialog box.

Enabled	Budget Category to Escalate/Replicate	Rate (%)
<input checked="" type="checkbox"/>	A.) Senior/Key Persons	3.0
<input type="checkbox"/>	B.) Other Personnel - Salary	3.0

- b. You'll first see the current escalation rates are not set to any specific number but you can change them within the proposal if necessary to meet your needs. Click the box next to a category to enable escalation for that category. You can select any or all categories; there is a [select all](#) link at the bottom of the rate list so you can quickly select all the categories.
- c. To the right of the same screen you will see the options for replication or escalation.

Start Period: Budget Period 1 thru End Period: Budget Period 3

☐ Pre-Escalate Budget Period 1 Salaries ?

Escalate Selected Categories


Replicate Selected Categories

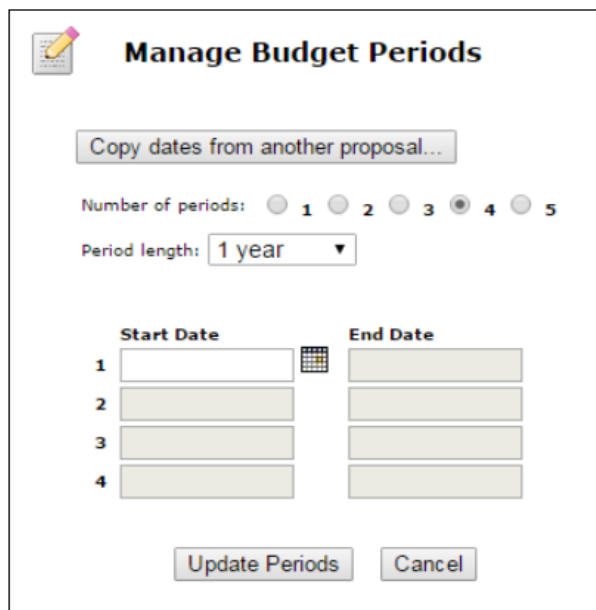
Cancel

- d. You can choose which budget periods the escalation will impact. Under Start Period, select the budget period you want the replication/escalation to start from. Under End Period, select the budget period you would like the escalation/replication to inclusively end on.
- e. You can also replicate and escalate budgets in the budget sections of the Manage Key Persons dialog box.

### Change Budget Periods

You can select the number of periods, up to the number allowed by the form included in your opportunity package, or up to 10 budget periods for Other proposals. Usually the Period length is 1 year, but if you need a different period length, you can select 3 months, 6 months, or even create a custom period using the Budget Period Editor.

In any project period date field, you can use the Budget Period Editor to manage your project dates. Click the  icon to open the Budget Period Editor and edit your project dates and/or periods.



**Manage Budget Periods**

Copy dates from another proposal...

Number of periods: ☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ 5

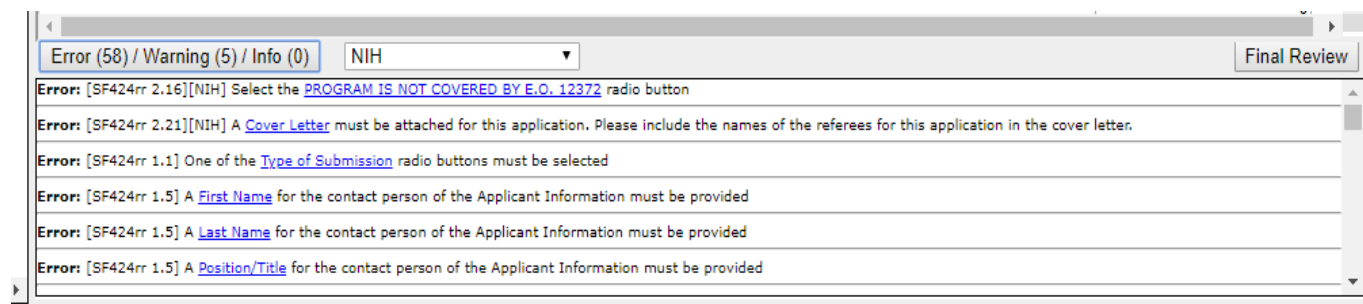
Period length: 1 year ▼

	Start Date	End Date
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>

Update Periods Cancel

### Step 9: Check for Errors and Warnings

Cayuse 424 keeps a running list of errors and warnings. Click the Error/Warning/Info button at the bottom of the proposal to display the validations panel.



Error (58) / Warning (5) / Info (0) NIH Final Review

Error: [SF424rr 2.16][NIH] Select the [PROGRAM IS NOT COVERED BY E.O. 12372](#) radio button

Error: [SF424rr 2.21][NIH] A [Cover Letter](#) must be attached for this application. Please include the names of the referees for this application in the cover letter.

Error: [SF424rr 1.1] One of the [Type of Submission](#) radio buttons must be selected

Error: [SF424rr 1.5] A [First Name](#) for the contact person of the Applicant Information must be provided

Error: [SF424rr 1.5] A [Last Name](#) for the contact person of the Applicant Information must be provided

Error: [SF424rr 1.5] A [Position/Title](#) for the contact person of the Applicant Information must be provided

**Errors** reflect problems that will impose a hard-stop rejection at Grants.gov or the funding agency. Errors must be corrected prior to submitting the proposal.

**Warnings** are not critical, but they may cause a proposal to be rejected from the funding agency.

Items labeled “**Info**” are tips and recommendations from Cayuse; they will not prevent the proposal from being submitted.






Click the hyperlink in the validation message to be taken to the field in question. Cayuse 424 will highlight the field that contains the error or warning. The number of Error/Warning/Info messages decreases as you correct the issues.

## Step 10: Track Your Proposal After Submission

When the proposal is submitted, the SAM Administrator and the PI receives a series of emails from Grants.gov indicating receipt and acceptance or rejection of the application.

A Grants.gov tracking number is recorded in the Proposal Submission History.

Cayuse has specific icons that are shown to the left of the proposal indicating the status of the proposal. Click the Submission icon ⚡ to view the Grants.gov tracking number, date and time of receipt, and submitter.

Icon	Description
	<b>Submitted:</b> The yellow lightning bolt indicates that the proposal has been submitted to Grants.gov. Hover over the icon to see the tracking number.
	<b>Failed Transmission:</b> The red lightning bolt indicates that the proposal was not successfully transmitted to Grants.gov.
	<b>Marked as Submitted:</b> The blue lightning bolt means that this non-Federal proposal has been manually marked as submitted via the Proposal Summary page of the proposal. (Does not show for Federal proposals.)
	<b>Expired:</b> The hourglass denotes that the opportunity that this proposal is using is past its deadline or has been superseded. While proposals can still be created based on this opportunity, they will be rejected in most cases.
	<b>Archived Opportunity:</b> The "red circle" means that the source opportunity for this proposal has been removed from the Grants.gov server and is no longer valid. To proceed with submitting this proposal, you will need to <a href="#">transform it</a> to a valid opportunity.

## Technical Assistance

For questions regarding your proposal submission, please contact your SAM Administrator. If you need to be added as a new user into Cayuse, email [Cayuse@mailbox.sc.edu](mailto:Cayuse@mailbox.sc.edu) and complete the fillable request form.