

Introduction to Cayuse S2S

Module 2

Objectives

In this module you will learn:

- The Features and Benefits of Cayuse S2S
- How to:
 - Sign in
 - Navigate Cayuse S2S
 - Understand the Cayuse S2S Icons
- User Tips

Cayuse S2S Features and Benefits

- Downloads funding opportunities directly from Grants.gov
- Provides autofill and data reuse capability
- Tracks errors and warnings automatically
- Provides electronic routing
- Offers easy navigation between forms
- Stores proposal documents and attachments
- Tracks proposal submission status

Signing in to Cayuse S2S

To sign in to Cayuse S2S:

1. Log into [Cayuse S2S](#)

Tabbed Navigation

- **Opportunities Tab**
 - View downloaded opportunities
 - Download new opportunities
 - Create new proposals from downloaded opportunities
- **Proposals Tab**
 - Create or edit a grant proposal
 - Create or edit a subaward proposal
 - Import a subaward proposal

Tabbed Navigation

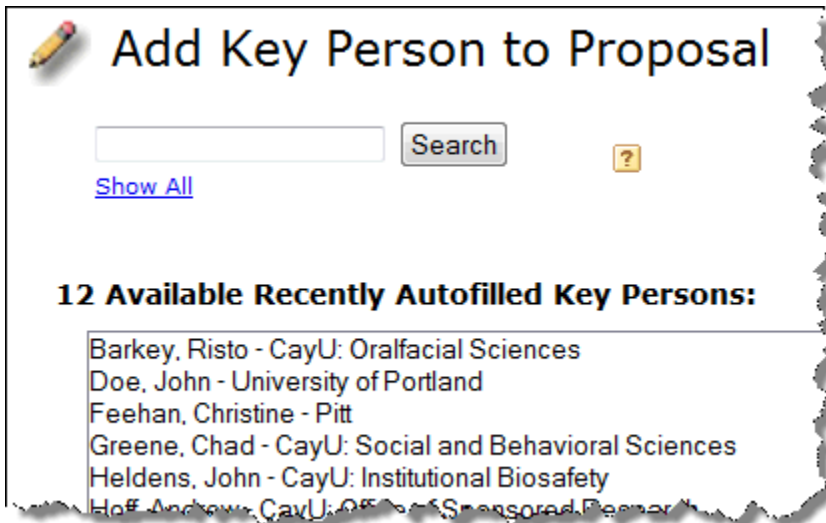
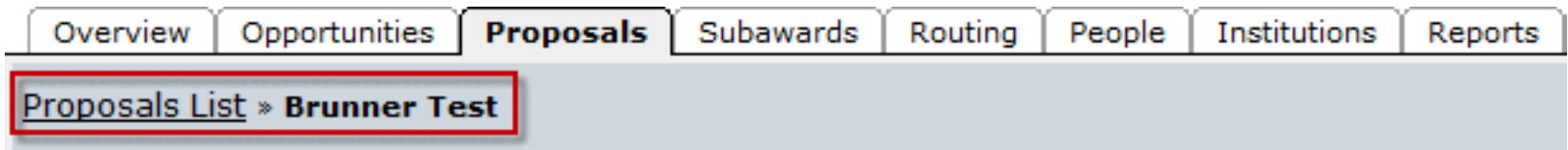
- **People Tab**
 - Create or edit a professional profile
 - View a professional profile
- **Institutions Tab**
 - View the primary institutional profile
 - View or edit profiles for subcontracting institutions
- **Reports Tab**
 - View proposal, submission, subaward, and award reports

Tabbed Navigation

- **Settings Tab**
 - Change your email address
- **Support link (on the Overview tab)**
 - Browse comprehensive documentation
 - Check Frequently Asked Questions

Navigation Features

- Quick navigation between screens within a tab using “breadcrumbs”



Icons

- Certain icons are commonly used throughout Cayuse S2S.
- In the application, you can hover your cursor over an icon to see what it does.

– Entities




– Autofill



– Information



Cayuse S2S Tips

- Use the breadcrumbs, not your browser's back function.
- Use the refresh arrows , not your browser's refresh function.
- Exit any pop-up window you open by clicking the link or button to close the window if you decide not to complete the action.
- Be careful when copying and pasting to your proposal.
 - Paste using plain text only.
 - Special characters (e.g., smart quotes, umlauts) will cause errors and rejection.
- Log out of Cayuse S2S when you are finished.