Proposal Creation

Module 4

Objectives

In this module you will learn how to:

- Create a new proposal
- Navigate the proposal
- Assign proposal permissions
- Track proposal history
- Validate the proposal
- Use the proposal lock and break the lock
- Copy and transform proposals

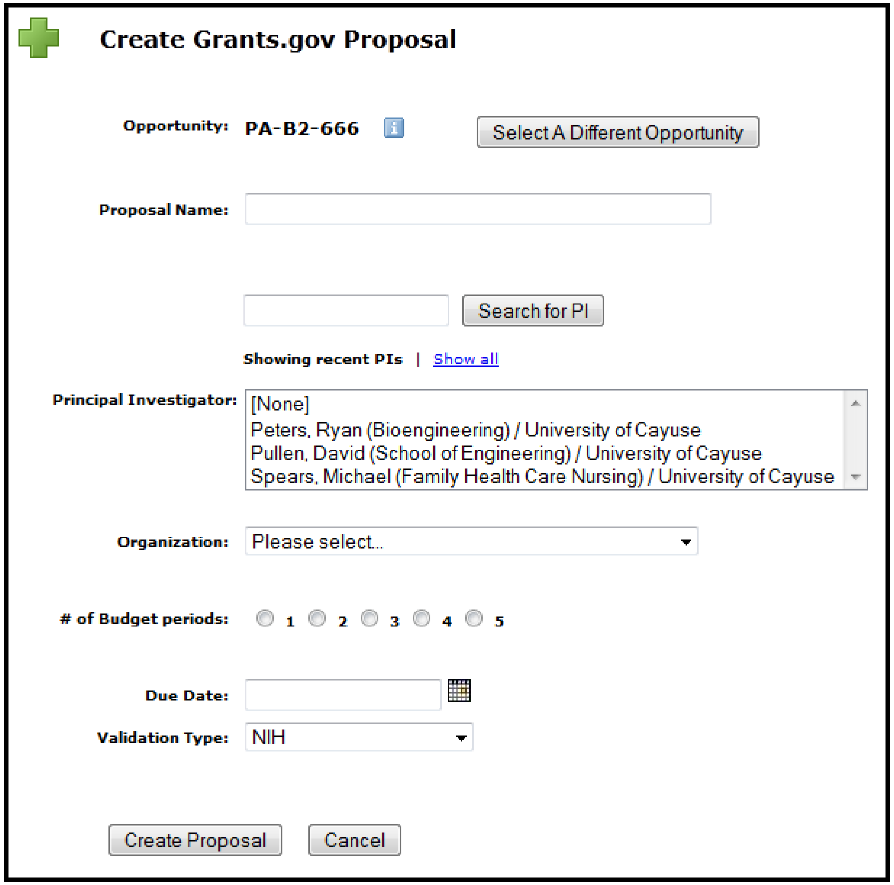
Creating a New Proposal

1. In the opportunities list, click the green plus button next to the opportunity you want to use.

Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved
PA-BB-C06	G.g AT07 and NIH Ext-UAT Test FOA (C06)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-10-05	2012-10-05	2010-02-18
PA-BB-D43	G.g AT07 and NIH Ext-UAT Test FOA (D43)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-12-09	2012-12-09	2010-02-18
PA-BB-D71	G.g AT07 and NIH Ext-UAT Test FOA (D71)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-12-09	2012-12-09	2010-02-18

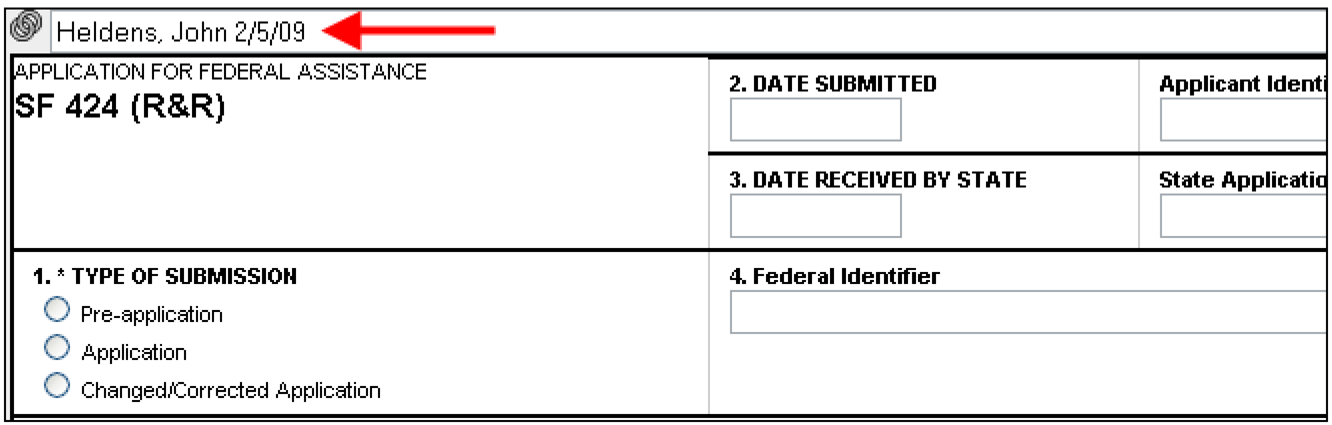
Creating a New Proposal

2. Enter a **Proposal Name**.
3. Select a **Principal Investigator** using the provided list and search.
4. Choose the **# of Budget Periods.**
5. Choose a **Validation Type.**
   - Determines which agency validations will be used.
6. Click **Create Proposal.**
7. Cayuse S2S creates a proposal using the forms required by the opportunity.



Proposal Name

- Enter proposal name in this format:
- Due Date xx/xx/xx_PI Last namePI First Initial_Sponsor Initials_Short Title (first 3characters are funding mechanism if applicable)
- Example: 07/05/14_TrojanT_NIH_R01_Studies on xyz
- You can rename the proposal later by clicking in the name field and entering a new/corrected name.


Heldens, John 2/5/09

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

2. DATE SUBMITTED

Applicant Identi

3. DATE RECEIVED BY STATE

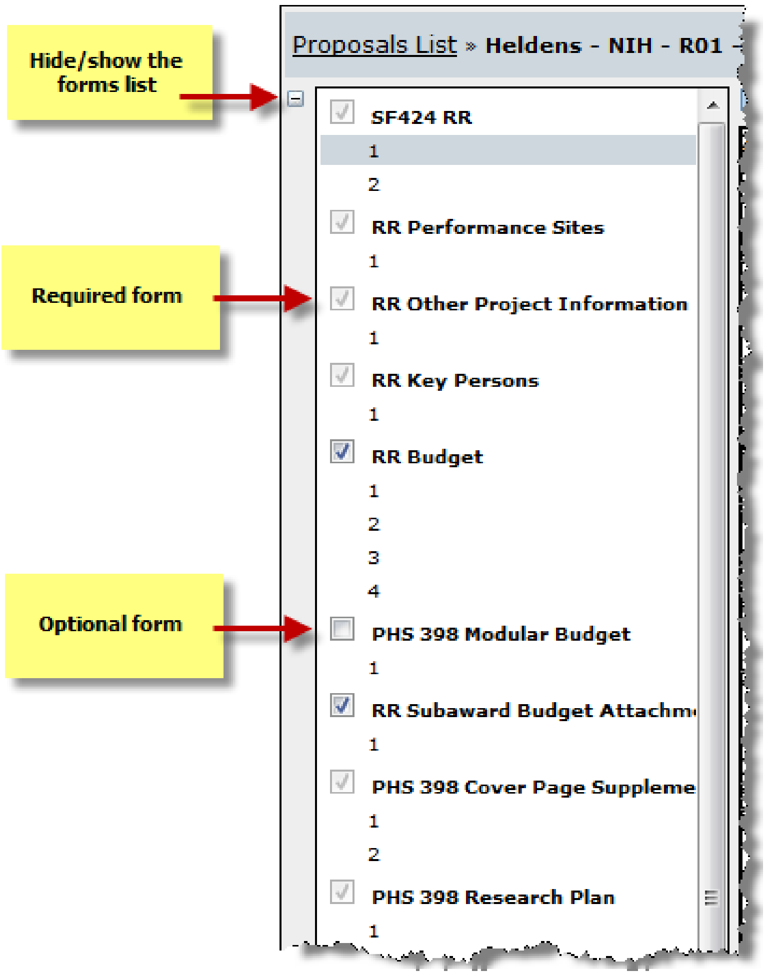
State Applicatio

1. * TYPE OF SUBMISSION
- Pre-application
- Application
- Changed/Corrected Application

4. Federal Identifier

Navigating the Proposal

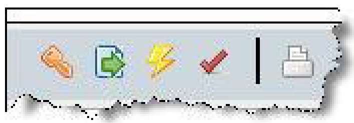
- Forms are listed in the left-side navigation bar.
- Checkboxes control which forms are submitted to the agency.
  - – Mandatory forms are automatically checked and cannot be unchecked.
  - – Optional forms can be checked to include them in the submission.
- Page numbers take you to each form page.



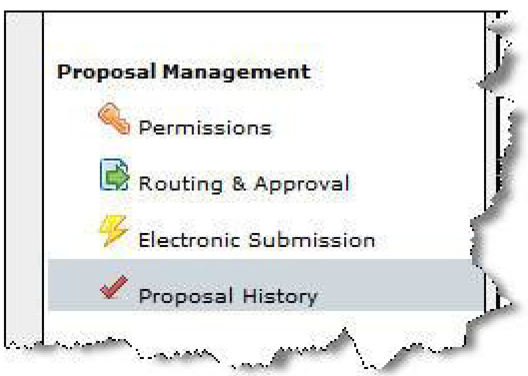
Navigating the Proposal

The Proposal Management areas have special icons to manage your proposal:

- Upper right corner



- Lower left sidebar



Proposal Permissions

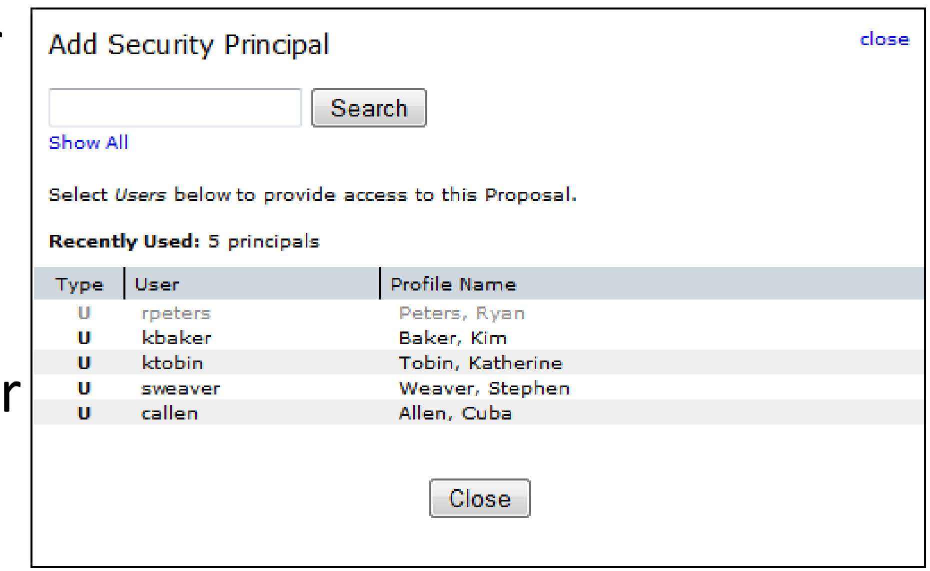
- Proposal permissions are different from professional profile permissions.
- The proposal creator is given full permissions.
- Proposal permissions must be given to other users who need access to the proposal, such as:
  - Principal Investigators
  - Research Administrators
  - Reviewers

Adding Permissions

1. To give permissions to other Cayuse S2S users, click the **permissions key**:

2. Click **Add user**.

3. Select a user from the list, or search by **first name, last name** or **username**.



4. Click the username in your search results to add the user to the permissions.

5. Click **Close**.

USC University of Southern California

Adding Permissions

- Once the user is added, check or uncheck specific permission(s) as needed:

	List	Read	Write	Attach	Break Lock	Delete	Print	Change Permissions	Add User/Group	Remove User/Group
Heldens, John (jheldens)	☑	☑	☑	☑	☑	☑	☑	☑	☑	☑
Spears, Michael (mspears)	☑	☑	☑	☑	☑	☐	☑	☐	☐	☐

  – Permissions are mostly independent, so be sure to give each user every permission they will need.

Permission Definitions

List	Can see the proposal in lists, but cannot view or modify the details of the proposal.
Read	Can view the details of the proposal.
Write	Can modify all data within the proposal and run Final Review.
Attach	Can attach documents to the proposal.
Break Lock	Can take write access while another user is in the proposal.

Permission Definitions

Delete	Can delete the proposal.
Print	Can print the proposal.
Change Permissions	Can change security permissions for the proposal.
Add/Remove User	Can add or remove other users from the profile permissions.
Submit	Can submit the proposal to Grants.gov.

Proposal History

Proposal History logs include the date and time, username, and a summary for the following actions:

- Create Proposal
- Upload/Delete Attachment
- Save Proposal (includes form changes)
- Approve/Retract Proposal (routing comments are logged)
- Validate Proposal

The Proposal History can be filtered by date and/or exported as a Comma Separated Values (CSV) file.

Proposal History

Proposal History

Show activity from: [ ] to: [ ] Update Date Filter

Show All

Export as CSV

Page: 1 2 3 4 5 (showing results 1 - 30)

Date/Time:	Username:	Person:	Action:	Summary:
2012-07-19 13:06	cayuseadmin	Cayuse Admin	Save Proposal	
2012-07-19 13:06	cayuseadmin	Cayuse Admin	View Proposal	Opened for edit
2012-07-19 12:05	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Upload Attachment	RR Other Project Information: MentoringPlan (PDF)
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Upload Attachment	RR Other Project Information: DataManagementPlan (PDF)
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 12:04	cayuseadmin	Cayuse Admin	Upload Attachment	RR Other Project Information: Datamanagementplan (PDF)
2012-07-19 12:03	cayuseadmin	Cayuse Admin	Save Proposal	
2012-07-19 12:03	cayuseadmin	Cayuse Admin	View Proposal	Opened for edit
2012-07-19 11:56	cayuseadmin	Cayuse Admin	Save Proposal	RR_OtherProjectInfo
2012-07-19 11:55	cayuseadmin	Cayuse Admin	Delete Attachment	RR Other Project Information: DataManagementPlan

Proposal Validation

- Cayuse S2S keeps a running total of all errors and warnings.
- As you correct errors and warnings, the running total decreases.
- Proposals that are submitted with errors will be rejected by Grants.gov or the granting agency unless your opportunity specifically instructs you to the contrary.
- Be sure if you are submitting a proposal with warnings that you have determined the warning will not cause the proposal to be rejected or delayed by the granting agency.
- *Proposals should be submitted to DCG with NO Validation Errors.*

Proposal Validation

- Click the **Error/Warning/Info** button at the bottom of the proposal page to display more details.

- If you click the linked text, Cayuse S2S will take you directly to the field that is causing the message to appear.

Error (52) / Warning (6) / Info (2)   NIH

Error: [Cover Page Supplement 1.3] Applicant Organization Contact's Title is required

Error: [Cover Page Supplement 2.4] Answer HESC involved question

Error: [Research Plan 2.2][NIH] The Specific Aims is required

Error: [Research Plan 2.3][NIH] Research Strategy attachment is required.

Error: [PHS 398 Checklist 2.4] Answer to Program Income question is required

Error: [PHS 398 Checklist 2.5] Answer to Disclosure Permission question is required

Proposal Locking

- When you are working in a proposal, other users who can see that proposal will see the lock icon next to it in the Proposals List, followed by your username.
  - This indicates that the proposal is locked and you are working in the proposal.
- Only users with the “Break Lock” permission for the proposal can open the proposal for editing when it is locked by another user.
- Others can open the proposal in read-only mode.
  - They will not be able to enter data or add attachments.

Breaking the Lock

- If you have “break lock” permissions, you can “take the lock” from another user working in the proposal.
  - This will cause them to lose any unsaved data.
  - Contact the user first if possible to ensure they have saved their work.

1. Open the proposal from the list using the read-only icon.
2. Click the lock icon at the top of the proposal.
3. Click OK in the dialog.

Break the proposal lock? Take write-access?

Do you really want to take over the lock for write-access to this proposal, currently held by user "Weaver, Stephen (sweaver)"?

If "Weaver, Stephen (sweaver)" has unsaved changes in another session then taking over the lock will cause those to be lost.

OK | Cancel

Copying or Transforming a Proposal

- Copying creates a duplicate copy of an existing proposal.
- Transforming pulls data from an existing proposal into a new proposal for a different opportunity.

To begin the process:

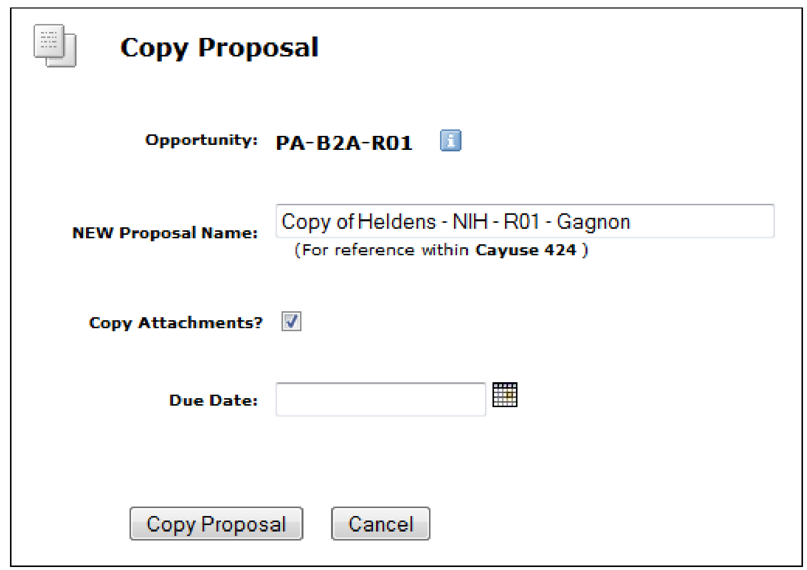
1. Click on the **Proposals** tab and locate the proposal you would like to copy or transform.
2. Click the **Copy/Transform** icon to the right of the proposal.

Proposal	Title	PI	Modified	Type	Deadline
Heldens, John 2/5/09		Heldens, John	2008-08-07	Rese...arent R01)	
John's R15	Analysis of Reading Comprehension	Heldens, John	2008-08-07	Acad...ward (R15)	2008-03-15
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward	

Copy Proposal

3. To copy the proposal, click **Copy Proposal** in the dialog.

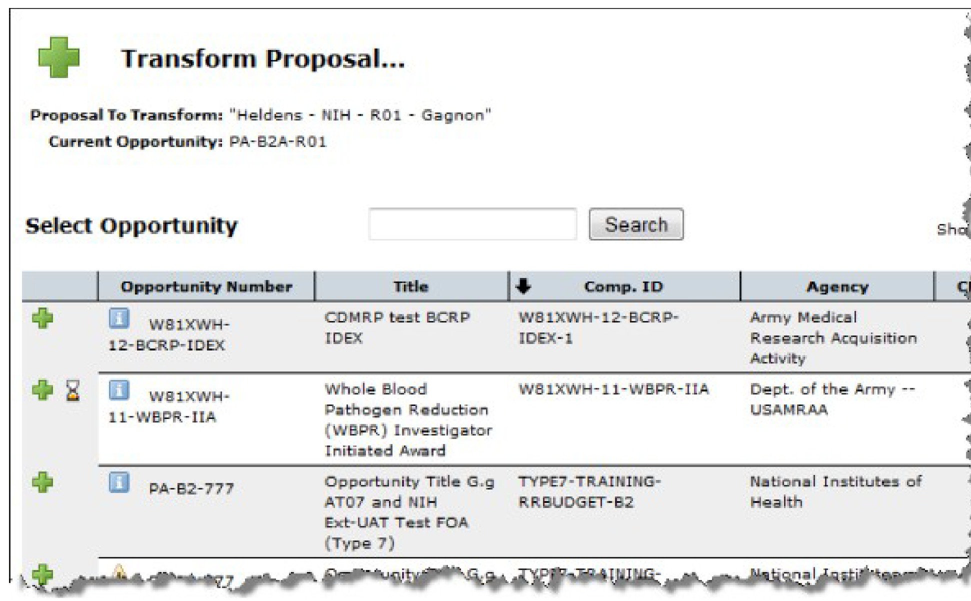
4. Give the proposal a new name and due date.
5. Click **Copy Proposal**.
6. You'll see both the original and the copy in the Proposals List.



Transform Proposal

3. To transform the proposal, click **Transform Proposal**.

4. Select a new opportunity from the list using the green plus icon.
   – You can search for the new opportunity.

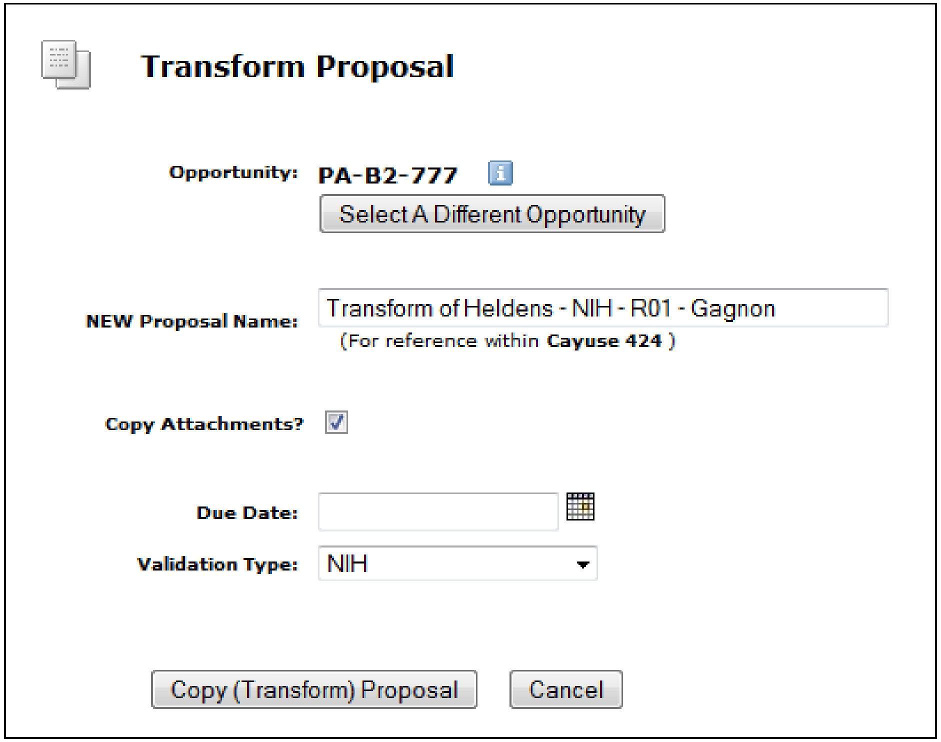


Transform Proposal

5. Give the proposal a new name and due date.

6. Click **Transform Proposal**.

7. You'll see both the original and the transformed proposal in the Proposals List.



The transformed proposal will contain data from any forms that the opportunities have in common.