



Cayuse424
Version 3.4

System Administration Manual

Cayuse424 Version 3.4

System Administration Manual

Copyright © 2005-2008 Cayuse, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language in any form by any means without the prior written consent of Cayuse, Inc. Information in this manual is subject to change without notice and does not represent a commitment on the part of the vendor.

Trademarks

Microsoft and Windows are registered trademarks of Microsoft Corporation.

Apple and Mac are registered trademarks of Apple Computer Corporation.

All other product names are copyright and registered trademarks/tradenames of their respective owners.

Cayuse, Inc.
Suite 654
10700 SW Beaverton-Hillsdale Hwy.
Beaverton, OR 97005-4742
503-297-2108 Voice
503-297-0414 Fax

Revised April 22, 2008

Table of Contents

Preface.....	5
What Is In Cayuse424 System Administration Manual.....	6
1 Part I: Start-Up.....	7
1.1 Administrative Start-Up.....	7
1.1.1 Register and Authorize Cayuse424 to Submit to Grants.gov	7
1.1.2 Set Institutional Preferences	12
1.1.2.1 Who can create Institutional Profiles?	13
1.1.2.2 Who can download Opportunities from Grants.gov?	13
1.1.2.3 Who can submit to Grants.gov <i>without</i> AOR approval?	14
1.1.2.4 Who can submit proposals to Grants.gov after AOR approval?.....	14
1.1.2.5 Which objects will AORs have access to?.....	15
1.1.2.6 Is the Routing module being used for proposals?.....	15
1.1.2.7 Is the Routing module being used for Subawards?.....	15
1.1.2.8 Site-specific validations	16
1.1.3 Load Your Users into Cayuse424	17
1.1.3.1 Create Your Users List.....	17
1.1.3.2 Migrate Users into the Database	18
2 Part II: System Administration	20
2.1 Set Up the Institutional Profile	20
2.1.1 Prime Institutional Profile.....	20
2.1.2 Institutional Profile Access Control.....	25
2.1.3 Subcontractor Institutional Profiles	26
2.2 Users and Groups	26
2.2.1 View Currently Signed-in Users	26
2.2.2 System Messages	27
2.2.3 Manage Users and Groups	29
2.2.4 Creating New Users	29
2.2.5 Changing User Login Names.....	30
2.2.6 Changing User Passwords.....	30
2.2.7 Change User Email	30
2.2.8 Link User to Profile	30
2.2.9 Days Back filter	31
2.3 Settings and Preferences	31
2.3.1 System Settings.....	31
2.3.1.1 System Logging Level	31
2.3.1.2 Diagnostic Directory	31
2.3.1.3 Resources Link.....	32
2.3.1.4 Opportunity Poller	32
2.3.1.5 Mail Send Host	32
2.3.1.6 Mail Send V8 URL.....	32
2.3.1.7 Grants.gov schema uri prefixes.....	32
2.3.2 Primary Institution	32
2.3.3 Single Sign-on.....	32
2.3.4 Institutional Preferences.....	32

2.4	Miscellaneous	33
2.4.1	Manage Deleted Proposals/ Professional Profiles/Institutional Profiles	33
Appendix A:	What's New in Version 3.4	34
	Subawards	34
	Usability	34
	Performance	34
	Quicklinks	34
	Key People On-the-Fly	34
	NIH UH2/UH3 mechanisms	34
Appendix B:	Client Resources	35
Appendix C:	Glossary	36
Index	38

Preface

Cayuse424 allows you to complete Federal grant application forms faster, more easily and with greater accuracy than ever before. It does so in a friendly, familiar fashion by helping you fill out the forms on your computer screen and reusing the information you enter, **saving you time**. Proposals can be submitted electronically through the Grants.gov portal.

Cayuse424 is a web-based application, specifically designed for preparing, managing, and submitting grant applications. It contains many Federal research forms and supports Grant Mechanisms accepted by NIH and other agencies that use the **SF424** and **SF424 Research & Related** forms.

What Is In Cayuse424 System Administration Manual

The Cayuse424 System Administration manual orients administrators to Cayuse424. Major sections and content provided are:

Administrative Start-Up

Everything administrators need to know to initialize Cayuse424 in their environment; formally notify Grants.gov that electronic proposal submission to the portal will be made using Cayuse424; and load their own users onto the Cayuse database.

System Administration

How to administer Cayuse424: set up and maintenance of Institutional Profiles; managing users and passwords; and set up and maintenance of system settings.

Appendices

- What's New in Version 3.4
- Client Resources: what they are and where to find them.
- Glossary

Installation of Cayuse424 is not covered in this manual. For installation details please contact Cayuse support.

1 Part I: Start-Up

1.1 Administrative Start-Up

1.1.1 Register and Authorize Cayuse424 to Submit to Grants.gov

The actions in this section should be performed as soon as possible. It is necessary to authorize Cayuse424 to submit to Grants.gov on behalf of an institution. In terms used by Grants.gov, the process establishes Cayuse424 as an “Authorized Organizational Representative” (AOR) for the institution. This is a one-time setup process, mandated by Grants.gov business rules, and involves three simple steps:

1. Creating your Cayuse URL
2. Obtaining a certificate and getting it to Grants.gov
3. Authorizing the certificate as an AOR within Grants.gov

(Note: This document assumes that the institution and all appropriate individuals have registered with CCR and Grants.gov as required by Grants.gov. If you have any uncertainties about that, visit <http://www.grants.gov/Register> for all the info. Also, see <http://www.grants.gov/assets/AORRegCheck.pdf>).

1. **Creating your Cayuse424 URL.** As a first step in configuring Cayuse424 for your institution, you should decide on the URL that you will want your Users to enter. For example, the University of Grants would request: <https://uog.cayuse424.com>.

This URL can be made to fit most any parameters. Once you have decided on one, please include it with your Certificate information that is outlined below.

2. **Obtaining a certificate and getting it to Grants.gov.** This is a simple process that only requires you to send the following information to Cayuse (support@cayuse.com):
 - *DUNS number* - The DUNS number of the institution submitting grant proposals. Note that Grants.gov will associate this DUNS number with the serial number of the certificate generated through this institution's end entity account.
 - *E-mail address* - The email address to which all administrative notices - including confirmations of grant proposal submissions - will be directed.
 - *Common name* - A familiar name with which the institution is associated. Punctuation is discouraged, and should be stripped before inclusion within the certificate's distinguished name. Examples include "Cayuse Inc" or "The University of Michigan".
 - *Organization* - A familiar name with which the organization is associated, which may be the same as the institution's common name. Punctuation is discouraged, and should be stripped before inclusion within the certificate's distinguished name.
 - *Organization Unit* - A familiar name with which the department or division of the organization responsible for submitting grant proposals is associated. Punctuation is discouraged, and should be stripped before inclusion within the certificate's distinguished name. Examples include "Development" or "Sponsored Programs".
 - *Locality* - The city in which the institution is located.

- *State* - The state or province in which the institution is located.
- *Country* - The two-character upper-case country code representing the country in which the client is located. For example, "US".

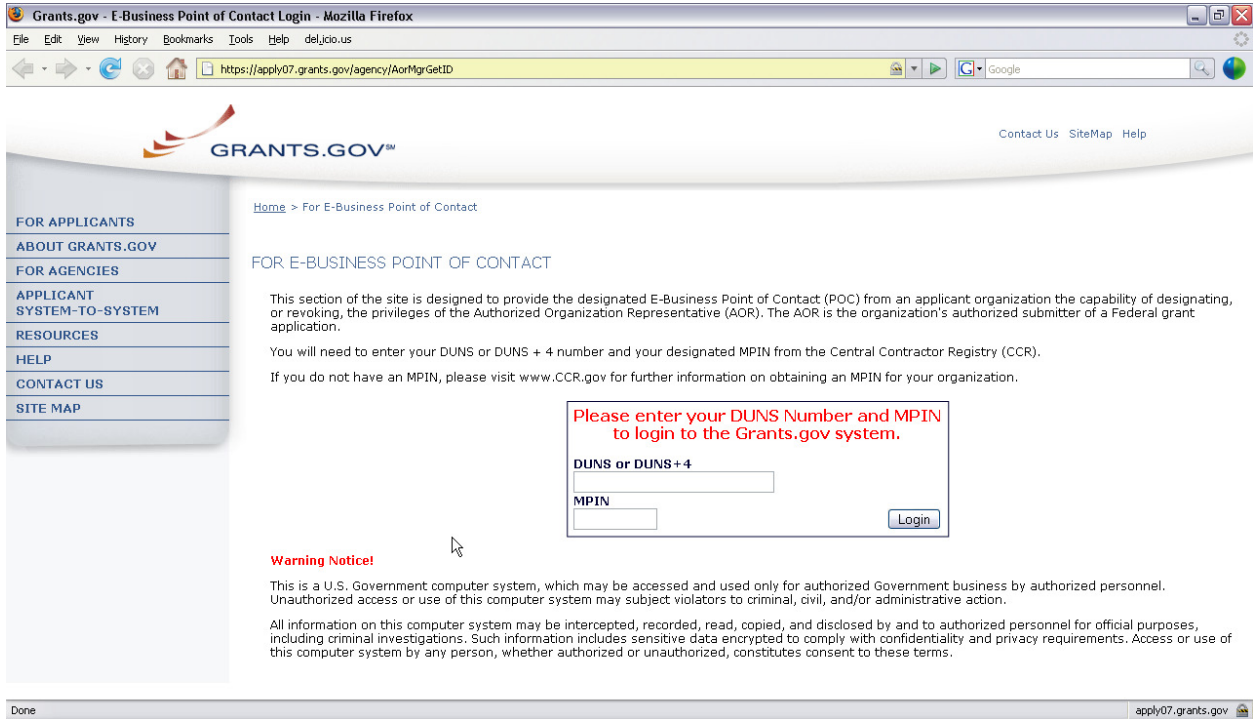
Once we receive this information, we'll set up the certificate for you and send it to Grants.gov. Once the certificate is received by Grants.gov, they will associate it with your institution. They usually notify Cayuse, who will notify you that the certificate is ready for authorization. **Note: if you have sub-organizations with different DUNs numbers, you must provide the above information for each one and then perform step 3 for each certificate.**

3. **Authorizing the certificate as an AOR within Grants.gov.** Once the certificate is received by Grants.gov, they will associate it with your institution. This should result in following e-mail being sent to the CCR e-Business Point of Contact at your institution. (In the email, the word "individual" actually refers to the cert.)

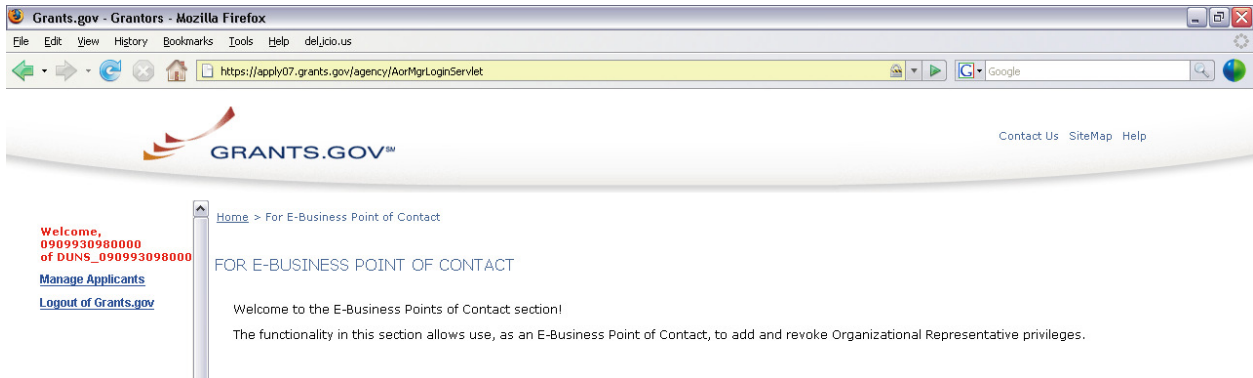
"An individual from your organization has registered with Grants.gov and requested to be designated as an Authorized Organizational Representative (AOR) for your organization. Designating this individual as an AOR will allow them to submit grant applications to Federal Agencies via Grants.gov on behalf of your organization. NOTE: The individual will not be able to submit an application on behalf of your organization until this designation process has been completed.

As the CCR e-Business Point of Contact, you are the only person authorized for your organization to approve this individual as an AOR. Please log in to the EBiz section of Grants.gov at <https://apply.grants.gov/AorMgrGetID> to authorize this individual to perform this function. If you determine that this individual should not be assigned AOR access, do not update the user roles when you review the request in Grants.gov... "

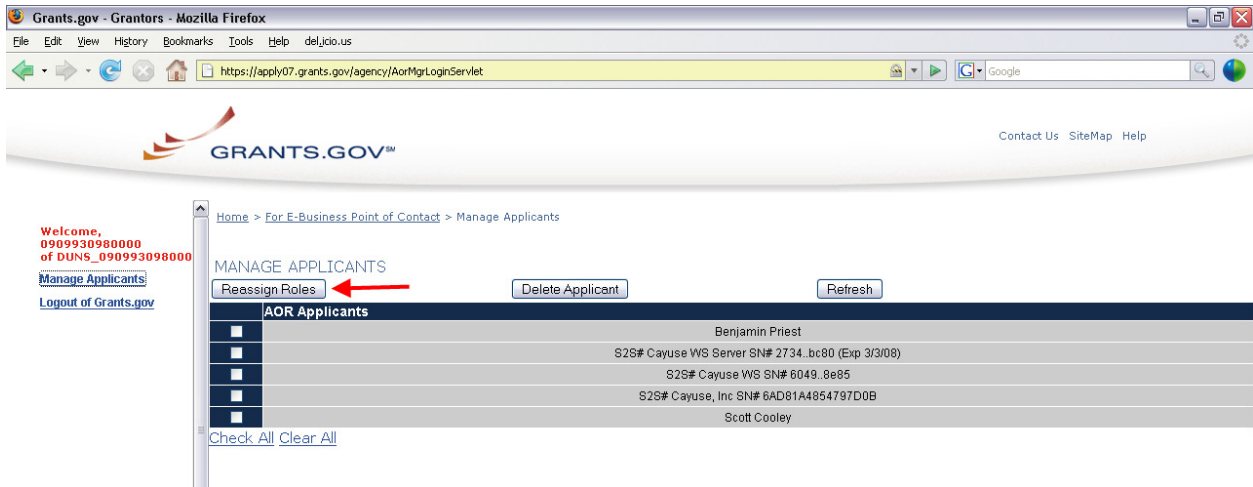
As the Point of Contact, follow the link <https://apply07.grants.gov/agency/AorMgrGetID> to see this screen.



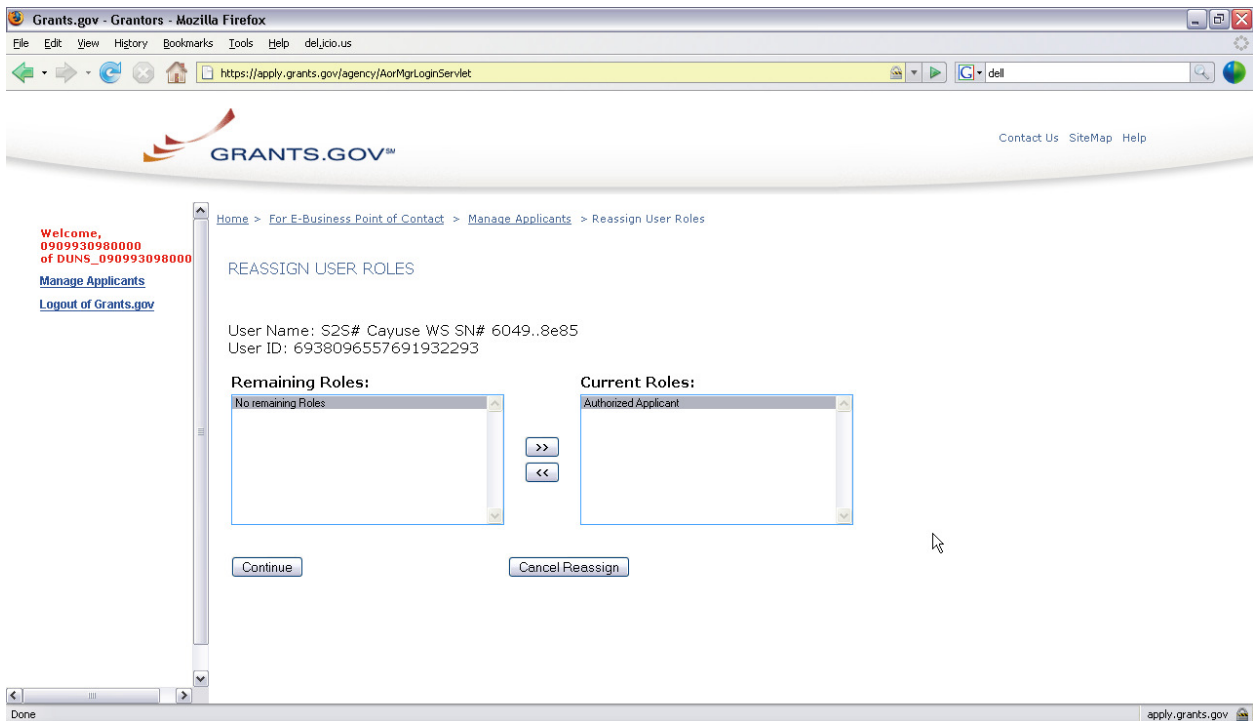
Sign in to see...



Clicking “Manage Applicants” will show this screen. Check the box next to the Cayuse WS Certificate and click “Reassign Roles”.



When the Reassign User Roles screen appears, “Authorized Applicant” will be in the “Remaining Roles” window on the left. Make sure it is selected and click the top double-arrow button to move it to the “Current Roles” window so the screen will look like this.



Click “Continue” to finish the authorization and enable the institution to submit using Cayuse424.

The screen will change back to this:

Grants.gov - Grantors - Mozilla Firefox
File Edit View History Bookmarks Tools Help deLicio.us
https://apply.grants.gov/agency/AorMgrLoginServlet

GRANTS.GOVSM Contact Us SiteMap Help

Home > For E-Business Point of Contact > Manage Applicants

Welcome,
090993098000
of DUNS_090993098000
Manage Applicants
Logout of Grants.gov

MANAGE APPLICANTS
Reassign Roles Delete Applicant Refresh

AOR Applicants		
<input type="checkbox"/>	Benjamin Priest	
<input type="checkbox"/>	S2S# Cayuse WS Server SN# 2734_bc80 (Exp 3/3/08)	
<input type="checkbox"/>	S2S# Cayuse WS SN# 6049_8e85	
<input type="checkbox"/>	S2S# Cayuse, Inc SN# 6AD81A4854797D0B	
<input type="checkbox"/>	Scott Cooley	

Check All Clear All

To finish the process, click “Logout of Grants.gov”.

1.1.2 Set Institutional Preferences

You must set your institutional preferences before using Cayuse424.

Setting institutional preferences involves determining the answers to the following questions:

1. Who can create Institutional Profiles?
2. Who can download Opportunities from Grants.gov?
3. Who can submit to Grants.gov “without” AOR approval or Who can submit proposals to Grants.gov after AOR approval?
4. Which objects will AORs have access to?
5. Is the Routing module being used for proposals?
6. Is the Routing module being used for Subawards?
7. Are the NIH Salary Cap and Equipment Threshold amounts set to the correct amounts?
8. Does your institution require a detailed budget for in-house use?
9. Does your institution use Departments? Divisions?

In the remaining of this section, information is provided to help you understand the ramifications of these decisions before you make them.

A tension between *access control* and *ease-of-use* exists in systems that require security measures. Additionally, increased control over the use of the system may be more important when the system is initially deployed than when the system has been used for a while. With this in mind, we have formulated several questions to address in order to instantiate the policies of your institution. You may decide to change the preferences in the future. Since a change in any of these preferences significantly impacts the activities of the system, only the SysAdmin user has access privileges to make these changes. A screen capture of the configuration options is shown below.

These preferences are focused on local policies and practices for electronic submission and access to information in the system. Your selections impact how the product is used and how submissions are performed. We recommend that you have your internal discussions on these issues prior to working with Cayuse 424.

Once these decisions are made you configure Cayuser424 accordingly, on the *Administration > Institutional Preferences* tab of Cayuse424.

We have attempted to identify some of the potential trade-offs in each configuration discussion below. However, if you have further questions, please feel free to contact Technical Support.

1.1.2.1 Who can create Institutional Profiles?

The first preference governs *who* can create Institutional Profiles (IP). Since the IP controls the Indirect Costs (IDC), Escalation, and Fringe rates for all proposals, the AORs are likely to create and maintain the *primary* Institutional Profile.

A less certain issue is: Who creates the Institutional Profiles for subcontractors? Subcontractor proposals require an IP to both identify the Subawardee, as well as, provide IDC rates in the Subcontractor Budgets. If regular users cannot create Institutional Profiles, the AORs will, at a minimum, have to create all subcontractor Institutional Profiles, though they can authorize others to fill them in. If the AORs do create *all* the Institutional Profiles, they are likely to be more uniform and duplicate free (since the AORs can see all of the Institutional Profiles).

Alternatively, a regular user may be unhappy if he or she has to wait for the IP to be created by the busy AOR thus creating a delay in the progress of their work. AORs may want to serve as *gatekeepers*, creating named IPs upon request, granting user access, and letting the requestor fill out the details.

Who can create Institutional Profiles?	<input checked="" type="radio"/> Admin Users
	<input type="radio"/> Admin and AOR Users
	<input type="radio"/> All Users

Please keep in mind that IPs only need to be created once (and made visible to all users) in order to successfully create a sub-contractor proposal.

1.1.2.2 Who can download Opportunities from Grants.gov?

The second preference controls Opportunity download. If everyone can download opportunities, the users will have what they need, when they need it. The list is visible to all regular users, however, so if users download Opportunities they don't need, the list can become cluttered for everyone. Currently the only way to determine if Cayuse424 supports an opportunity is to do download it and check for a warning icon. Opportunities can be deleted.

Who can download Opportunities from Grants.gov?	<input checked="" type="radio"/> Admin Users
	<input type="radio"/> Admin and AOR Users
	<input type="radio"/> All Users
Who can delete downloaded Opportunities from Grants.gov?	<input checked="" type="radio"/> Admin Users
	<input type="radio"/> Admin and AOR Users

1.1.2.3 Who can submit to Grants.gov *without* AOR approval?

An important feature of a System-to-System solution is recognition by Grants.gov as an AOR. The system can be configured so that no proposal can be electronically submitted until after approval by the AOR (or the Admin) users.

The **third** preference controls electronic submission capability *before* an AOR has approved a proposal for submission. If *routing is not active* (See [1.1.2.6](#)), AOR approval never happens and the choice you make is very important. You should pick the model you want to adopt. In the case where *routing is active*, you may want to ensure the complete rigor of the approval process by selecting the **No One** option. A case can be made for selecting the **Admin and AOR Users** option, as under the pressures of a submission deadline a shortcut may need to be taken.

Who can submit proposals to Grants.gov *without* AOR approval?

No One
 Admin Users
 Admin and AOR Users
 All Users

1.1.2.4 Who can submit proposals to Grants.gov after AOR approval?

The **fourth** preference controls electronic submission capability *after* an AOR has approved a proposal for submission. The *approval action* locks all of the proposal's data except the attachments.

- If the AORs wish to retain the *exclusive* right to the submission function, *do not select the All Users radio button.*
- If the AORs wish to delegate the right to the submission function, *select the All Users radio button.*

In both approaches, the system gives the proposal creator the opportunity to upload final research documents unless that right is removed by the AOR. In this scenario, if the AORs encounter errors in the proposal, they will either have to fix them or solicit fixes from the proposal creator. When *all users* can submit, the users can submit the *approved and locked down* proposal themselves. If they encounter errors, they may have to enlist the help of an AOR to unlock the proposal, so they can change the data in question.

Who can submit proposals to Grants.gov after AOR approval?

Admin and AOR Users
 All Users

1.1.2.5 Which objects will AORs have access to?

This preference controls the visibility AORs have into objects in the system. This is a policy matter for each Institution to decide. Institutional Profiles and Professional Profiles are probably not controversial. However, Investigators may consider proposal development a private matter, keeping their proposal under wraps until it reaches a viable stage. The AORs, however, are interested in knowing how much work is “in the pipeline”. Checking a box means that the AOR will usually have *implicit* Read/Write access to all objects of that type, regardless of the explicit list of user/group permissions. Please note the following exception: if a proposal is approval-locked or access-locked, the AOR will have only Read access to that object.

AORs have full access to these objects:	<input checked="" type="checkbox"/> Proposals
	<input checked="" type="checkbox"/> Professional Profiles
	<input checked="" type="checkbox"/> Institutional Profiles

1.1.2.6 Is the Routing module being used for proposals?

This preference controls the use of Cayuse424 incremental routing and approval. You will need to consult the User Reference Manual for the details of the routing system. Briefly, it is a flexible system for electronically approving the proposal by routing it to each approver in order. It is based on the proposition that users know where a proposal should go next. The effort to configure and set-up the minimum routing system is modest. **Note that routing is not meant to be switched from On to Off! This may result in unusual access control behavior.** Experimentation should be performed in a test environment.

Is routing active?	<input type="radio"/> On
	<input checked="" type="radio"/> Off

1.1.2.7 Is the Routing module being used for Subawards?

This preference controls the use of Cayuse424 incremental routing and approval of Subawards. The use of routing and approval for Subawards parallels the use for regular proposal. The major difference is that Subawards are exported for delivery to another Cayuse424.

Who can export proposals *without* AOR approval?	<input type="radio"/> No One
	<input type="radio"/> Admin Users
	<input checked="" type="radio"/> Admin and AOR Users
	<input type="radio"/> All Users
Who can export proposals after AOR approval?	<input type="radio"/> Admin and AOR Users
	<input checked="" type="radio"/> All Users

1.1.2.8 Site-specific validations

These settings control the issuance of validation messages that vary by institution. For instance, the warning regarding equipment could be based on threshold of \$1000 or \$5000, depending upon local policy. If you require detailed budget for in-house use, then check the *Always Validate Detailed Budget* box. If you have Departments, then check that box. If you have Divisions, then check that box. The NIH Salary Cap should be changed when NIH changes the salary cap.

If you have any questions on these configuration options, please contact Cayuse support.

Configurable Validation Rules	
NIH Salary Cap: \$	<input type="text" value="193300"/>
Equipment Threshold: \$	<input type="text" value="5000"/>
<input checked="" type="checkbox"/>	Run Cayuse Validations
<input type="checkbox"/>	Always Validate Detailed Budget
<input checked="" type="checkbox"/>	Check Department
<input checked="" type="checkbox"/>	Check Division

1.1.3 Load Your Users into Cayuse424

The database must be initialized with users, the people who can login to Cayuse424. Cayuse provides an Excel Spreadsheet with a macro to assist you in generating an XML file for consumption by the user bulk loader. The bulk loading of users can be done at any time. The mandatory fields are **username** and **password**. If sufficient additional information (**FirstName** and **LastName**) is provided, the software will create for each user:

- A user record with username, password, and email
- A Professional Profile
- An Institutional Association to the **Primary Institution** populated with contact information
- A link from the user record to their Professional Profile

This is significant jump-start on getting your system set up correctly and is worth pursuing if the information is available to you. You must, however, **first**:

- Define an Institutional Profile to which the new users will be associated. See: [Institutional Profiles](#)
- Set that Institution to be the **Primary Institution** (perhaps temporarily) (**Admin:Primary Institution**)

The bulk-load spreadsheet is available from the resources link on the overview page and contains directions on the first page. Note that names and passwords are case-sensitive.

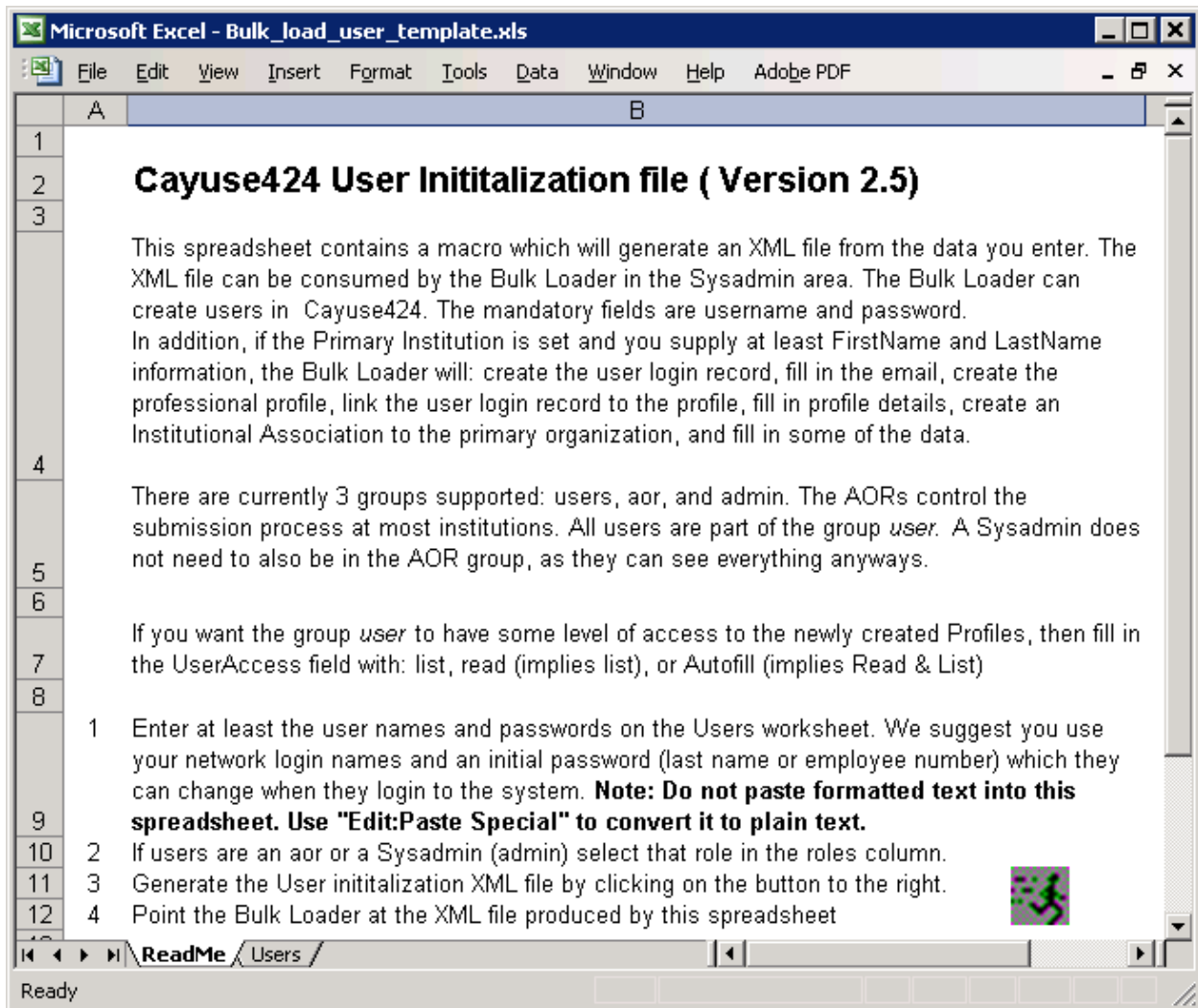
1.1.3.1 Create Your Users List

The first step uses an Excel spreadsheet to define all the users and then automatically generate the user list, usually named user_template.xml. Follow these steps:

1. Copy the zip file **Bulk_load_user_template.zip** from the resources link in Cayuse424.
2. Extract the .xls file and double-click on it, which will bring you up in Excel. Follow the instructions you see on the first page (see screen shot below).
3. The final step is to press the “GenUserList” button on the first page and generate a file named user_template.xml.

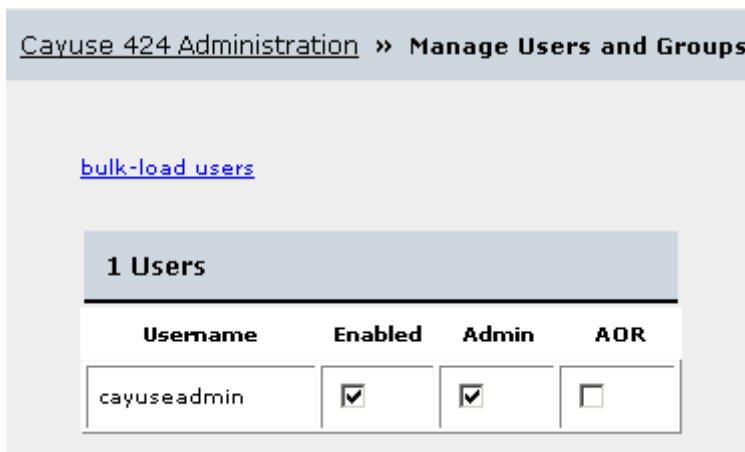
Here are some usage tips:

- The spreadsheet columns have data constraints. Do not ignore them. If you are importing a CSV file, be sure you understand the length restrictions.
- You should remove the example users from the spreadsheet.
- Since every user is in the group USER, you do not have to specify that role.
- You can specify what access the Group USER (i.e. everyone) will have to the newly-created profiles. You have choice of:
 - List USER will see that the profile exists, but have no other access
 - Read Implies List and lets USER browse a profile, but not Autofill it.
 - Autofill Implies List and Read. USE can also fill the profile into a proposal.



1.1.3.2 Migrate Users into the Database

This operation should be performed by the SysAdmin using the bulk load feature in the Admin area.



Click on the bulk load link and navigate to the XML file containing the users. This will add the users and when it finishes you'll see a report like this.

Bulk Load User Results

The users were loaded successfully.

Duplicate Principals

These principals already exist in Cayuse424. They were not added. The new users that are members of these principals were added.

1 user

users added to this principal:

- AOR1
- Superuser
- userN
- user2
- user1

2 aor

users added to this principal:

- AOR1

3 admin

users added to this principal:

- Superuser

Entered Users

1 AOR1

2 userN

3 Superuser

4 user2

5 user1

2 Part II: System Administration

Some administrative aspects of Cayuse424:

- Setting up institutional profiles (Primary/sub)
- Managing users and groups
- Settings and preferences
- Validations Configuration

2.1 Set Up the Institutional Profile



For the purposes of submitting a proposal, an Institution is defined by the data required by the SF424 and SF424RR formsets. The Institutional Profile summarizes all the applicant organization data required for electronic submission. The most important institutional profile is the one to which you report. However, if you submit proposals with Subawards you may need more than one institutional profile. The more complete the Institutional Profile, the less data entry you will have to do on the proposals later. In addition to AutoFilling the Institutional Profile data into the forms, Cayuse424 lets you assign Professional Profiles to Institutions, so that institutional-specific personnel information is also AutoFilled into the Professional Profiles. While most of this information can be AutoFilled into Professional Profiles and proposals, it can also be overridden at the local level, if necessary.

From the **Main Menu**, select the **Institutions** tab. If you already have Institutional Profiles, then you will have your choice from a list of profiles to edit. Selecting an Institutional Profile brings you to a screen with at least five links:

- Address -- contains address and other defining information
- Assurances and Certifications -- contains assurance numbers.
- Fringe Rates & Benefits -- contains institutional fringe rate information
- Indirect Costs -- contains fiscal parameters used for automatically calculating indirect costs
- Escalation Rates – contains default escalation rates to apply to budgets across budget periods
- Personnel -- a list of all personnel assigned to this Institution.



Note that SysAdmin can limit the group **users'** access to the Institutional Profile data to **Read-Only** by modifying its permissions setting. This is useful when your pre-award office or departmental administrator wants to retain control of the contents of your Institutional Profile.





2.1.1 Prime Institutional Profile


Information about your institution, from its street address to its Fringe Benefit Rate(s), will be kept in an Institutional Profile. To create a new **Institutional Profile**, click on this *create icon*  and you'll be presented with a blank profile. The following instructions describe how to fill in an *Institutional Profile*. If you don't see a  icon, you can still read about how these profiles are created below even if your Institutional Profile has been created by your central research office

Overview Proposals Routing People **Institutions** Reports Admin

4 Institutional Profiles

4 Institutional Profiles  


-  [Aloysius Farquhar University](#)
-  [Cayuse, Inc.](#)
-  [Cheeze Whiz Research](#)
-  [Dark Matter LLP](#)

 Noyes, John Admiral (noyesj)

Start by filling in the name and address information, using your <Tab> key to move from one field to the next. This information will be copied into your proposals later in the process. (If you are working in a group setting, your Institutional Profile may already be established.)

Overview Proposals Routing People **Institutions** Reports Admin

4 Institutional Profiles » Dark Matter LLP

Institutional Profile: **Dark Matter LLP** 

- Address** ▶
- Assurances and Certifications
- Fringe Rates & Benefits
- Indirect Costs
- Escalation Rates
- Personnel

Institutional Address

Institution name:

Address 1:

Address 2:

City:

State/Province:

Zip/Postal Code:

Mailstop:

Click the **Assurances & Certifications** link and fill in your institutional Human Subjects and Animal Welfare Assurance numbers. Include *only* the numeric portion of your Human Subjects number.

The **Fringe Rates & Benefits** area contains values which will automatically be available to Professional Profiles affiliated with this Institution (although you may edit each individual's data if you need to). The issue of fringe rates, especially with variability of Health Insurance costs, is

a complicated one. In the Institutional profile there is a field for a *base fringe rate*, plus fields for optional items that are candidate contributors to the *Total Fringe Rate* for an individual. When you create an Institutional Association for a professional profile to an Institutional Profile, it inherits this default Institutional fringe rate information.

Most institutions use a simple base fringe rate, cafeteria style fringes, or job classification fringe rates. At the level of the professional profile, you provide the Salary and Appointment type information.

For Cafeteria style, you must choose which of the optional Fringe items you want to add, if any. Once Cayuse424 has this information, it sums all the items and calculates a *Total Fringe Rate* for the individual. Note that if you are using dollar figures you will need annual salary to compute the *Total Fringe Rate*.

The job classification approach is to use a *Base Fringe Rate* of 0 (zero) and define job types with their respective fringe rates. When the professional profile is created the job classification is chosen. When you AutoFill the professional profile information into a proposal, you document the level of effort and Cayuse424 then calculates the *Fringe Benefits* and *Salary Requested* for you.

We believe this approach is flexible enough to meet the needs of many institutions. Please let us know if it doesn't meet your needs.

Enter the Institution's base fringe rate as a percentage (without the %). Some institutions have a base rate plus additional items (like health care) which are benefits, but which are assigned separately from the base fringe rate. If this describes your situation, enter the category name and *annual amount* or extra percentage for each of these benefits. (The final fringe percentage will be calculated for each individual based upon their elections.) "Role Based" Fringe Rates (such as Faculty, Staff, Grad Student, etc.) are handled by having (in general) a zero value in the base fringe rate and a category-by-category rate for each of the named roles.

Fringe Rates

Institution Base Fringe Rate:

Other Fringe Benefits:

#	Fringe Category	Annual \$	OR	Pct. %	
1:	<input style="width: 150px;" type="text" value="401k"/>	<input style="width: 80px;" type="text" value="2600.00"/>		<input style="width: 50px;" type="text"/>	✘
2:	<input style="width: 150px;" type="text" value="health"/>	<input style="width: 80px;" type="text"/>		<input style="width: 50px;" type="text" value="6"/>	✘

+ [New Category.](#)

Indirect Costs (also known as F&A Costs) are handled differently on the SF424 than they were in the PHS forms. Up to four different rates may be used in a single budget period. If you set up

the Indirect Cost Types just one time in the Institutional Profile, the rates will be applied automatically in each proposal you prepare. They will also be adjusted automatically to reflect any changes in the rates that occur during the course of the proposed research.

To use this feature, create a new Cost Type and enter a start date and rate (%). They should be entered as follows: for 55.5%, enter 55.5. **You must enter a date!** If you do not know the start date, then enter today's date. If your rates are changing, enter future dates and rates. Repeat as needed for however many Types you have. Common Types include On-Campus, Off-Campus, Animal Care, etc. The Type "excluded" is already included (no pun intended) as almost every institution needs it.

Indirect Costs

I. Define Indirect Cost Types

This Institutional Profile has **5 Indirect Cost Types.** + New Type

(Select type to view/edit.) Instruction Modified Off Campus On Campus Default type

X Delete "Modified"

Rename "Modified"

To define cost type "Modified", enter starting dates and percentage rates below.

Entry #1: Period Start Date: Rate: % X

+ New Date and Rate

Further down this screen, use the drop-downs to select the default Cost Type you wish to apply to each budget category. Note that currently there is only one set of defaults for the categories-- there is **not** one set of defaults per cost type. These defaults will be inherited by the proposals. Once the IP is configured, Cayuse424 can calculate the average rates for the budget periods you specify in your proposal and display them on page 3 of the SF424R&R budget. Note that while Cayuse424 allows you to define many named rate types, there is only room for four of them in a budget period in the SF424 R&R budget (five, if you count "excluded").

II. Default Indirect Cost Type for Budget Page Items.

A. Senior/Key Person and B. Other Personnel	Indirect Cost Type Default
Total Salary, Wages and Fringe Benefits (A+B)	Modified
C. Equipment Descriptions	Indirect Cost Type Default
Total Equipment	excluded
D. Travel	Indirect Cost Type Default
Total Travel	On Campus
E. Participant Support	Indirect Cost Type Default
Total Participant Support	excluded
F. Other Direct Costs	Indirect Cost Type Default
1. Materials and Supplies	On Campus
2. Publication Costs	Off Campus

In the **Cost Replication and Escalation** section you enter default escalation rates for budget categories, which can be over-riden at the proposal level.

Default Escalation Rates for Budget Items	
	Default Rate (%)
A. Senior / Key Persons	3 %
B. Other Personnel	3 %
D. Travel	2 %
E. Participant/Trainee Support	0 %
F. Other Direct Costs	
1. Materials and Supplies	2 %
2. Publication Costs	2 %
3. Consultant Services	3 %
4. ADP/Computer Services	2 %
6. Equipment or Facility Rental/User Fees	0 %
7. Alterations and Renovations	0 %
8. Tuition Reimbursement	2 %

The **Personnel** link displays a listing of links to Professional Profiles associated with this Institutional Profile.

2.1.2 Institutional Profile Access Control

The current default policy is that the Institutional Profile creator is the only user that can access it. AORs, subject to system configuration, may also have access. If all other users are to have read access to an Institutional Profile, then the creator should click on the permissions icon to the left of the listed Institutional Profile. This brings up the permissions settings.

	List	Read	Write	Autofill	Delete	Change Permissions	Add User/Group	Remove User/Group
Brown, Emmett (doc)	<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"/>

Click on the green sign to add the group *user* and set the permissions like so:

	List	Read	Write	Autofill	Delete	Change Permissions	Add User/Group	Remove User/Group
Brown, Emmett (doc)	<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"/>
user	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Now other users can read and use this Institutional Profile. If only a few users need access to the profile, then add them individually, instead of adding the group Users.

2.1.3 Subcontractor Institutional Profiles

For the purposes of submitting a proposal, an Institution is defined by the data required by Grants.gov and the agencies. The Institutional Profile summarizes all the applicant organization data required for electronic submission. Probably the most important institutional profile is the one to which you report. However, if you submit proposals with Subawards you will need more than one institutional profile. For subcontractors, you will need *at least* the following information:

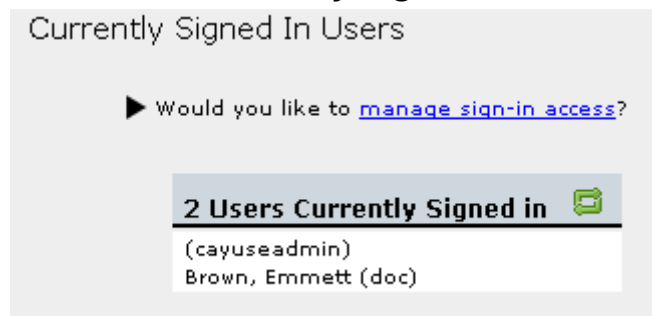
- Subcontractor Organization Name
- Subcontractor DUNS number
- One named Indirect Cost Type with start date (could be today) and rate.
- A primary Key Person with a Professional Profile associated with the Subcontractor IP

The other IP data may be filled out but is not mandatory. The AORs can act as “Gatekeepers” for these IPs, by creating them on demand and either filling them out or authorizing regular users to do it.

2.2 Users and Groups

Cayuse424 has three kinds of users: **SysAdmin**, **AORs**, and **regular users**. Most administrative duties are performed by SysAdmin, who has access to all proposals, users, profiles, and BioSketches stored in the Cayuse424 database. A new, un-initialized installation of Cayuse424 starts with just a SysAdmin. If you have multiple users, you can login as a SysAdmin to add users or you can generate a list of Users and Roles in XML format and initialize the Cayuse424 user list from it.

2.2.1 View Currently Signed-in Users



This area is useful when you are getting ready to disable user access to Cayuse24, usually for maintenance.

To lock down access to the system, you should follow the link to manage sign-in access.



1. Add an explanatory sign-in error message, so users do not panic and know when they can get back on the system.
2. Block user further logins to the system by checking the box.
3. If there are logged-in users, add a system broadcast message (see below) suggesting that users log off and set it to a high nag frequency.
4. Wait for users to log off.
5. Do what needs doing.

Note also the use of the Configurable Welcome Message in this screenshot.

2.2.2 System Messages

These come in three flavors:

- Sign-in Message (differs from the disabled login message above). Useful for communicating system information regarding schedules, deadlines, etc...This message appears on both the login page and on the overview tab.
- Welcome Message. Enter text you want your users to see on the login screen. It could be text that identifies your system, news, useful information, schedule, or all of the above. Note the sign-in advisory message below the welcome message.
- Broadcast Message. Useful for system shutdown warnings, this message appears in a dialog box that has to be dismissed by the user. It can be quite annoying.

Simply type in your text message into the text field, check the appropriate enabling box, and press Update. For the broadcast message, choose one of the pre-defined frequencies for sending it to logged-in users.

Sign-in Message

Signin Message:

Sign-in Message active

Welcome Message

Welcome Message:

Broadcast Message

Broadcast Message:

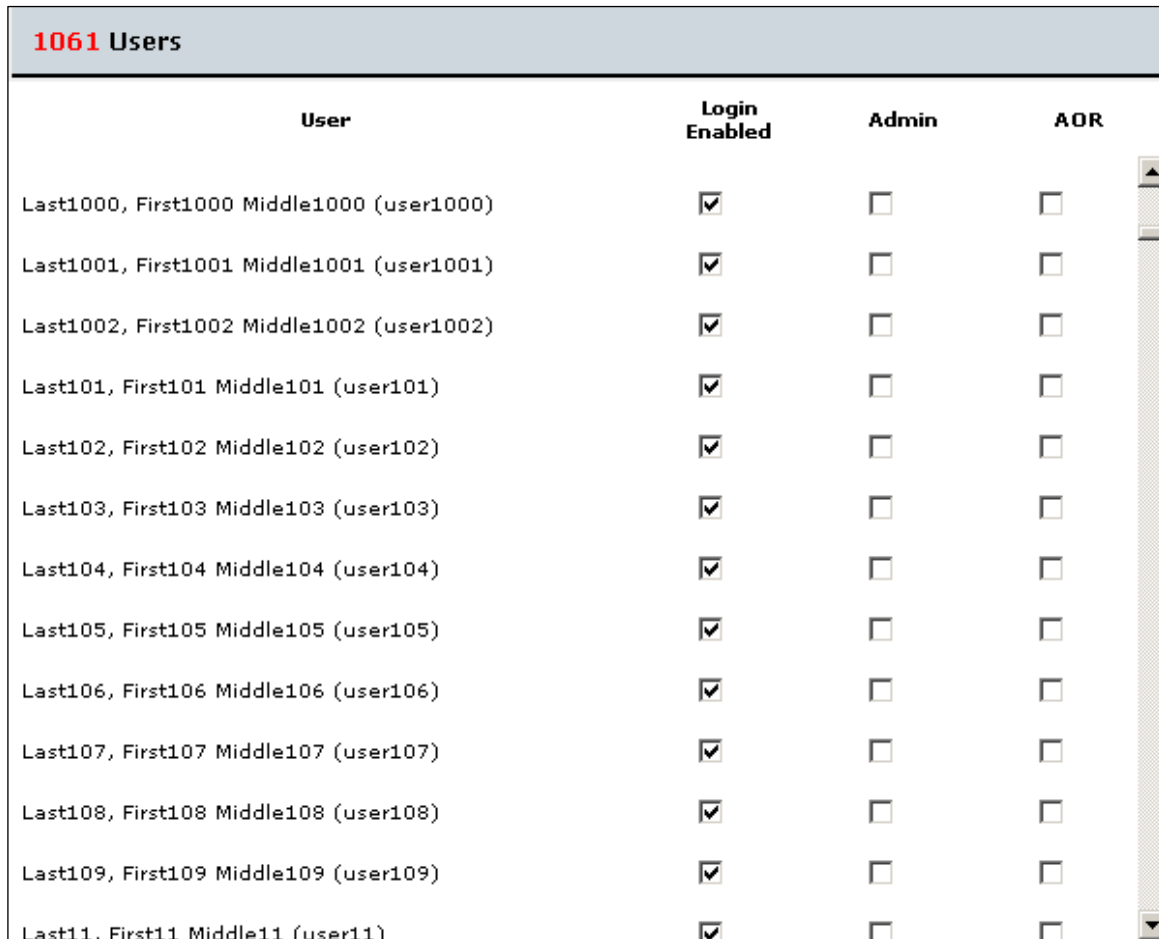
Send how often: ▼

Broadcast Message active

2.2.3 Manage Users and Groups

Currently there are three groups: **users** (everyone is in this group), **aor**, and **admin**. Additional groups will be implemented in a future release. SysAdmin can change group membership via the Admin tab and clicking on **Manage Users and Groups**. You can also disable accounts or add/remove Users from the predefined groups.

2.2.4 Creating New Users



User	Login Enabled	Admin	AOR
Last1000, First1000 Middle1000 (user1000)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last1001, First1001 Middle1001 (user1001)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last1002, First1002 Middle1002 (user1002)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last101, First101 Middle101 (user101)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last102, First102 Middle102 (user102)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last103, First103 Middle103 (user103)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last104, First104 Middle104 (user104)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last105, First105 Middle105 (user105)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last106, First106 Middle106 (user106)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last107, First107 Middle107 (user107)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last108, First108 Middle108 (user108)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last109, First109 Middle109 (user109)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last11, First11 Middle11 (user11)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can manually add individual users to Cayuse424, as long as, **each user is assigned a unique name**. To set up additional users:

- Login as **SysAdmin**. This brings up the **Cayuse424 Main Menu**.
- Click on the **Admin** tab.
- Click on the **Create New User** link and you'll be prompted for username of the new user, a password and the **very important email address**.

User names must be:

- Unique
- Less than 31 characters

- Should not include: <>,?/\~\|=@\$%^&*# (numbers and space are ok)

The **User** names are case sensitive.

The screenshot shows a web form titled "Create New User". It contains the following elements:

- New user name:** A text input field.
- Password:** A text input field.
- Password (verify):** A text input field.
- email:** A text input field.
- User status:** A section with two checkboxes: Admin and AOR.
- Use LDAP Password:** A checkbox located to the right of the password fields.
- Create User:** A button at the bottom center of the form.

2.2.5 Changing User Login Names

A SysAdmin can change a user's login name in case of a mistake or a wedding or both. The user will continue to have the same access rights to the same objects as before the name change

2.2.6 Changing User Passwords

Passwords are case-sensitive and must be less than 31 characters. Users can change their own passwords by clicking on the **Preferences** tab and then clicking **Change User Password**. You must know your current password in order to change your password. SysAdmin may set a user password to a particular value by clicking on **Admin** from the **Main Menu**, **Change User Password**, then selecting the user's name from the list of users. Then click on the **Change Password** button SysAdmin may change his or her own password, but **DO NOT forget it or misplace it**.

2.2.7 Change User Email

Select the user from the list and click the **Select User** button. Add/modify the email address.

2.2.8 Link User to Profile

Linking users to Professional Profiles is essential for routing, but is also helpful for day-to-day usage. Both the User name and the Profile name will show up in user lists, which make identifying a user vastly simpler. Select the user from the list and click the **Select User** button. Add/modify the Profile linkage.

2.2.9 Days Back filter

New users have their All Proposals List Days Back filter set to three months. Setting this filter enables Cayuses424 to perform optimized database queries, resulting in faster responses for all the users of the system. Every user should have this set to a shorter duration, unless they need revisit the past.

2.3 Settings and Preferences

2.3.1 System Settings

You can modify any of these settings and then click <Save changes> to make the changes permanent.

Editable System Settings

System logging level:	Errors, Warnings, Information, Debugging ▼
Diagnostic Directory:	C:\temp\cayuse_s2s
Resources Link:	
Opportunity Poller - Active [On/Off]:	On ▼
Opportunity Poller - Hour:	3 ▼
Opportunity Poller - Minute:	2 ▼
Mail Send Host:	mail.cayuse.com
Mail Send V8 URL:	http://lambchop:8080/V8
g.gov schema uri prefix 06:	http://apply.grants.gov/ http://apply06.grants.gov/ http://atapply.grants.gov/
g.gov schema uri prefix 07:	http://apply07.grants.gov/ http://at07apply.grants.gov/

2.3.1.1 System Logging Level

This setting controls the amount of logging done by Tomcat. We suggest you set it as shown, unless you are debugging a specific problem, otherwise the log file, in <Tomcat>\logs, grows in size very quickly. This log file is very useful for support purposes.

2.3.1.2 Diagnostic Directory

This location contains the SOAP files produced for sending to Grants.gov and received from Grants.gov. These are sometimes needed for debugging purposes as they document what was actually sent. Support may request you to send a copy of one of these files. You may change

this setting when you configure your system, if you prefer a different location. This folder should be cleaned up from time-to-time as the files only need to be preserved during a submission cycle.

2.3.1.3 Resources Link

You can replace the resources link on the Overview page with a local link, if you prefer. Simply enter the URL here.

2.3.1.4 Opportunity Poller

To be sure that you are always working with the latest versions of the Opportunities, turn the poller on. It will try to download the latest version of every Opportunity in your system. You should set it to run in the middle of the night. Note that we have removed the option to run the poller at system startup.

2.3.1.5 Mail Send Host

This should be set to a local SMTP mail server. This is used for sending the routing emails generated by the system.

2.3.1.6 Mail Send V8 URL

This setting should match the URL of your system. It is used for informing email recipients of the login URL where they can view proposals for approval or modification.

2.3.1.7 Grants.gov schema uri prefixes

These prefixes are used by Cayuse424 to decide where to send a submission. If the schema uri of the opportunity starts with one of the 06 prefixes or has no numerical prefix, then the submission is sent to the 06 server. If the schema uri of the opportunity starts with one of the 07 prefixes, then the submission is sent to the 07 server. The settings are unlikely to need modification in the short-term.

2.3.2 Primary Institution

During the bulk User load process, Professional Profiles can be affiliated to an Institutional Profile. Since you may have more than one Institutional Profile, this function selects the Institutional Profile to be used in the current bulk load. It is also vital to have this set for Single Sign-on operation.

2.3.3 Single Sign-on


These setting are for use only with an integrated SSO system. If you are interested in this feature, please contact Cayuse Support.

2.3.4 Institutional Preferences

This is covered in the Start-up section.

2.4 *Miscellaneous*

2.4.1 Manage Deleted Proposals/ Professional Profiles/Institutional Profiles

These deleted items can be resurrected, if someone has made a horrible mistake. Follow the link and click on the  to rescue the item.

Appendix A: What's New in Version 3.4

Subawards

A major focus of this release was to improve the development and management of Subawards. To this end, we have:

- Built Subawards.com, a website where your non-Cayuse424 subcontractors can create their Subawards in a Cayuse424 environment and then send them to you for easy import and linking to your Prime proposals.
- Added Subaward export to Cayuse424, so you can send your subcontracts to other Cayuse customers
- Added Subaward import to Cayuse424, so other Cayuse424 customers or SubAwards.com users can send you subcontract...
- Added Subaward routing, so Subaward proposals can go through the Institutional approval process before they get sent to the extramural Prime
- Improved the All Proposals List display and sorting of Subawards linked to proposals.

Usability

Performance

The performance enhancements improve both the user experience and the performance of the entire system. Queries for display of Institutional Profiles and integrated Personnel list, Institutional Associations, Routing Profiles, Routing Chains, Autofill, and the Proposals list.

Quicklinks

On the budget page Key Persons now have a Quicklink to their profiles in case you need to correct or review information. Inside the proposal you will find a Quicklink back to the Proposals list

Key People On-the-Fly

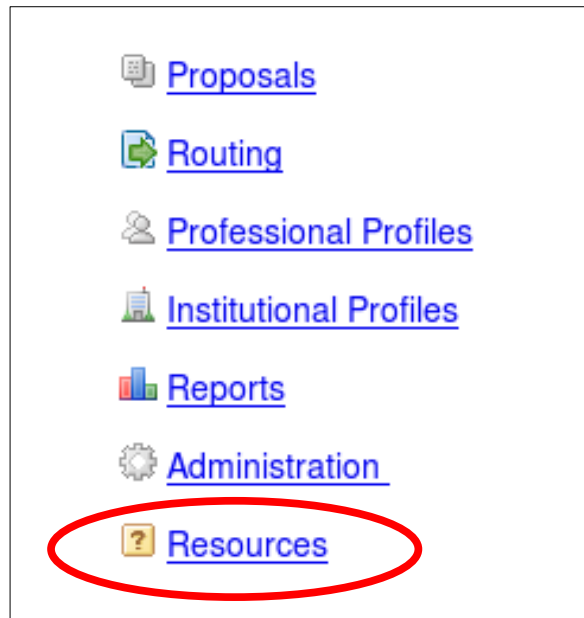
From the Autofill window you can add Key People directly to your proposal and generate a Professional Profile at the same time

NIH UH2/UH3 mechanisms

Validations for these new mechanisms were added along with other changes for NIH.

Appendix B: Client Resources

Cayuse provides some useful resources that are available to you from the Cayuse website. These resources include a link to the latest documentation. You can find these resources when you first log into the system via a link called **Resources**.



Appendix C: Glossary

These terms are frequently used throughout the manual.

AOR

An AOR is an Authorized Organizational Representative. They either submit the proposal themselves or authorize someone else to do it. In this version of Cayuse424, there is a group called AOR who have this authority.

Breadcrumb

A **Breadcrumb** is a horizontal chain of links providing the user with context and possibly navigation to any of the links in the chain. See: [Hansel and Gretel](#).

Calculation field

A **calculation field** derives its information from one or more other fields. Calculated fields are automatically computed while you are filling in the form. These fields are recalculated each time you enter data into a related or linked field. Many of the calculated fields permit you to overwrite their calculated entries. In those fields where overwriting is permitted, a **red asterisk** will appear next to the field indicating that you have over-written it. If you overwrite a calculated field, the information in that field will not be updated when you change the information in other, related fields. This can cause your final values to be wrong! Use caution when overwriting calculated fields!

Checkbox field

A **checkbox field** operates like an On-Off switch. When "On", it appears as a box with an X in it; when "Off", it appears empty. To mark a checkbox, click it with your mouse. You cannot move into it by using the Tab key. Some checkboxes are also radio buttons.

Currency field

A **currency field** allows you to enter only numbers. To display \$10.00, you would enter a value of 10. To display \$10.99, you would enter 10.99.

Forms

Most of us associate a form with a printed document with blank spaces to be filled in, such as an application for employment. A Cayuse424 electronic form is essentially the same, except that before it is filled-in, the form starts out on a computer screen rather than on paper.

Field

A **field** is a blank space or area on a form where you may enter information or data. Each field on a Cayuse424 form has been designed to accept certain types of data, and to handle those data in a specific way.

General Field

General Fields accept any type of data: letters, numbers, special characters, punctuation, or a mixture thereof.

Institution

An institution has an entry in the Institutional profile database which includes enough information to allow submission of proposals by that institution. This information can be

AutoFilled into proposals. If you are submitting proposals with multiple budgets, you may need multiple institutional profiles.

Percentage

A **percentage field** allows you to enter only numbers. Percentages must be typed using this format: **XY.Z%**.

Personnel

Cayuse424 contains a professional profile database which includes enough information to add a person to a proposal. This information can be AutoFilled into proposals.

Radio Buttons

Radio buttons are groups of two or more mutually exclusive checkboxes. Selecting one option automatically deselects all other options in the group. For example, Item 2 of the PHS 398 has **Yes** and **No** radio buttons. To select an option from a group of radio buttons, click it with your mouse.

User

A Cayuse424 **user** has a Cayuse424 login and password. A **user** can create and modify proposals. A **user** may also have a record in the Cayuse424 Professional Profile database.

Index

Animal Welfare Assurance.....	22	Access Control.....	26
Assurance Numbers		primary.....	18, 21, 33
Animal.....	22	set-up.....	21
Human.....	22	Subcontractor.....	27
Assurances.....	22	Institutional Profiles	
Authorize.....	7, 8	Creating.....	13, 14
Certificate.....	7, 8	Subcontractor.....	14
Benefits.....	21, 22	Load	
CCR.....	7, 8	Profile	
Certifications.....	22	USER Permissions.....	18
Changing		Load Users.....	18
Email.....	31	Logging Level.....	32
Login Names.....	31	Login Names	
Passwords.....	31	Changing.....	31
Costs		Mail	
Indirect.....	14, 21, 23	Send Host.....	33
Create		Send URL.....	33
Profile		Manual.....	1, 2, 6
USER Permissions.....	18	Messages	
Deleted		Broadcast.....	28
Profiles.....	33	Sign-in.....	28
Proposals.....	33	system.....	28
Diagnostic Directory.....	32	Welcome.....	28
DUNS.....	7, 27	Opportunity	
Multiple.....	8	Download.....	13, 14
Email		Poller.....	33
Changing Email.....	31	Passwords.....	31
Fringe Rates.....	21, 22	Changing Passwords.....	31
base.....	23	Profiles	
Groups.....	27, 30	Creating.....	18
Human Subjects numbers.....	22	Register.....	7
Indirect Costs.....	14, 21, 23	Resources Link.....	33
Institutional Preferences.....	13, 33	Routing.....	13, 16
AOR access.....	13, 16	Subawards.....	16
Opportunities.....	13, 14	Setting	
Profiles.....	13, 14	Profile	
Routing.....	13, 16	USER Permissions.....	18
Subawards.....	13, 16	sign-in access.....	27
setting.....	13	Single Sign-on.....	33
Submit.....	13, 15	Start-up.....	6, 7
validations.....	17	Subawards Routing.....	16
Institutional Profile		Subcontractor	
		Institutional Profiles.....	14

Submit	13, 15, 33	loading	18
Users	27, 30	Manage	30
Changing Email.....	31	Signed-in.....	27
Changing Login Names.....	31	viewing signed-in.....	27
Changing Passwords	31	Validations	
Creating	30	site-specific	17
Link to Profile.....	31		