Introduction to Cayuse424
Objectives

- In this training you will learn:
  - The features and benefits of Cayuse424
  - How to:
    - Sign in
    - Change your password
    - Recover your username or password
    - Creating/Editing your professional profile
    - Proposal creation

- User Tips
C424 Features/Benefits

- Downloads funding opportunities directly from Grants.gov
- Provides autofill and data reuse capability
- Automatically tracks errors and warnings
- Electronic routing
- Easy navigation between forms
- Stores proposal documents and attachments
- Tracks proposal submission status
To sign in to Cayuse424:

1. Type in your
   uwp.cayuse424.com

2. Enter your username (same as
   UWP email username) and
   password (the default
   username is “parkside”

3. Click ‘Sign In’
Changing Your Password

- To change your password, click on the ‘settings’ tab.
- Then, click the ‘change password’ button.
Changing Your Password

- Enter your new password,
- Click ‘Update Password’
- The next screen will verify that your password was successfully updated.
Recover your Username or Password

If you have forgotten your username or password click on the ‘Forgot username or password?’ link to the right of the sign in box.

![Image showing a sign-in page with a message: That username or password was not found. Please try again.](image_url)
Recover your Username or Password

**Forgot your password?**
Enter your username to reset your password.

Username:  

RESET PASSWORD

**Forgot your username?**
Enter your email address, and your username will be sent to you.

Email:

SEND REMINDER
Recover your Username

- The following page will confirm that your username was sent to your email associated with the account.
  - If you are trying to reset your password, you must click the link in the email within 1 hour of receipt, otherwise it will expire.
  - If the link expires, you can repeat the process to request another password reset email.
To create or edit your professional profile, click on the ‘people’ tab.
Proposal Creation

- Find funding opportunities

  - Click on the ‘opportunities’ tab to download the most recent funding opportunities, then click on ‘retrieve opportunities’.
The ⚠️ icon indicates an unsupported opportunity. 98% of all federal opportunities are supported by Cayuse.
The green icon indicates a Cayuse supported opportunity. To create a proposal, click on the green icon.
A new screen will appear as demonstrated below.
Proposal Creation

1. Type internal **Proposal Name**
2. Select **Principal Investigator** using the text menu
3. Choose **# of Budget Periods**
4. Choose **Validation Type**
   - This setting determines which agency validations will be used on the form set
5. Click **Create Proposal**
   - Cayuse424 creates the SF424 form set required by the opportunity
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Type of Submission</td>
<td>Presubmission, Application, Changed/Corrected Application</td>
</tr>
<tr>
<td>2. Type of Application</td>
<td>New, Continuation, Revision, Other (Specify)</td>
</tr>
<tr>
<td>3. Date Received</td>
<td></td>
</tr>
<tr>
<td>4. Applicant identifier</td>
<td></td>
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<tr>
<td>5a. Federal Entity identifier</td>
<td></td>
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<tr>
<td>5b. Federal Award identifier</td>
<td></td>
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<tr>
<td>6. Date Received by State</td>
<td></td>
</tr>
<tr>
<td>7. State Application identifier</td>
<td></td>
</tr>
<tr>
<td>8. APPLICANT INFORMATION</td>
<td></td>
</tr>
<tr>
<td>a. Legal Name</td>
<td>University of Wisconsin-Parkside</td>
</tr>
<tr>
<td>b. Employer/Taxpayer Identification Number (EIN/TIN)</td>
<td>39105563</td>
</tr>
<tr>
<td>c. Organizational DUNS</td>
<td>020454686</td>
</tr>
<tr>
<td>d. Address</td>
<td>900 Wood Road, Kenosha, Wisconsin, United States of America, 53141</td>
</tr>
</tbody>
</table>
Uploading Documents

All of your proposal attachments are uploading clicking on the links in the ‘Proposal List’.
Routing

Next, click on the ‘Routing & Approval’ tab to create the routing chain. You must include in order:

College Dean
Department Chair
Beth Frederick (Assistant Controller)
Terry Brown (Provost)
Julie Dresen (Director of Research Administration)
After you’ve received all of the necessary approvals, you are ready to submit your proposal. Click on the icon. The following page will appear.
Cayuse424 Tips

- When exiting pop-up windows always click the **Close** button; don't use your browser’s "back" function.
- Be careful when copying and pasting to your proposal - special characters (e.g., umlauts) will cause funding agencies to reject your proposal.
- Don’t leave Cayuse424 running overnight.
In this module you learned:

- The features and benefits of Cayuse424
- How to:
  - Sign in
  - Change your password
  - Recover your username or password
  - Creating a proposal
  - Uploading documents
  - Routing
  - Electronic Submission

User Tips