



Quick Start Guide—UC Davis

Research Suite Product Support
ResearchSuiteSupport@Evisions.com

cayuse 424
Electronic Proposal
Development and Submission



Browser Requirements

Firefox is the recommended browser for Cayuse 424 with any operating system.

- It has the fastest load and response times.
- We support the latest versions of Firefox.
- You can download Firefox at Mozilla.org.



Internet Explorer is slower than Firefox, but is an effective browser for the Cayuse 424 application.

- We support IE10 and later.
- You can download Internet Explorer at Microsoft.com.



Safari and **Chrome** are provisionally supported by Cayuse 424.

- If you encounter any issues, please report them to us.
- We recommend using Firefox if you are having any problems.



Browser Configuration

Here are the main configuration items for your browser:

- **JavaScript Enabled**
- **Cookies Enabled**
- **Pop-ups Allowed**

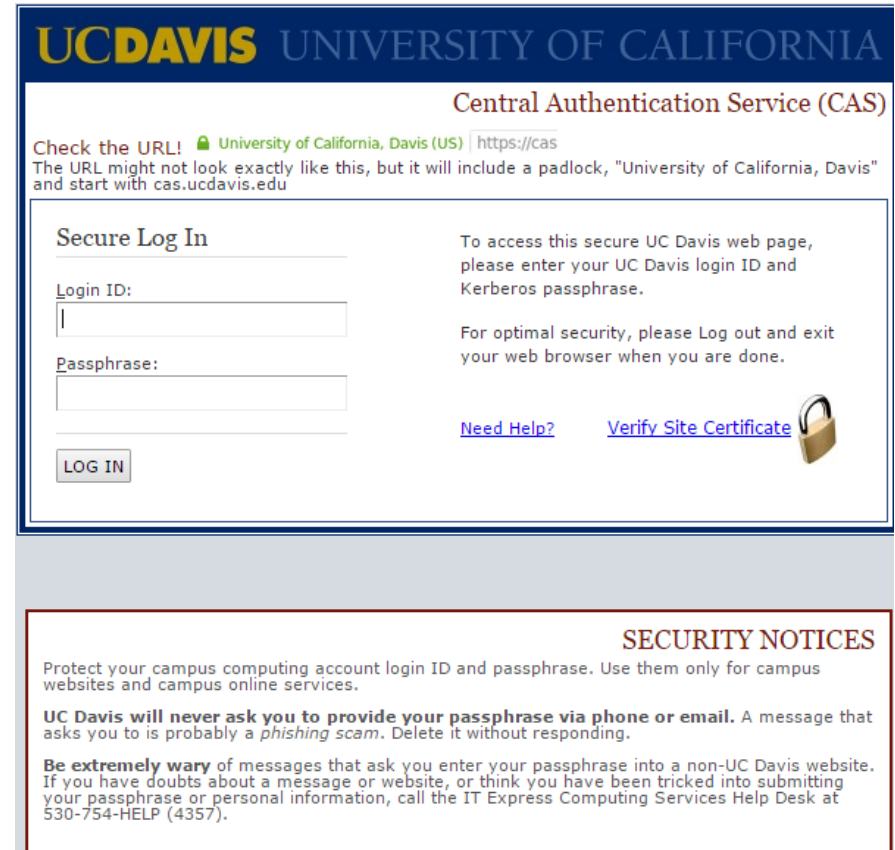
Visit:

<http://support.cayuse.com/docs/browser-support-configuration>
for detailed instructions on browser configuration.

Signing in to Cayuse 424

To sign in to Cayuse 424:

1. Go to <http://ucdavis.cayuse424.com>
2. Enter your UCD Kerberos username and password.
3. Click **Sign In**.
4. This action creates the initial user profile in Cayuse.



The screenshot shows the UC Davis Central Authentication Service (CAS) login page. At the top, it displays the UC Davis logo and the text "UNIVERSITY OF CALIFORNIA". Below this, it says "Central Authentication Service (CAS)". A warning message reads: "Check the URL! University of California, Davis (US) | https://cas. The URL might not look exactly like this, but it will include a padlock, 'University of California, Davis' and start with cas.ucdavis.edu". The main login area is titled "Secure Log In" and contains two input fields: "Login ID:" and "Passphrase:". Below these fields is a "LOG IN" button. To the right of the input fields, there is instructional text: "To access this secure UC Davis web page, please enter your UC Davis login ID and Kerberos passphrase." and "For optimal security, please Log out and exit your web browser when you are done." Below this text are two links: "Need Help?" and "Verify Site Certificate", followed by a padlock icon. At the bottom of the page, there is a "SECURITY NOTICES" section with the following text: "Protect your campus computing account login ID and passphrase. Use them only for campus websites and campus online services. UC Davis will never ask you to provide your passphrase via phone or email. A message that asks you to is probably a phishing scam. Delete it without responding. Be extremely wary of messages that ask you enter your passphrase into a non-UC Davis website. If you have doubts about a message or website, or think you have been tricked into submitting your passphrase or personal information, call the IT Express Computing Services Help Desk at 530-754-HELP (4357)."

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 or multi-project component
- **Routing** tab
 - View proposals that require your attention

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

Icons

- Certain icons are commonly used throughout Cayuse 424.
- In the application, you can hover your cursor over an icon to see what it does.

- Entities    
- Autofill     
- Information     
- Connection  
- Administration   

Cayuse 424 Tips

- Use the breadcrumbs, not your browser's back button.
- Use the refresh arrows, not your browser's refresh button.
- 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 424 when you are finished for the day.
- Use the Proposal Link button at the top for fast access.

What is a Professional Profile?

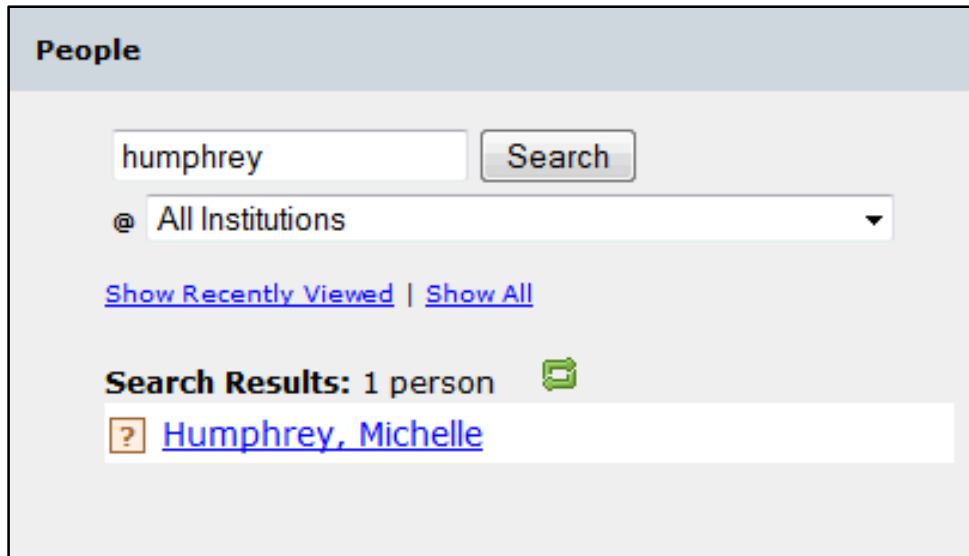
- Professional profiles capture and store data about Principal Investigators, Key Personnel, Other Significant Contributors, AORs, Signing Officials, and other important personnel.
- Before you create a proposal, locate or create professional profiles for the personnel who will be named in the proposal.
- Information stored in a person's professional profile is autofilled into a proposal when the person is selected as a:
 - PI/PD
 - Senior/Key Person
 - Authorized Representative (AOR)
 - Administrative Contact
 - Payee
- Professional profiles stored in Cayuse 424 can be shared with others and re-used for each proposal.

Profile Development Steps

1. Create a professional profile.
2. Associate the profile with an institution.
3. Complete the profile fields.
4. Attach available biosketches.
5. Add appropriate users to the profile's permissions area.
6. Link the person's user account to the professional profile.
7. UC-Davis' implementation of Cayuse 424 will work best when each individual creates **(or at least initiates)** their own professional profile.
8. The initial Professional Profile is created when a user first logs in to Cayuse using their UC-Davis Kerberos password.

Finding a Professional Profile

1. Click the **People** tab
2. Enter the person's first or last name in the search box.
3. Click **Search**.



The screenshot shows a search interface titled "People". It features a search input field containing the text "humphrey" and a "Search" button. Below the search field is a dropdown menu with the text "@ All Institutions". Underneath the dropdown are two links: "Show Recently Viewed" and "Show All". The search results section displays "Search Results: 1 person" with a small green icon. Below this, there is a search result entry: a question mark icon followed by the text "Humphrey, Michelle".

If you find a profile for the person, you will not need to create one.

Completing the Professional Profile

Click each section to enter the relevant information.

- Name
- Degrees
- Demographics
- Contact Info
- eRA Role
- Dept / Division / Title
- Salary and Fringe Worksheet
- Performance Site
- Routing Profile


General Personal Information


[Name ▶](#)

[Degrees](#)

[Demographics](#)

[Biosketches](#)

1 Institutional Association 

 **CayU**


[Contact Info](#)

[eRA Role](#)

[Dept / Division / Title](#)

[Salary and Fringe Worksheet](#)

[Performance Site](#)

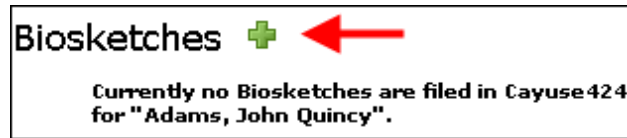
 [Routing Profile](#)

Salary and Fringe Worksheet

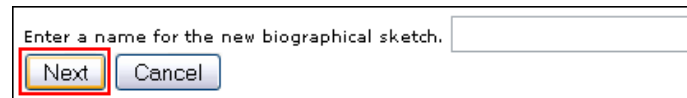
- Enter an appointment type (calendar or academic/summer months).
 - Enter salary information if desired.
 - If Appointment Type is not entered, Cayuse 424 will not be able to auto-calculate salary on budget forms.
- Base Fringe Rate is added automatically if the person's institution has a base rate (UC—Davis has several, make certain to choose the appropriate rate).
- Fringe rate categories can be imported from the institutional profile by clicking **Import Institutional Rates**.
- Add an Employee ID to help track the individual (optional).

Attaching Biosketches

1. Click **+** next to Biosketches.



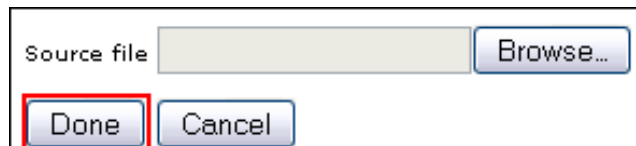
2. Enter a name for the biosketch and click **Next**.



3. Click **Browse** to locate the PDF version of the biosketch.






4. Click **Next**.
5. Click **Browse** again to attach source (e.g. Word) version of the biosketch. (optional)
6. Click **Done**.



Attaching Biosketches

- Multiple biosketches can be created and stored in each professional profile.
- Once biosketches are attached to the professional profile, they can easily be included on the Senior/Key Persons form of the proposal.

Biosketches 

Name	pdf	src	Delete
John's Bio	yes ↑	yes ↑	
John's Bio II	yes ↑	yes ↑	

Profile Permissions

- Once a professional profile has been created, permissions can be assigned.
- The creator of a professional profile is automatically granted all permissions associated with that profile.
- The profile creator can share the profile with other users by granting appropriate permissions.
- Permissions can be changed or removed as needed.

Using the Routing Profile

The Routing Profile is used when routing is turned on by the institution. It is accessed using the Routing Profile button under the professional profile sections:



- **Next Reviewer:** Specifies a person to be the next reviewer during the proposal routing process. Next reviewer can be changed or removed.
- **Add Delegate:** Specifies a delegate when the person is unavailable to review proposal(s). Delegates have all the same review powers as the original approver.
 - Multiple delegates can be added.
 - Any delegate can be removed.

Opportunities

- An opportunity is a grant application package that includes forms and information to submit to Grants.gov.
- Proposals can be created using an opportunity once the opportunity has been downloaded into Cayuse 424.
- Before starting your proposal, review the opportunities list to determine if the opportunity has already been retrieved.
- To download an opportunity from Grants.gov you need the Funding Opportunity Number or CFDA Number.
- You can find the Funding Opportunity Number by going to www.grants.gov and using the **Search Grant Opportunities** box or button.
- To avoid clutter in the Opportunities List, please check the list first before downloading the opportunity again.

The Opportunity List

1. Click the Opportunities tab.
2. Cayuse 424 displays the opportunities that have already been downloaded.
 - Usually you will only see opportunities that are still open.
 - To show closed opportunities, click the checkbox.

Overview **Opportunities** Proposals Routing People Institutions Reports Admin (cwest) [Sign out]

Opportunities

Search Download Opportunities Show Closed Opportunities

25 Page 1 of 7 Displaying 1 to 25 of 166 items


	Opportunity Num	Title	Comp. ID	Agency	CFDA	Opens	Closes	Downloaded	
+	PA-12-028	Effects of Adolescent Binge	ADOBE-FORMS-	National Institute	93.273	01-16-2012	05-07-2015	12-07-2011	X
+	DHS-14-GPD	Grants.gov Test Solicitation		Department of Hc	97.067	12-23-2014	05-31-2015	04-02-2015	X
+	PA-B2A-R01	G.g AT07 and NIH Ext-UAT 1	ADOBE-FORMS-	National Institute	93.838	06-22-2011	06-21-2015	10-14-2014	X

The Opportunity List

- Search for opportunities using the search box.
- Sort the list by clicking any of the column headings.
- Click the blue info icon to see detailed opportunity information.

Overview **Opportunities** Proposals Routing People Institutions Reports Admin (cwest) [Sign out]

Opportunities

Search 1  Show Closed Opportunities


25 Page 1 of 7 Displaying 1 to 25 of 166 items

Opportunity Num	Title	Comp. ID	Agency	CFDA	Opens	Closes	Downloaded	
PA-12-028	Effects of Adolescent Binge	ADOBE-FORMS-	National Institute	93.273	01-16-2012	05-07-2015	12-07-2011	X
DHS-14-GPD	Grants.gov Test Solicitation		Department of Hc	97.067	12-23-2014	05-31-2015	04-02-2015	X
PA-B2A-R01	G.g AT07 and NIH Ext-UAT 1	ADOBE-FORMS-	National Institute	93.838	06-22-2011	06-21-2015	10-14-2014	X


Creating a New Proposal

1. In the opportunities list, click the green plus button next to the opportunity you want to use.
2. Enter a **Proposal Name**.
3. Select a **Principal Investigator** using the provided list and search.
4. Select the organization.
5. Choose the **# of Budget Periods**.
6. Choose a **Validation Type**.
 - Determines which agency validations will be used.
7. Click **Create Proposal**.
8. Cayuse 424 creates a proposal using the forms required by the opportunity.

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



Create Grants.gov Proposal

Opportunity: **PA-B2-666** 


Proposal Name:

Showing recent PIs | [Show all](#)

Principal Investigator:
Peters, Ryan (Bioengineering) / University of Cayuse
Pullen, David (School of Engineering) / University of Cayuse
Spears, Michael (Family Health Care Nursing) / University of Cayuse

Organization:

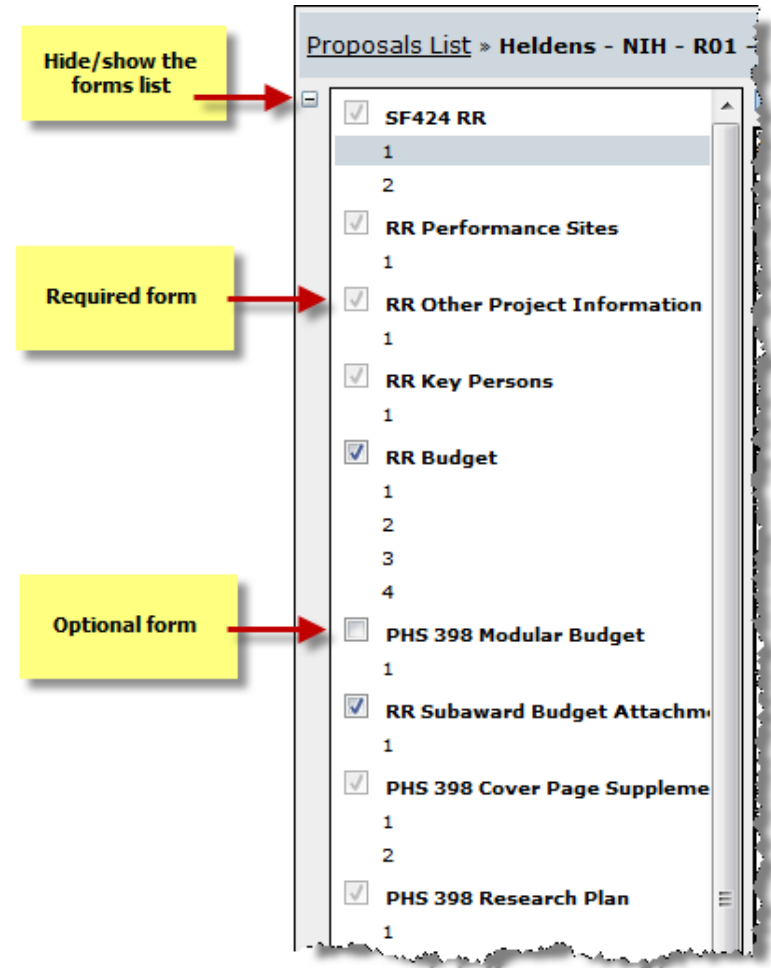
of Budget periods: 1 2 3 4 5

Due Date: 

Validation Type:

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

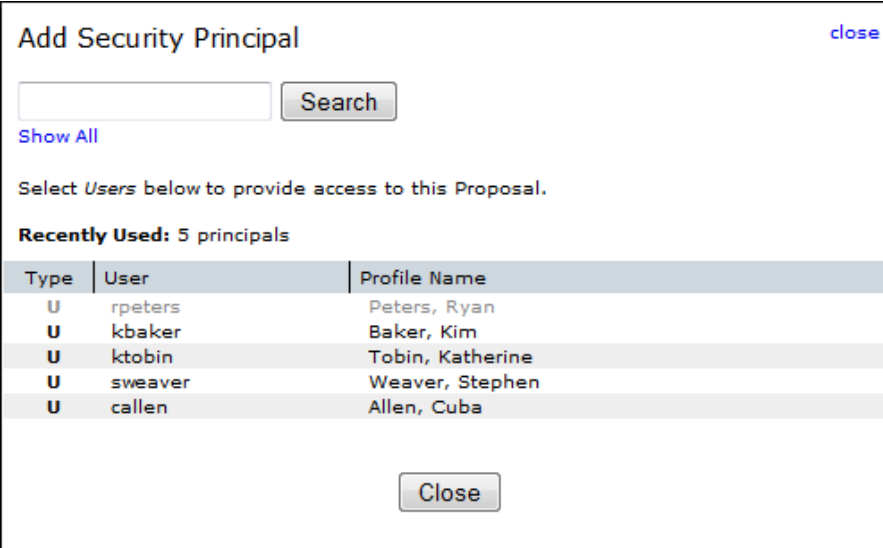


Proposal Permissions

- 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 424 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**.



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

Proposal Validation

- Cayuse 424 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.
- Info items offer advice for successful application completion and submission.

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.

Basic Budget Concepts

- Senior/Key Persons information, including salary, appointment type, and fringe rate amount, is autofilled from professional profiles when available.
- Automatic budget calculations are made once salary, effort, and other amounts are specified.
- Users can override autofilled or calculated data in most fields.
- Cost replication and escalation for all budget categories on multiple budget periods is quick and easy with Replicate/Escalate.

Key Person Budget Information

- Salary and fringe information for PIs and Senior/Key Persons can be added to the professional profile.
- Enter the appointment months and the corresponding salary based on appointment type.
- Select fringe rates from the institutional profile, or enter individual Fringe manually.
 - Use Add New Row for additional rates.

University of Cayuse (Neurology)
Salary / Appointment type

Employee ID:

Appt Type:

	Months	Salary
Calendar:	<input type="text" value="12.0"/>	<input type="text" value="147000"/>
Academic:	<input type="text"/>	<input type="text"/>
Summer:	<input type="text"/>	<input type="text"/>

Fringe Worksheet

Category	Entry (\$)	Factor (%)
<input type="text" value="Faculty"/>	<input type="text"/>	<input type="text" value="20.0"/>

Base Fringe Rate:

Fringe Rate Total:

Key Person Budget Information

- If you override a calculated field, the system will insert a red star adjacent to the field.
- Once a field has been overwritten, the calculated value will no longer show in that field.
 - Delete the entered value and click out of the field to see the calculated value again.

A. Senior/Key Persons in Budget Period 1 of 5 Manage Key Persons

	First	Mid.	Last	Project	Base	Cal.	Acad.	Sum.	Cal.	Acad.	Sum.	Requested	Fringe	Funds	
	Pref. Name	Name	Name	Suf. Role	Salary (\$)	Salary (\$)	Salary (\$)	Salary (\$)	Mons	Mons	Mons	Salary (\$)	Benefits (\$)	Req. (\$)	
	Dr. John		Helden	Ph <input type="checkbox"/> PD/PI	147,000	147,000	0	0	3.00			38,900 *	7,780	46,680	
	Dr. Sarah		Sanche	Ph <input type="checkbox"/> Faculty	150,000	150,000	0	0	2.00			25,000	5,000	30,000	
	Dr. Michael		Spears	Ph <input type="checkbox"/> Faculty	135,000	135,000	0	0	5.50			61,875	12,375	74,250	

Budget Components: Budget Periods

- Cayuse 424 supports up to ten budget periods.
 - The maximum available for an opportunity is dependent on the form included in the opportunity.
- The number of Budget Periods can be changed after the proposal is created.
- When working with multiple budget periods, it is important to enter or select the correct data for all budget periods.

Managing Budget Periods


1. You can change the number of budget periods if necessary.
2. Select the **Period Length** using the drop-down menu. **Custom** is available for unusual budget period lengths.
3. Click on the calendar icon to select a date.
4. Click the **Update Periods** button to update the proposal.

Manage Budget Periods

Copy dates from another proposal...

1 Number of periods: 1 2 3 4 5

2 Period length: 1 year

	Start Date		End Date
1	06/01/2010		05/31/2011
2	06/01/2011		05/31/2012
3	06/01/2012		05/31/2013
4	06/01/2013		05/31/2014
5	06/01/2014		05/31/2015

4 Update Periods Cancel

Sections D, E, F and J : Additional Funds

1. Select the correct **Indirect Cost Type** using the drop-down menu.
 - The default indirect cost type for this section (if one is defined in the institutional profile) is autofilled during proposal creation.
2. Enter **Funds Requested (\$)** for each applicable line item.

F. Other Direct Costs	Indirect Cost Type	Funds Requested (\$)
1. Materials and Supplies	Sponsored Research On Campus	5,250
2. Publication Costs	Sponsored Research On Campus	1,000
3. Consultant Services	Sponsored Research On Campus	

The Cumulative Budget Page

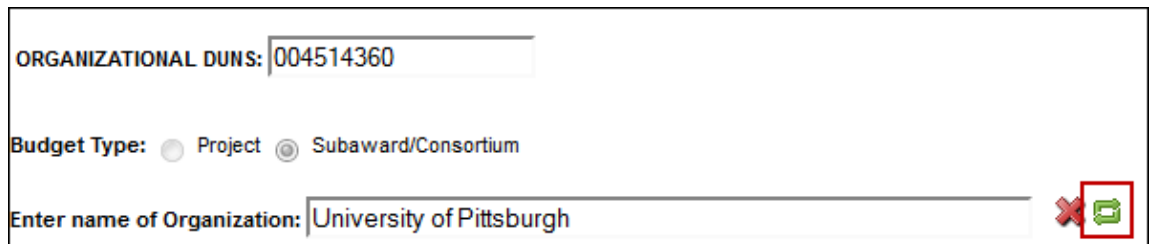
- The **Cumulative Budget** page displays totals for all categories and expenditures indicated in the detailed budget pages.
- Cumulative budget totals are calculated by the system and cannot be overridden.
 - If you find an error, correct it on the source page and the cumulative budget number will automatically be updated.

The Modular Budget

- Creating the detailed budget in Cayuse 424 will automatically create a modular budget and round up to the nearest module.
 - We recommend using this method to create a modular budget.
- You can also enter modular budget figures directly into the Modular Budget page.
- If you are submitting a modular budget, you cannot submit subawards as well. Use the Worksheet Rows function described in **Module 8 – Subawards** to help with your calculations.


The Subaward Budget

- The Subaward Budget form behaves exactly like the detailed budget form, including getting Key Person information from the Key Persons form.
- The most common budget issue in subawards is missing indirect cost types.
 - If you can't select different indirect cost types, the subaward organization probably does not have them.
 - At most institutions, you'll need to contact an administrator to add cost types to the subaward organization's institutional profile.
 - After they are added, use the green arrows to re-autofill the organization.



ORGANIZATIONAL DUNS:

Budget Type: Project Subaward/Consortium

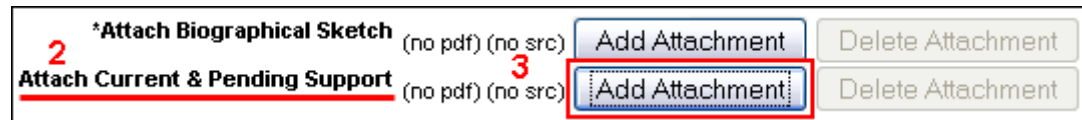
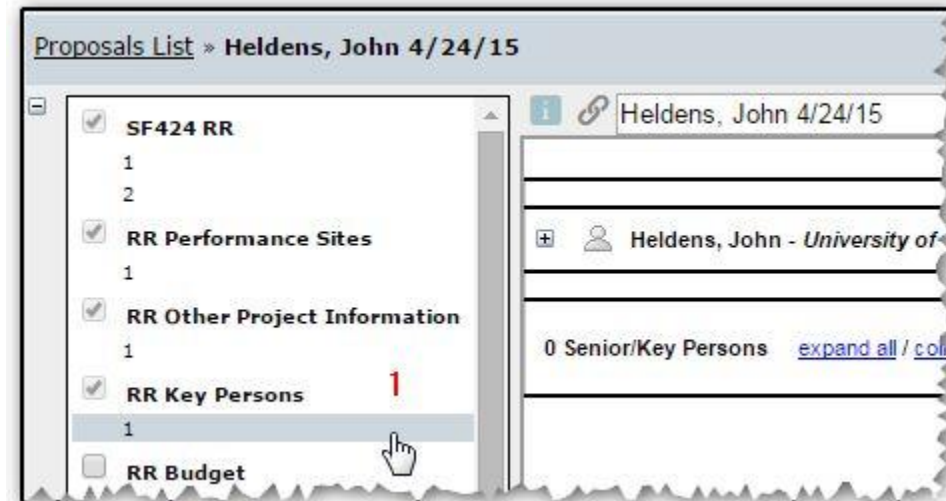
Enter name of Organization: 

Including Subaward Information

- Cayuse 424 allows you to include subaward information on your prime proposal in three ways:
 - By linking to an existing subaward
 - By importing a subaward
 - By creating a worksheet row
- Once subaward information is linked, imported or created, it will automatically flow into the prime proposal.
- You can also export subaward information for another Cayuse 424 customer to use.
- Please refer to the Subaward training document for additional information.

Attaching Documents

1. Locate the appropriate page of the form you need to attach the document to.
2. Locate the attachment point by the label.
3. Click **Add Attachment**.



Attaching Documents

4. In the **Upload Attachment** popup, click **Browse** next to the **PDF file** slot.

5. Select the PDF file in the file browser and click **Open**.

Upload attachment 4

After uploading, please view the uploaded attachment to verify its correctness.

Name:

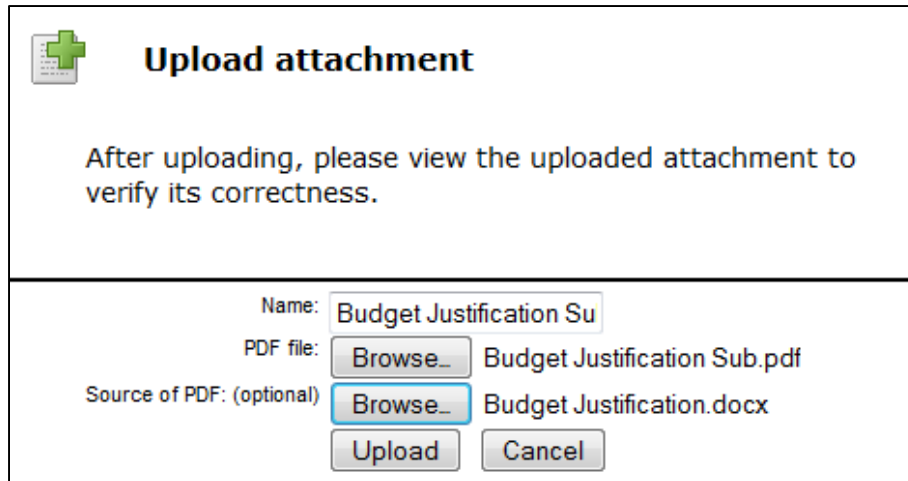
5 PDF file: No file selected.


6 Source of PDF: (optional) No file selected.

- The PDF file is the file that will be submitted to Grants.gov.
 - If your Opportunity requires a non-PDF file be submitted, please contact your local administrator.
6. If desired, do the same for the Source file (e.g. Word format).
- This is not required and will not be submitted, but makes it easy to change the file if modifications are needed.

Attaching Documents

7. Once you've added the desired file(s), click **Upload**.



 **Upload attachment**

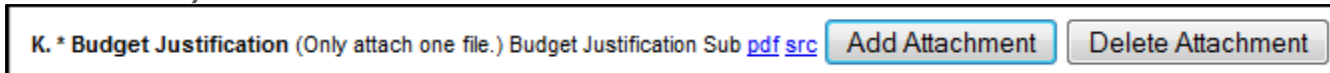
After uploading, please view the uploaded attachment to verify its correctness.

Name:

PDF file: Budget Justification Sub.pdf

Source of PDF: (optional) Budget Justification.docx

8. The files have been uploaded when **PDF** (and **SRC** if you included a source file) are blue links.



K. * Budget Justification (Only attach one file.) Budget Justification Sub [pdf src](#)

9. Be certain to attach a PDF file of the completed data sheet for your proposal so that it can be routed for approval with your proposal in lieu of physical signatures.

PDF Attachment Guidelines

Grants.gov and NIH both maintain guidelines on successfully submitting PDF attachments.

- Convert 'active' form field PDFs to 'flat' (static) PDFs using a PDF converter, unless instructions in the attachment form state otherwise. Some attachment points require fillable (active) PDFs.
- Names should be less than 50 characters.
 - The real limit is 36 characters because the file will be appended.
- Create PDFs using creation software, not by scanning a printed document.
- Disable any security features in the document.
- Do not include stamps or annotations.
- Make sure your page size is 8.5" x 11" letter (do not use A4).

These guidelines apply to most opportunities, but always verify your FOA instructions if you have any questions.

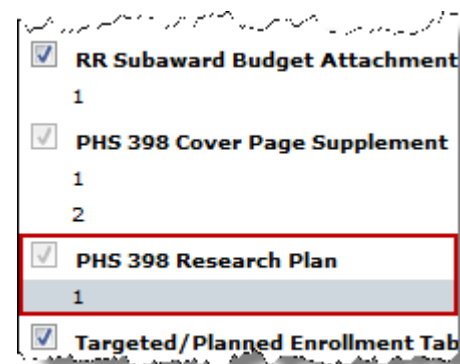
Attaching the Research Plan

The Research Plan can be attached manually using the previous steps, but Cayuse 424 also allows you to upload just one document and get all your attachments in the right place!

1. Create a properly formatted Research Plan.
 - See the SF 424 R&R Application Guide for NIH for details.
2. Insert a page break at each section header (e.g. Introduction, Specific Aims).
3. Create a PDF of your Research Plan file using the PDF creation software of your choice.

Attaching the Research Plan

4. Navigate to the PHS 398 Research Plan form of your proposal.
5. Upload your Research Plan PDF file to the **0. Composite PDF** slot.



2. Research Plan Attachments:
Please attach applicable sections of the research plan, below.

0. Composite PDF 	(no pdf) (no src)	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
1. Introduction to Application (for RESUBMISSION or REVISION only)	(no pdf) (no src)	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
2. Specific Aims	(no pdf) (no src)	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
3. * Research Strategy	(no pdf) (no src)	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
4. Inclusion Enrollment Report (IER)	View Generated Attachment	<input type="button" value="Override"/>	<input type="button" value="Revert"/>
5. Progress Report Publication List	(no pdf) (no src)	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Attaching the Research Plan

5. You should see that the division of the file has been successful.
6. Your attachment points will have PDF attachments associated with them.

Breaking apart the research plan succeeded:

Bookmarks Added to PDF:

Introduction to Research Plan
Specific Aims
Research Strategy
Progress Report Publication List
Protection of Human Subjects
Inclusion of Women and Minorities
Inclusion of Children
Vertebrate Animals
Select Agent Research
Multiple PD/PI Leadership Plan
Consortium/Contractual Arrangements
Resource Sharing Plan(s)

The following recognized bookmarks were found and used to create the associated research plan sections:

Pg	Title
1	Introduction to Research Plan
2	Specific Aims
3	Research Strategy
4	Progress Report Publication List
5	Protection of Human Subjects
6	Inclusion of Women and Minorities
7	Inclusion of Children
8	Vertebrate Animals
9	Select Agent Research
10	Multiple PD/PI Leadership Plan
11	Consortium/Contractual Arrangements
12	Resource Sharing Plan(s)

Attaching Letters of Support


- Cayuse 424 offers an Append function to put several letters of support together without bundling.

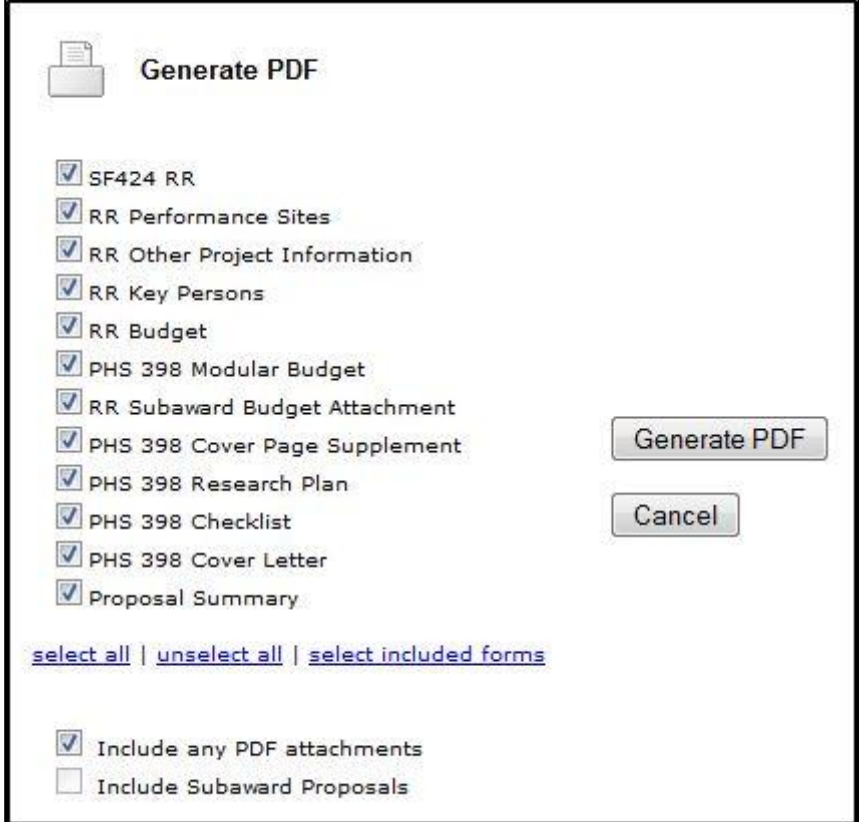


- Use the **Add** button to add the first letter.
- For subsequent letters, use the **Append** button.
 - A source file cannot be added for additional letters.
- Selecting **Delete** will delete all items.

Viewing Proposals in PDF Format

You can generate a PDF to see how your proposal looks at any time.

1. Click the printer icon  at the top right.
2. Check any form you want to print. You can select as many or as few forms as you need.
3. If you want to see the attachments to the form as well, check **Include any attachments**.
4. Click **Generate PDF**. Save or print the generated file.



The screenshot shows a dialog box titled "Generate PDF" with a printer icon. It contains a list of forms with checkboxes, all of which are checked. Below the list are two buttons: "Generate PDF" and "Cancel". At the bottom, there are three links: "select all", "unselect all", and "select included forms". At the very bottom, there are two more checkboxes: "Include any PDF attachments" (checked) and "Include Subaward Proposals" (unchecked).

Generate PDF

- SF424 RR
- RR Performance Sites
- RR Other Project Information
- RR Key Persons
- RR Budget
- PHS 398 Modular Budget
- RR Subaward Budget Attachment
- PHS 398 Cover Page Supplement
- PHS 398 Research Plan
- PHS 398 Checklist
- PHS 398 Cover Letter
- Proposal Summary

[select all](#) | [unselect all](#) | [select included forms](#)

Include any PDF attachments
 Include Subaward Proposals

Generate PDF
Cancel

Submitting your Proposal

- Click the “Final Review” button at the bottom right of the Proposal tab.
- Address any remaining errors and/or warnings (reclick the final review button afterwards).
- Click the “Routing & Approval” link under Proposal Management at the lower left of the Proposal tab.
- Confirm the appropriate routing chain (edit if necessary).
- Click the box next to your name in the routing chain.
- Congratulations!! Your proposal has now been submitted for the next level of review.