## **CAYUSE 424 WITH SIMSbudgets**

This sheet shows how to use Cayuse 424 with SIMSbudgets. It assumes you are familiar with SIMSbudgets and have already created your budget. It focuses on the interaction between SIMSbudgets and Cayuse 424.



appears.

## Cayuse 424 Proposal Creation

Opportunity: PA-00-651 📑

sal Name: Cayuse Proposal

cipal Investigator: [None]

Showing recent PIs | Show all

Organization: The Pennsylvania State University

\*

# of Budget periods:  $\bigcirc 1 \odot 2 \bigcirc 3 \bigcirc 4 \bigcirc 5$ 

Validation Type: NIH

Create Proposal Cancel

## Create a proposal in Cayuse 424 for submission to Grants.gov.

A Cayuse proposal must be created prior to budget import. After a Cayuse proposal is created you must return to SIMSbudgets and select the Cayuse 424 option to import the budget. Note that if the Cayuse proposal is deleted a request can be made to SIMS Administration to undelete proposal or the budget can be cloned and a new Cayuse proposal created.



Select "Create" when the Cayuse Proposal Creation window

	_							
elect Opportunity		ortunity	Search		Show dosed opportunities:			
		portunity Number	Title	Comp. ID	Agency	CFDA #	Opens C	
4	4	AA-00-202	G.g AT07 NIH Ext-UAT FOA in Test for DP2 RFA in Sandbox	ADOBE-FORMS-A	NIHUAT	93.389	201	
<b>₽</b> 8		AA-00-902	G.g AT07 NIH Ext-UAT FOA in Test for X02	ADOBE-FORMS-A	National Institutes of Health	93.389	201	
•		<mark>3</mark> 5	G.g AT07 NIH Ext-UAT A1-200907 in Test for R15 RFA	ADOBE-FORMS-A1	National Institutes of Health	93.389	201	
÷		AA-03-203	G.g AT07 NIH Ext-UAT FOA FORM B in Test for RFA DP3	ADOBE-FORMS-B	National Institutes of Health	93.389	201	
÷		AA-03-501	G.g AT07 NIH Ext-UAT FOA FORM B in Test for K02 RFA	ADOBE-FORMS-B	National Institutes of Health	93.389	201	
÷	i	AA-03-832	G.g AT07 NIH Ext-UAT FOA FORM B in Test for RFA T32 Training	ADOBE-FORMS-B	National Institutes of Health	93.389	201	
*		AA-05-201	G.g AT07 NIH Ext-UAT FOA FORM B1 in Test for RFA DP1	ADOBE-FORMS-B1	National Institutes of Health	93.389	201	
•	i	AA-05-202	G.g AT07 NIH Ext-UAT FOA FORM B1 in Test for RFA DP2	ADOBE-FORMS-B1	National Institutes of Health	93.389	201	
•	i	AA-05-203	G.g ATOT NUL Ext-U	ADOBE-FORMS-B1	National Institutes of Health	93.389	201	

Select A Different Opportunity

(None) Grandhart, David Charles (Office of Sponsored Programs) / The Pennsylvania State University Lose, Chris (Office of Sponsored Programs) / The Pennsylvania State University Ni, Ming (Office of Sponsored Programs) / The Pennsylvania State University Whyte, Michael J (Office of Sponsored Programs) / The Pennsylvania State University

Search for PI

(For reference within Cayuse 424)

Select your opportunity. You can search through opportunities with the *search feature* (1) or you can *retrieve* the latest opportunities (2).

The *information icon* (3) will open a new window with the opportunity details, nd when you've found the opportunity you wish to select, use the *create proposal button* (4).

Enter your proposal name, add the Primary PI, Organization, Budget periods and Validation type. Then select Create Proposal.

**IMPORTANT:** The Primary PI that you select needs to match the Primary PI chosen in your SIMSbudget.

Overview	Opportunities	Proposals	People	Institutions	Reports	Settings				
Proposals Li	Proposals List 44 Proposals List									
	4 RR	💷 🞯 Carl.Test033111								
1 2	1 2			APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)				2. DATE SUBMITTED	1	Applicant Identifie
✓ RR P 1	RR Performance Sites						3. DATE RECEIVED BY STATE		State Application	
🗹 RR O	RR Other Project Information									
I I RR K	RR Key Persons		1.* TYPE OF SUBMISSION Pre-application Application				4. a. Federal Identifier		b. Agency Routin	
	RR Budget			Changed/Corrected Application 5. APPLICANT INFORMATION						
2 3			Legal Name: The Pennsylvania State University     Department:			rsity	* Organizational DUNS: 003403953 Division:			
	RR Subaward Budget Attachment PHS 398 Cover Page Supplement			* Street1: * City:				Street2: County/Parish:		
✓ PHS: 1			State/Province: Please Select     Country: Please Select					Zip/Postal Code:		
2 ☑ PHS	398 Research Plan		Person	n to be contac	ted on matte	rs involving this a	plication Middle Name:	• Las	Name:	

Cayuse 424 Budget Import

Cayuse 424 Budget Import

can be cloned and a new Cayuse proposal created.

Logout 424 Help Cayuse 424

×

A blank proposal is created. Now go back to your budget in SIMSbudgets.

With your budget selected in SIMSbudgets, select the Cayuse 424 icon in the upper right.



Prop	osals List > budget 1303			44 Proposals List	۵ 🖗 کې				
	a	🔲 🔗 budget 1303							
	SF424 RR	ARRI CATION FOR EPOERAL ASSISTANCE							
	1	SE 424 (D&D)		2. DATE SUBMITTED	Applicant Identifier				
	·	51 424 (Rdik)							
2	RR Performance Sites			3 DATE DECEMED BY STATE	State Application Identifier				
	1			2. DATE RECEIVED DI STATE	State Apple and Internation				
2	RR Other Project Information								
	1	1. ' TYPE OF SUBMISSION		4. a. Federal Identifier	b. Agency Routing Number				
6	RR Key Persons	Pre-application							
	1	O Application							
E	RR Budget	Changest carectes Approach							
	1	5. APPLICANT INFORMATION							
	3	Least None: DENINGS/LYANUA OTAT	TE I BINGDOITVUININ/	" Croanizational DUNS	002402052				
	4	- PENNOTEPANA OTA	TE ONIVERSITI FORM	De la	003403303				
L F	DHS 398 Modular Budget	Department.		Division					
	1	* Street1:		Street2					
L F	RR Subaward Rudget Attachment	* City:		County/Parish:					
	1	* State/Province: Please Select		<ul> <li>Zip/Postal Code:</li> </ul>					
6	Dur an course base foresterrort	* Country: Please Select		×					
	1	· Fields Strett.							
	2	Person to be contacted on matters involving this	is application		1				
R	BHS 298 Receases Plan	Date Dates	A Folder block of						
	1	Preto: Proceeding.	HIGHE NOTE:	Loss	Name Suito.				
L F	Townshield (Manuard Kennellement Tab								
	,	* Phone Number:	Fax Number:		Enal				
L F	Technican Econolisanat Research								
	1								
5	Durs and should be	6. * EMPLOYER IDENTIFICATION NUMBER(EI	N) or 7. ' TYPE OF APPI	ICANE					
	1 PHS SSS CHECKISC	0.00	Please Select		×				
	2	1	Other (Specify):						
E F	BHS 299 Cover Letter	8. 1 TYPE OF APPLICATION:							
	1	O New	Small Business	Arganization Type	arkuttanad				
		U resubmission		<ul> <li></li></ul>					
P	roposal Summary	Continuation							
	Summary	Revision							
	Documents								
	Federal Reporcing	in roevision, mark appropriate box(es).	9. TRAME OF FED	DERAL AGENCT:					
Р	roposal Management	A TICROBE AWARD	National Institu	es of Health					
		C becrease Award							
	No Permissions	C. Increase Location							
	Electronic Submission	D. Decrease Duration							
		e. carer (speciny)							
		Is this application being submitted to other							
		<			(X)				
<	>	Error (59) / Warning (6) / Info (2)	NIH	4	Final Review				

Navigate to Cayuse proposal or Import Budget into Cayuse proposal.

changes into the Grants.gov budget forms in Cayuse. Note that if the Cayuse proposal is deleted a request can be made to SIMS Administration to undelete proposal or the budget

A budget import must be done each time the budget changes in order to reflect the

Complete the Cayuse 424 forms.

**IMPORTANT:** Every time the budget is modified in SIMSBudgets, you need to re-import the budget to Cayuse 424 system.

NOTE: If your budget hasn't changed but you need to return to finish your Cayuse proposal at a later time, use the "Navigate" option.

## **CAYUSE 424 WITH SIMSbudgets**

Navigate Import Budget Close