

# CAYUSE 424 WITH SIMSbudgets

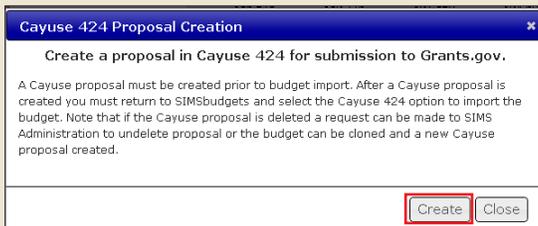
This sheet shows how to use Cayuse 424 with SIMSbudgets. It assumes you are familiar with SIMSbudgets and have already created your budget. It focuses on the interaction between SIMSbudgets and Cayuse 424.



With your budget selected in SIMS budgets, select the *Cayuse 424 icon* in the upper right.

**Firefox prevented this site from opening a pop-up window.**

**IMPORTANT:** Make sure your web browser is not blocking pop-up windows. Cayuse uses the pop-up feature.

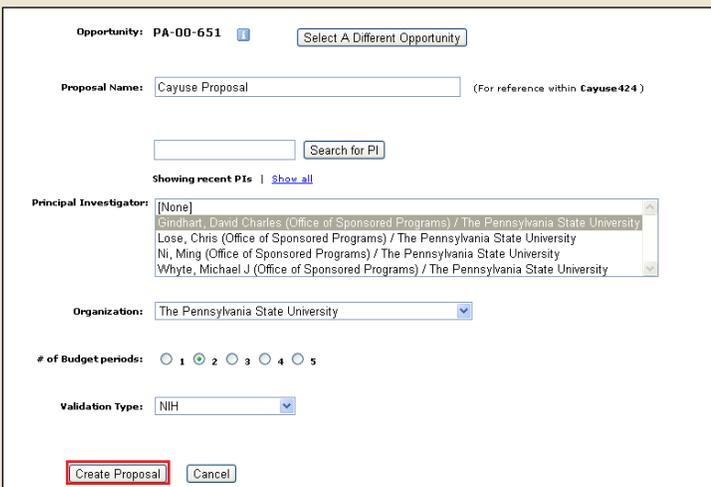


Select "Create" when the Cayuse Proposal Creation window appears.



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

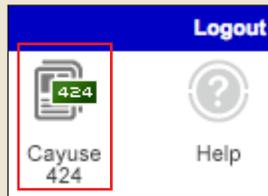
The *information icon* (3) will open a new window with the opportunity details, and when you've found the opportunity you wish to select, use the *create proposal button* (4).



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.

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.

Select "Import Budget" to import SIMSbudgets budget to Cayuse 424 proposal

Select the appropriate base salary option

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.