Before profile
A
Step
http://www.rsp.wisc.edu/cayuse

Professional profiles

University of Wisconsin Madison
v3.3.1 release

Proposals
Routing

Professional profiles
Institutional profiles
Reports
Preferences
Resources

Cayuse

Profile

Recently Viewed: 15 people

1. DAHLBORG, JENNY M
2. MOOS, RICHARD L
3. TANENHAUS, ANNE K
4. BAILEY, SARAH K
5. YIN, TOM C T
6. CHANG, CHUN SHENG J
7. BROWN, PATRICK J
8. KUNDU, KORAJ
9. JOHNSON, STEPHEN C
10. DEVINNEY, MICHAEL J
11. SRIDHARAN, AMARAVI
12. SANTAGO-MIZUNO, MIGUEL
13. MANGAL, KRISH
14. JONES, MATTHEY Y
Permissons

Add new/group

List: Read Write Add/Remove Delete Change Permissions Add User/Group Remove User/Group

- DUDLEY, J D BETH (Sudley)
- BERNER, MARY (bernier)
- HETT, JUDITH M (Judyh)
- MOHR, JENNIFER M (Jennif)
- GHANTANDI, NIMA (ghanda)
- DASH, MICHAEL B (Michael)
- GERTGEN, HEALY S (Healy)
- DAWSON, HEATHER M (Heather)
- POTTER, WYATT B (wyatt)
- NELSON, ARON B (Aron)

Add Security Principal

- Type: Group User
- Principal Name: GERTGEN, HEALY S (Healy)
- Date: 2020-03-15
- Permissions: Read Write Add/Remove Delete Change Permissions Add User/Group Remove User/Group

Add New User/Group

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Once you are back to the “Professional Profiles” list, you may sign-out or continue creating your proposal.

Step 2) All proposals associated with your NetID is will appear. To create a new proposal, click on the “+ proposal.”
Step 3).
- Select Grants.gov, click create
- Select the appropriate funding opportunity #
- Click on “+” to add that type of proposal
- Enter a cayuse short title, enter PI’s last name, WISPER# format and any identifying phrases for the proposal.
- Select appropriate name for PI
- Select “The Board of Regents of the UW System” as Organization.
- Validation Type should be selected according to agency you are applying to (NIH, DOD, etc).
- Click “Create Proposal.”

Step 4) The proposal page will populate (right). Click on permissions 🍃 under proposal management.

Step 5) The next screen displays who has permission to view your proposal. Click 🛠️ to open the list of all campus users. Select your dept administrator, Jenny Dahlberg and any campus collaborators who are helping to prepare the proposal and check boxes giving access to all functions except but “Delete”.

![Image of proposal page](image_url)
Proceed with completing the proposal. Use the “Errors/Warnings” list (item #1 in the screen-shot to the left) as a “to-do” list.

Check the box in front of any item to create a requirement for that section (e.g. cover letter, Targeted/planned enrollments for human subject use and modular vs non-modular budget.

Step 6) Under “Proposal Permissions” click on “Routing and Approval”, if Jenny Dahlberg is not listed, click on “Rebuild chain” and add Jenny Dahlberg to ensure the proposal moves on for submission after PI submits.

Ready to submit?
1. Check Errors/Warnings
2. Print Document and review the entire proposal for accuracy
3. Final Review-click this to see if any problems are noted
4. Check that a WISPER record has been submitted and reviewed in parallel with the Cayuse record.

If yes, then:
Click “Routing & Approval” (# 4 above)
Check that the next reviewer is Jenny Dahlberg, if so, check the box in front of your name when ready to submit to next person in routing chain. An email is automatically generated to the next reviewer when you check the box to approve and route the proposal.

You will get an email when AOR (RSP) Approves and submits to Grants.gov. You should also receive notification from the sponsor (either NIH or DOD, etc) when the proposal has been received by the agency from Grants.gov.

The proposal will route from Cayuse424 be uploaded to Grants.gov, and then uploaded to the agency you are applying to. For this reason, it is important to begin this process early (at least 4-5 days before the deadline) to ensure that if errors arise they can be addressed before the deadline.