Cayuse Tips

Profile information:

- Update your Cayuse profile but never create a new profile (RSP creates profiles)
- Give your PI and dept administrator access to your profile (hint: click on orange permissions key)
- Check your routing profile—who is the next reviewer? (Should be your dept administrator/dean’s office)
- Be sure to check the box next to Principal Investigator under eRA Role.

General Information:

- Use Internet Explorer 6 or 7; or Firefox 3 or higher (Firefox is strongly recommended). Mac users be aware Safari does not play nice with Cayuse!
- Tier back to navigate --don’t use back arrows in browser!
- When logged into a proposal, don’t close the browser window to exit (you will have locked access to the proposal for anyone else).
- Use “The Board of Regents of UW System” as formal applicant & performance site
- Uploading files:
  ✓ Preview PDFs before uploading-check symbols, equations, figures, etc.
  ✓ Name PDFs with short titles, avoiding special characters.
  ✓ Word docs can be used for source files
- Fix errors in Cayuse. They will cause failed submission to Grants.gov and/or eRA Commons
- Forms under “Proposal Summary” (found in the lefthand navigation menu in Cayuse) are INTERNAL ONLY. The “Summary” and “Documents” forms WILL NOT be included in your proposal submission to NIH or other agencies. DO NOT attach proposal documents to the “Documents” form.
- Print and carefully review entire application for errors before submission.
- Technical difficulties happen - plan to submit early. 5 working days in advance is a good guideline.
- Check the “Electronic submission” section to confirm when/who submitted the proposal under “Proposal Submission History”.
- Review proposal in eRA Commons as soon as it is available there. If you notice errors that occurred in the process of proposal transmission, you have an opportunity to correct them UP UNTIL the proposal deadline. If the deadline is too close or has passed, NIH no longer allows the 48-hour error correction window.