Cayuse424 101

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What will be covered

• Grant process at UW

• What is Cayuse

• Navigation in Cayuse
  – Requesting and updating your profile
  – Creating new proposal
  – Tips and tricks
Terms within UW Madison

**WISPER:** “WISconsin Proposal & Electronic Routing”
- Routing, tracking, and approval system for proposals and agreements
- **General rule:** If you are applying for research $ or signing a binding agreement you need a WISPER record

**RSP:** “Research and Sponsored Programs”
- Responsible for all grant proposal submissions, management, audits, closeout, etc.
  - [http://www.rsp.wisc.edu/](http://www.rsp.wisc.edu/)

**Cayuse424:** Electronic grant submission web-based program that loads grant applications into Grants.gov
Terms outside UW-Madison

- **Grants.gov**: Electronic submission web portal used by many federal agencies for proposal submission
  - Note at UW, we don’t use this directly, we apply via Cayuse424.
  - Applications can be submitted from these agencies: NIH, DOD, CDC, USDA, AHRQ, USGS

- **eRA Commons**: Web-based electronic grants information for NIH proposals
Sponsor Systems

- Grants.gov/ Cayuse
- eRA NIH Commons
- NSF FastLane
- Proposal Central
- American Heart Association (Grants@Heart)
- Other Agencies
  - NASA NSPIRES
  - NOAA Grants Online
  - DOE FedConnect
Principal Investigator
Dept Administrator & Chair
Dean’s Office
Research & Sponsored Programs

Start Early!

Protocol, budget, or other errors

Grants.gov and/or eRA Commons problems!!
Before you apply, you need:

• an eRA commons user name (for NIH proposals)
• to log into Cayuse424
  – Request a profile via Jenny or Annette
  – Know how to create, work in and submit a proposal
  – Cayuse Resources: http://www.rsp.wisc.edu/cayuse/index.html
eRA Commons Name

– Request commons account set-up from Dean’s office. Be sure to request “PI Role”
– Usually format will be UW NetID, or “NetID30”
– Track the grant after submission
– Receive communications and comments after review
– Stuck with it for life!
Cayuse424

- Cayuse: A web-based system used by UW to submit proposals requiring Grants.gov that is much easier than tools provided by Grants.gov. [http://www.rsp.wisc.edu/cayuse/index.html](http://www.rsp.wisc.edu/cayuse/index.html)
- Access with NetID
- Update Your Profile (RSP will create the profile, but you need to update your specific information as the profile data loads into proposals)
- Create Proposals, submission info
WISPER

• An internal WISPER Record should be created in parallel to the cayuse record. Format is “MSN123456”

• Dept Administrator or PI creates record 2 wks before deadline and needs:
  ✓ Proposal Start/End dates
  ✓ Protocol #s, approval and expiration dates
  ✓ PA or FOA, summary of application
  ✓ Budget Information (and justification)
  ✓ Formal title of the proposal
  ✓ Work with your dept administrator
Three important points:

1. Read the program announcement
2. Start EARLY
3. Know your campus resources (Dean’s office and Department administrators)

“Bad planning on your part does not necessarily constitute an automatic emergency on my part”
-Anonymous