

Desktop Readiness



Browsers

When navigating the Cayuse424 site for the first time, your browser may prompt you to accept (or decline) a certificate, verifying the authenticity of the Cayuse424 server. You can choose to view the certificates details, if you like. Accept the certificate permanently, and you will proceed to the Cayuse424 login screen. The supported browsers are:

- Internet Explorer 6 SP 2 (Windows)
- Internet Explorer 7 (Windows)
- Firefox 2.0.0.3 (or better) (Windows and OSX)

Firefox is a free download available at: <http://www.mozilla.com/firefox/>.

We recommend that you use the Firefox Browser when working with Cayuse.

Instructions for Downloading the Firefox Browser

- Go to <http://www.mozilla.com/firefox/>
- Click on Download Firefox - Free
- Click on Run (this may take a few minutes)
- If Security Warning box pops up, click Run
- When the Mozilla Firefox Setup box appears, make sure other applications are closed, then click Next
- In the License Agreement box, select "I accept" button, then click on Next
- In the Setup Type box, select Standard, then click Next
- Click Finish
- In the Import Settings and Data box, select the button to import your bookmarks and other information from Microsoft Internet Explorer, then click Next
- In the HomePage Selection box, select the button to "Import your home page from Internet Explorer," then click Next
- Click Finish
- **IMPORTANT:** In the Default Browser box, deselect the check box that says "Always perform this check when starting Firefox" and then click **NO** so Firefox will not be set as your default browser.

Note: These instructions are geared toward PC users, however the same general instructions will apply to downloading Firefox on a Mac.

Configuring the Firefox Browser

Step 1:

- Open the Firefox Browser
- Click **Tools** and then click on **Options**
- Click the **Privacy Icon**
- Place a check in the box next to **Accept Cookies for Sites:**
- Click **Exceptions** enter the Cayuses424 URL <http://uca.cayuse424.com>
- Click **Allow** and **close** window
- Click **Content Icon**
- Clear the check box next to **Block pop-up Windows**
- Check the box next to **Enable Java Script**
- Click **Advanced Settings** next to Enable Java Script
- Check the box next to **Raise or Lower Windows**
- Click o.k. button to close box
- Click o.k. to close **Options** window

Step 2:

- In the URL **address** bar, type **about:config**, click green arrow to right of box
- In the **filter** bar, type **flip**
- Right click **dom.disable_window_flip**
- Click **toggle** to change the value from **false** to **true**

Step 3:

- In the URL **address** bar, type **about:config**
- In the **filter** bar, type **dom.max_script_run_time**
- Double click on listed entry under Preference name and change value to **60**
- Click o.k.
- Close tab or window

Note: These instructions are geared toward PC users, however the same general instructions will apply to the settings on a Mac. To obtain more detailed information, log into Cayuse424 system at <https://uca.cayuse424.com>, click on the Resources link, and select the Desktop Readiness link.

Login to Cayuse424

- Type in your Cayuse424 URL <https://uca.cayuse424.com>
- Enter your user name and password (SPO will supply you with this information)
- Click Enter Cayuse424

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Professional Profile




A Professional Profile contains as much or as little information as you decide to enter about each person on your proposal. The more information you put into the Profile, the less work you'll have to do directly on the forms.

1. Login to Cayuse
2. Click on Professional Profiles
3. Select your name from the list box
4. Under general purpose information, verify or fill in name, degrees, demographics, and biosketches (please see note below about biosketches)
5. From the bottom of the box, verify or fill in contact info; eRA role (usually Principal Investigator); Dept/Division/Title, Salary and Fringe worksheet (just the top portion about salary/ appointment type, the fringe will be filled in automatically with the current rate); and routing profile (usually your chair or dean goes in the next reviewer box)
6. Click on the save button (diskette next to your name in the gray horizontal bar), changes will also be saved automatically when you continue to another section

Note: Biosketches are created externally to Cayuse424 using the word processor of your choice. Note, also, all NIH Biosketches can now be up to four pages long. Other federal agencies may have different limits on the length of the Biosketch.


Downloading Opportunities

- Click on the Preferences tab
 - Click on Update 424 Opportunity List
- (This screen will display the current list of available Opportunities and search fields for obtaining more. Please contact SPO before downloading opportunities to this list.)

If the Opportunity forms are not completely supported, a warning icon  will appear next to it. If the opportunity is expired, an hourglass icon  will appear next to it. Obsolete opportunities are denoted by a warning icon .

TIP: It is better to download an opportunity using the Funding Opportunity Number assigned to it in Grants.gov. Using the CFDA number can result in numerous programs being downloaded into the system that are not necessary.

Creating a New Proposal

- Login to Cayuse424
- Select the Proposals tab
- Select the  Proposal box to create a new grant proposal
- Select the opportunity from the scroll box
- Name the proposal
- Select the Principal Investigator from the drop down box
- Select UCA from the Organization drop down box
- Select the appropriate radio button for the number of budget periods
- Select the validation type from the drop down box
- Click the Create Proposal box

Once the opportunity has been downloaded and the proposal created, you'll see the face page on the right and a navigation window listing the form pages on the left. To move from page to page in Cayuse424, click the links on the left side of your screen. The checkboxes indicate whether or not the form is included in the electronic submission package.

Entering Text Into the Forms

- You can use the <Tab> key to move from field to field, or click on a field and start typing.
 - Use <Shift><Tab> to move to the *previous* field.
 - Finish filling the fields on this page and click on the "2" link on the left-hand side to go to page 2.
 - For Item 16, the Estimated Project Funding fields, don't type directly into the top field. Cayuse424 has been designed to calculate and fill this total based on what you enter on your budget pages.
 - Work through each of the forms filling out the requested information.
 - There are four types or sets of budget pages for the SF424R&R: the SF424 R&R budget pages (the detailed budget), the Modular Budget, the Subaward budget, and the Construction budget (SF424C). For Modular and Detailed, you *must* select one of these two budget types for each proposal where they appear.
 - SPO will help you set up the Routing Chain.
- Note: If you click on the <Errors/Warnings> button near the bottom, a window will display a list of Errors and Warnings.

Exploding & Uploading



How to Use the “Exploder” in Five Easy Steps

(for those proposals requiring the PHS 398)

1. Take a properly formatted (see the Grants.gov Application guide SF424 for details) Research Plan and insert a page break at each section header (e.g. Introduction, Specific Aims, Background & Significance, etc).
2. Create a PDF of the Research Plan using a PDF generator of your choice (e.g. Acrobat, Word 2007, Word OSX, Cute PDF, etc).
3. Login to Cayuse424, open your proposal and navigate to the PHS 398 Research Plan section.
4. Upload your Research Plan PDF to “O. Composite PDF” by clicking on the add button.
5. You should receive a results message stating that the “Breaking apart the research plan succeeded.”

Deleting/Removing Attachments

To delete an attachment:

1. Click on Delete Attachment by the appropriate file
2. In the pop-up box that asks if you’re sure you want to delete the attachment that shows its name, click delete
3. You are now ready to upload a revised file

To remove an attachment:

1. Click on Remove by the appropriate file
2. In the pop-up box that asks if you’re sure you want to delete the attachment that showing its name, click delete
3. You are now ready to upload the revised file

Uploading PDFs

Completed proposals consist of many parts: Project Summary/Abstract, Project Narrative, Bibliography and References Cited, Facilities and Other Resources, Equipment, Form Pages, Biosketches, Research Plan, and miscellaneous Attachments.

1. Prepare the required documents in Word (or any other word processing program), and/or Excel (or any other spreadsheet program). (The specific program guidelines will give a list of required documents and how to prepare them.)
2. Convert the Word and/or Excel documents to PDF.
3. In the appropriate place for each document to be uploaded, click on the Add Attachment button.
4. An Upload Attachment box will popup. Fill in the name for the attachment (usually a name will be suggested in the guidelines).
5. Click on the browse button next to the PDF File box, find the appropriate pdf file and select. The file name will appear in the box.
6. Click on the browse button by the Source of PDF box, find the appropriate source file and select. The file name will appear in the box.
7. Select upload.

Printing Proposals

Proposal Printing is available from almost every form page. The Print Icon can be found in the upper right corner. You can print the current page, all the pages, everything including attachments, or everything currently checked for inclusion in the submittal. Printing results in a PDF from which you can print to paper, if need be.

Note: The proposal PDF is not an electronically submittable document by Grants.gov standards and is only intended for use at your institution.

More Information

For more detailed information, please check out the Resources link on the Cayuse424 main page.

University of Central Arkansas



Sponsored Programs Office

Sponsored Programs Office
Torreyson West 324

Phone: 450-3451

Fax: 450-5339