

Desktop Readiness



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)
- **IMPORTANT:** After clicking finish, 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.

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

- Click on Firefox icon located on your desktop
- Go to bookmarks and select Cayuse login OR type in the URL <https://uca.cayuse424.com>
- Enter your user name and password (SPO will supply you with a temporary password)
- Click Enter Cayuse424

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.

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

Routing Quick Start



Routing Rules

- Proposal approval must follow the routing chain. Reviewers can look at a proposal once it hits their Routing list, but they cannot approve it until the previous reviewers on the routing chain have signified their approval.
- Once a proposal is routed, Cayuse424 grants temporary permission to reviewers to access the proposal.
- In case of an emergency a reviewer may be deleted from the chain (skipped) by the SPO system administrators.
- From the Initiator perspective, the proposal becomes "read only" once the routing is initiated.

Notification

- You will be notified with an e-mail when you need to review and approve a proposal in Cayuse.
- (Note: Please do not use the link provided in the e-mail. Instead, click on the Firefox icon located on your desktop, then go to bookmarks and select Cayuse login. SPO staff will help you set this bookmark at setup.)

Locating the Proposal

- When a reviewer is notified via e-mail, the proposal moves to their Hot List on the Routing tab.
- Select the appropriate proposal to review from the Routing Warm/Hot List.

Reviewing the Proposal

- Once the proposal opens, you will use the navigation box on the left side of the screen to select the pages in the proposal to review.
- Items you may want to review are the abstract and narrative, which can be found on the SF424 Other Project Information page, the SF424 RR Budget, and the Budget Justification which can be found on page 3 of any budget period.

Printing the Proposal

- If you prefer to print the proposal, select the printer icon at the top left of the screen.
- Then select the documents you want to print, or select all to print all forms and attachments, and they will be converted to a pdf format for you to save on your computer or print out to a hard copy.

Approving the Proposal

- To begin the approval process click on Approval on the bottom left hand side of the screen.
- When the routing chain box appears, click on the box adjacent to your name.
- When the Action: Approve box appears, you can enter a comment, click on the approve button, or click on cancel to go back to the proposal.
- Once you have clicked on the approval button, your screen will return to the Proposal Approval screen, and the box beside your name will be checked signifying your approval of the proposal.
- The next reviewer on the routing chain is automatically notified via e-mail and the proposal will move to the next reviewer's Hot List on the Routing tab.

NOTE: Please sign out of the system when through (top left side of screen). Neglecting to log out will lock the proposal and the next reviewer will not be able to approve it until you log out.

Reject & Recall

- Once approval is given a proposal, it can still be rescinded/rejected by un-checking the box by the reviewer's name. This will cause the proposal to be sent back to the initiator for re-review.
- Once a routing chain is started, the initiator can Recall (cancel) the whole process at any time by un-checking the box by their name. Only proposal initiators can recall a proposal.

Delegates

If a reviewer has named delegate(s) in the Routing Profile of their Professional Profile, the follow rules apply:

- delegates receive the same notifications as the Primary;
- delegates can perform the same actions as the Primary;
- multiple delegates are allowed;
- delegates have to establish their own pecking order; and
- delegates must have Professional Profiles that can be viewed by the proposal initiator.

NOTE: If you would like to have a delegate to approve proposals for you when you are unavailable, please contact SPO (450-3451) so they can be set up in the Cayuse System.