Prepare Proposals Electronically with Cayuse424

To facilitate the process of preparing and submitting federal grant proposals, the Office of Research and Economic Development has an institutional subscription to tool called Cayuse424.

The estimated launch date for Cayuse is Fall 2014.

Advantages of Using Cayuse424

- Connect to opportunities offered by all federal funding agencies (NIH, NSF, CDC, USDA, ONR, etc.)
- Complete forms faster using multiple auto-fill features
- Increase the quality and accuracy of your applications using built-in validation engine

IMPORTANT NOTICE: <u>Letter from Vice Chancellor for Research and Economic Development, Samuel Traina</u>

Dear UC Merced Investigators,
This summer brings the next phase of the restructuring of UC Merced's Contracts and Grants process. We are now phasing in our Cayuse Research Suite of contracts and grants software.

This suite consists of 2 packages:
1. Cayuse 424 - is very similar to the NSF package. 424 will build research proposals, format and test them for suitability with Grants.Gov, the federal electronic submittal system.
2. Cayuse SP - is a research administration management tool that integrates pre award management with some post award management of research proposals and successful research awards. Cayuse SP also provides an electronic routing system. We plan to have electronic routing fully implemented by the end of the summer, eliminating the use of the PASS form.

Phase 1 – Starting July 1, 2014, new guidelines for proposal submission, to facilitate entry of proposal information into the Cayuse SP system, are as follows:

- **All new research proposals should be submitted through the office of Research Development Services (RDS)** led by Director Susan Carter. (Do not submit proposals directly to the Sponsored Projects Office (SPO); RDS will forward your documents to SPO accordingly).

- **The Sponsored Projects Office (SPO) will continue to be the authorized institutional entity** that reviews and submits all complete proposals to extramural agencies.

- **For proposals submitted at least two weeks prior to an external deadline, RDS will provide you with as much or as little assistance as you require**, including proposal development and document preparation; entering your proposals into Cayuse 424 if they are federal grants that use Grants.Gov; and assistance during the SPO review.

- **If RDS receives your proposal with less than two weeks notice**, the RDS staff may not be able to provide assistance beyond forwarding the proposal to SPO for review and submission, depending upon workload.

- **You may send proposal materials to RDS by email to rds@ucmerced.edu or campus Box service** (http://it.ucmerced.edu/BoxService) for preparation and submission of proposals.

Please let us know if you would like to learn how to use Cayuse 424 over the summer. The formal roll out and training sessions for 424 will start this fall, but we will be happy to assist anyone who wants to start using the package over the summer.

We are confident that these changes will improve the process of proposal preparation and submittal, and provide you with better service.

If you have any questions or concerns, please contact me and/or RDS Director Susan Carter. Susan may be reached at scarter3@ucmerced.edu and I can be reached at straina@ucmerced.edu or at the numbers below.

Sincerely,
Sam

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Dr. Samuel J. Traina
Professor of Life and Environmental Sciences and Environmental
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Vice Chancellor for Research and Economic Development

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