The preferred internet browser for the Cayuse System is Mozilla Firefox versions 2 & 3 but it can be accessed through Internet Explorer version 6.5 or later as well. Your internet browser’s pop-up blocker should be turned off.

**Registration** (SKIP to “Logging into Cayuse” if you already have a Cayuse account.)
- All PI’s on Food for Thought proposals must have a Cayuse account in order to submit their proposal.

  Contact one of the following people in order of availability (please allow three hours before calling the next person on the list)
  
  Laura Walker, (202) 994-9136, alwalker@gwu.edu (emails are preferred)
  Eric Thibault, (202) 994-6875, ethibs@gwu.edu (emails are preferred)

**Logging Into Cayuse**
- Go to gwu.cayuse424.com (Do not enter www in the web address)
- Add to your browser favorites or bookmarks for easy access
- If you have forgotten your username and/or password, please contact Laura Walker at alwalker@gwu.edu

**Creating a Proposal**
- **NOTE:** For the Food For Thought application you will only be required to use certain sections in Cayuse: Key Personnel, Proposal Summary, Documents and the Routing & Approval section.
- Click on the Proposals hyperlink in the middle of the screen or the Proposals tab on the top left of the screen.
• Click on the green +Create Proposal button in the upper right hand corner of the screen. This will create a new proposal:

• A pop-up screen will appear. In the pop-up screen, select Other Proposal as your Opportunity Type button and click Create.

The following window will appear:

Create New Proposal

Proposal Name: UFF LOHR 2013 (For reference within Cayuse 424)

PI: [Name]

Principal Investigator(s): [Name]

Organization: The George Washington University

Default IDC Rate: Please select...

# of Budget periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

Due Date: 10/17/2012

Validation Type: Other - Minimal

• Enter the Proposal Name as follows FOOD_PI LAST NAME_2013.
• You can either search for the Principal Investigator (PI) using the Search function or you can click Show all and select the PI from the alphabetized drop down menu. (Note: If the person that you want to designate as the PI is not listed in the drop down menu it is likely that the person has not selected Principal Investigator in their eRA role within their Professional Profile. This must be corrected by the PI within their Cayuse Professional Profile.

• The Organization will default to The George Washington University. Keep this setting.

• Skip Default IDC Rate.

• Select 1 as the number of budget years for the project.

• Validation Type should default to Other – Minimal. Keep this setting.

• Click the Create Proposal button at the bottom of the page.

• A pop-up will appear stating that you did not indicate an IDC rate. Click OK.

Cayuse Navigation

• After a proposal has been created, you will be led to this site:

The left sidebar will serve as a checklist for completion. You can click on each item for more information which will appear in the main frame to the right of this sidebar.

• For this internal competition only, you will be required to use certain sections listed in the left navigation: Key Personnel (if there is a co-investigator on the proposal), Proposal Summary, Documents and Routing & Approval.
Proposal Summary Information

- On the left sidebar, under **Proposal Summary**, click **Summary**. You will see the form pictured above.
- Complete only the fields listed below with the appropriate information provided below:

<table>
<thead>
<tr>
<th>Cayuse Field</th>
<th>Information to provide</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROPOSAL SUMMARY</strong></td>
<td></td>
</tr>
<tr>
<td>Proposal Number</td>
<td>[PI’s School] [PI’s Last Name]</td>
</tr>
<tr>
<td>Sponsor Deadline</td>
<td>November 14, 2012</td>
</tr>
<tr>
<td>Submission Method</td>
<td>Electronic</td>
</tr>
<tr>
<td>Submission Date</td>
<td>Current Date</td>
</tr>
<tr>
<td>Submitted By</td>
<td>Name of Submitter. If it is the PI, simply state “PI”</td>
</tr>
<tr>
<td>Submission Type</td>
<td>Application</td>
</tr>
<tr>
<td><strong>SPONSOR DATA</strong></td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>OVPR</td>
</tr>
<tr>
<td>Proposal Type</td>
<td>FOOD</td>
</tr>
<tr>
<td><strong>PROJECT DATA</strong></td>
<td></td>
</tr>
<tr>
<td>Title of Project</td>
<td>Title of your Food for Thought Proposal</td>
</tr>
<tr>
<td><strong>COMPLIANCE DATA</strong></td>
<td></td>
</tr>
<tr>
<td>Are animal subjects used?</td>
<td>Indicate Yes or No (If yes, please answer the following questions in the box)</td>
</tr>
<tr>
<td>Are human subjects used?</td>
<td>Indicate Yes or No (If yes, please answer the following questions in the box)</td>
</tr>
<tr>
<td>Will Radioactive or Biohazard Materials be used?</td>
<td>Indicate Yes or No (If yes, please offer an explanation in your narrative)</td>
</tr>
</tbody>
</table>

- This information is automatically saved as you enter it so there is no option or need to save it.

Adding Key Personnel

For Food for Thought proposals, Key Personnel are limited to PI’s and Co-I’s. Co-I’s should be limited to GWU faculty. If the Key Person you want to add to the application does not appear in the menu the person will need to request a Cayuse account and create a Professional Profile. They must designate themselves as a PI in the eRA role of their Professional Profile.

- Click on the **RR Key Persons** section in the left menu screen of the application:
- The Principal Investigator will automatically be added to the Key Personnel section. Information from the PI’s Professional Profile will populate in this section.

- Click the **Manage Key Persons** button on the right of the page:
• A pop-up menu will appear. Click **Add Key Person**.

![Add Key Person](image)

• The screen below will appear. You can either search for the Co-I using the **Search** function or you can click **Show all** and select the individual from the alphabetized drop down menu.

• Click **Add Selected Key Person** button and select the person from the menu provided:

![Add Key Person to Proposal](image)

• If you’re done adding Co-I’s, click **close** in the top right hand corner.
• The list of the Key Persons can be viewed two ways:
  
  **Collapsed:**

  ![Proposals List](image1)

  This information should remain blank as it does not affect your proposal for this program.

  ![Managing Key Persons](image2)

  **Or Expanded:** *(You can see the “expanded” version by clicking the plus sign [+] on the far left of the person’s name.)*

  ![Proposals List](image3)


**Attaching Documents**

• Click on the Documents section in the left menu screen – The Supporting Documents Attachment Screen will appear.

  ![Supporting Documents Attachment](image4)

  Attach supporting documents here. Be sure to provide all documents with descriptive file names for easy identification. Both PDF and/or resource documents can be attached.

  **Attachments:** Documents uploaded here are for internal use and will not be submitted with the proposal.

  1. [Add](image5)

Pictures in this document were used as an example for our University Facilitating Fund, hence the mentions of “UFF” in the graphics.

For the Food for Thought Program, your proposal will be seen as **FOOD_[YOUR LAST NAME]_2013**.
Please disregard the red text. This text is present for all proposals submitted through Cayuse and that red text pertains to proposals submitted to external agencies. Documents uploaded here WILL BE part of your Food for Thought application.

- Click the **Add button** in the attachment section.
- A pop-up menu will appear:

![Upload attachment](image)

- Click the **Browse** button to browse for the PDF document you want to attach. **Cayuse only accepts documents in Portable Document Format (PDF).**
- After the document is attached, rename the document in the **Name** field as the appropriate component as listed below (if this is not done after attaching the PDF, the **Name** will default to the original file name confusing the reviewer):

<table>
<thead>
<tr>
<th>Proposal Component</th>
<th>Naming Convention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>Abstract.pdf</td>
</tr>
<tr>
<td>Narrative</td>
<td>Narrative.pdf</td>
</tr>
<tr>
<td>Budget</td>
<td>Budget.pdf</td>
</tr>
<tr>
<td>Budget Justification</td>
<td>Budget Justification.pdf</td>
</tr>
<tr>
<td>Biosketch (of the PI only)</td>
<td>Biosketch.pdf</td>
</tr>
</tbody>
</table>

- **Leave Source of PDF blank.**
- Click **Upload** and repeat as necessary.
- After all five documents are added, this section is complete.

### Establishing A Routing Chain

- On the left sidebar, under **Proposal Management**, click **Routing & Approval**. This will start the process of establishing a **Routing Chain**. **Because the Food for Thought Program is an internal opportunity, the routing process will only involve the PI and Ann Laura Walker from the Office of the Vice President for Research.**
- Only the PI and the AOR (Authorized Official Representative) must be added to the routing chain. If there are co-investigators on the proposal, do **not** add them to the routing chain.
- **With the Food for Thought competition only, the AOR is Ann Laura Walker.**
The PI of the Food for Thought Proposal automatically appears first in the Routing Chain. The AOR is to be listed below the PI’s name.

Add the AOR by clicking the green plus sign at the top right of the screen. A pop-up window will appear.

Click the green plus sign on the bottom.

You can either search for the AOR using the Search function or you can click Show all and select the individual from the alphabetized drop down menu.

Choose *Ann Laura Walker as the required AOR and click Add To Chain,

Click Close Edit Chain Window.

This is what your Routing & Approval Screen will look like after the chain is formed.
Your routing chain is now complete.

**Initializing Routing**

- *Once routing is initialized, your proposal can not be amended. It can be viewed only as “read-only.”*
- Once the Routing Chain is completed, the PI can initiate routing process. This is started by clicking the box adjacent to their name. *(Whenever a proposal is initiated or approved by someone on the routing chain, Cayuse424 will prompt for approval of the action)*

- Click **Approve**:

- Once this is done, submission is now complete. Please sign out of Cayuse. This is required so that the routing can be officially started. There will be an email sent from your email address listed in your Cayuse Professional Profile to askovpr@gwu.edu stating that you’ve initiated routing of your Food for Thought Application:

  **Cayuse424 System Notification: proposal awaiting your attention**

  1 message:

  Gina Lohr <glohr@gwu.edu>
  To: Ann Laura Walker <askovpr@gwu.edu>

  Due to an approval action, the following proposal now requires your attention:

  UFF_LCHR_2013


**Notes:**

Pictures in this document were used as an example for our University Facilitating Fund, hence the mentions of “UFF” in the graphics. For the Food for Thought Program, your proposal will be seen as **FOOD_[YOUR LAST NAME]_2013**
Once OVPR reviews for all components of the proposal and “approves” submission, the PI will receive an auto-generated email stating that it has been accepted. This will occur after the submission deadline but prior to **Thursday November 1, 2012**. (‘Submission’ in this email indicates OVPR has received your proposal and it appears to have all components. Cayuse is used for external proposals and this feature is generally used to alert the PI that OVPR has approved their proposal and it is ready for submission to the external agency; however, for internal competitions the proposal submission process is complete at this step.)

---

**Cayuse424 System Notification: proposal authorized for submission**

1 message

**Ann Laura Walker** <askovpr@gwu.edu>  
Tue, Sep 25, 2012 at 2:17 PM  
To: Gina Lohr <glohr@gwu.edu>, Ann Laura Walker <askovpr@gwu.edu>

Due to approval by an AOR, the following proposal is now authorized for submission:

UFF_LOHR_2013

Please navigate to [http://gwu.cayuse424.com/proposal.do?proposalId=1010983994](http://gwu.cayuse424.com/proposal.do?proposalId=1010983994) to view the proposal.

Note - the following comments were included with the action:

‘Submission’ in this email indicates OVPR has received your proposal and it appears to have all components. Cayuse is used for external proposals and this feature is generally used to alert the PI that OVPR has approved their proposal and it is ready for submission to the external agency; however, for internal competitions the proposal submission process is complete at this step.

---

Alternatively, the proposal may be rejected and the PI will receive an email from Cayuse424 with comments as to why it was rejected. This will occur by **Monday December 3, 2012**. If a proposal was rejected due to missing components, you will be notified of what was missing and how to proceed. An example of such a communication is below:

---

**Cayuse424 System Notification: proposal authorized for submission**

1 message

**Ann Laura Walker** <askovpr@gwu.edu>  
Tue, Sep 25, 2012 at 2:20 PM  
To: Gina Lohr <glohr@gwu.edu>, Ann Laura Walker <askovpr@gwu.edu>

Due to a retraction action, the following proposal now requires your attention:

UFF_LOHR_2013

Please navigate to [http://gwu.cayuse424.com/proposal.do?proposalId=1010983994](http://gwu.cayuse424.com/proposal.do?proposalId=1010983994) to view the proposal.

Note - the following comments were included with the action:

-Please amend your missing BUDGET JUSTIFICATION within five business days of this notification.