Step by Step Guide to preparing and routing a non-federal proposal in Cayuse 424

STEP #1: CREATE YOUR PROPOSAL IN CAYUSE

Go to the Sponsored Research Website: http://www.fortlewis.edu/sponsoredresearch/SubmitaGrant.aspx. Click on any Cayuse 424 link; or go to Cayuse 424 directly: https://fortlewis.cayuse424.com

You will be prompted to login with your FLC user name and password.

Welcome to Cayuse 424 opens.

Click either the Proposals tab above the page or Proposals in the Welcome box.

If you have created proposals in Cayuse before, you will see these listed.

To start a new proposal:

#1: Click on the Create Proposal box (with the green cross on it) on the upper right side of the page.

#2: The Create Proposal box will open. Select the type of proposal you are creating: Other Proposal for non-federal proposals or Grants.gov/Research.gov for federal proposals, and

#3: click Create (NOTE: tell your computer to “always allow pop ups from this site,” if you see the yellow bar at the top of the page after you've clicked Create).

The Create New Proposal page opens.

#4: Fill in the Proposal Name: This can be a quick name for your reference only, or the full name of your proposal.

#5: PI: Put your last name in as PI and click “search for PI.” (FYI: PI is the same thing as the Program Director. PI stands for Principal Investigator). If someone other than you is the PI, search for that name.

#6: Organization: Select FLC from the drop down menu.

#7: Default IDC Rate: Leave as “please select” for non-federal proposals (you can specify a different IDC rate in the budget section) or “Default IDC” for federal proposals;
#8: **Number of budget periods**: Enter the number of years (budget periods) the proposal includes.

#9: **Due Dates**: Use the calendar to select the proposal due date, it will auto-fill.

#10: **Validation Type**: This is auto-filled for you. All non-federal grants are “Other-Minimal.”

#11: **Click Create Proposal** when finished, or **Cancel** to start over.

#12: **Click OK** when the “No default IDC rate is selected” message comes up.