XULA Cayuse 424
Quick Start Guide for Initiators/PIs

☞ **Getting Started**

Cayuse 424 is supported in recent versions of Firefox 🦊 and Internet Explorer 🅔 and is run entirely in a Web browser.

☑ **Browser configurations: JavaScript Enabled, Cookies Enabled, Pop-ups Allowed.**

☞ **Getting In**

1. **Log onto Cayuse Portal (xula.cayuse424.com) with XULA ID (First part of XULA email).**

2. **If you are not able to access Cayuse 424 from Portal, please contact ORSP.**
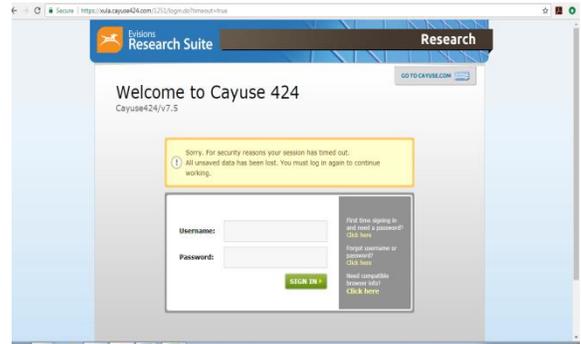
When signing onto Cayuse 424 you will find yourself on the Overview tab. The Overview tab is a quick way to get to any other section of Cayuse 424.

☞ **Opportunities**

To search for an available Grants.gov opportunity (i.e., NIH, DARPA, ONR, DOE, etc.), enter criteria into search field. You can also download available opportunities that have not been previously downloaded. Once you've found the opportunity you are interested in, click the ➕ shown next to the opportunity to create a proposal.
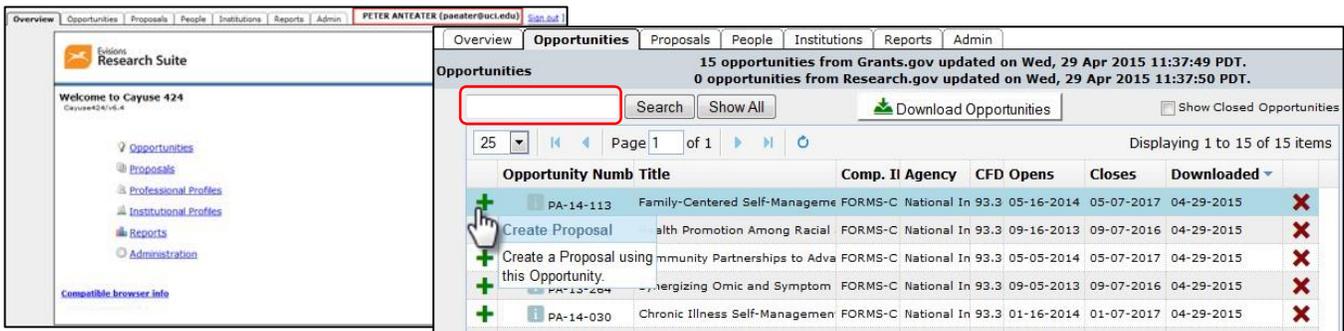
> Enter the information to **create your proposal.** Complete all fields.

Name the Proposal - The proposal name is the way the system will identify your proposal. This is distinct from the title of your proposal (which appears in field 11: DESCRIPTIVE TITLE OF APPLICANT'S PROJECT on the face page of the SF424RR).

Select the Principal Investigator - Search for the PI and select name from list. If the PI still isn't listed, please contact the ORSP. Selecting a PI when creating a proposal is required.

Click Create Proposal. The proposal will open with the included forms and other information

👉 Proposals

To the left of the title, there is a Proposal Link icon 🔗 The Proposal Link icon will provide you with a direct link to the Proposal you are currently in.

Proposals will Autofill with PI and Institutional Information based upon the information in the Professional Profile (so it important to keep Professional Profile updated).
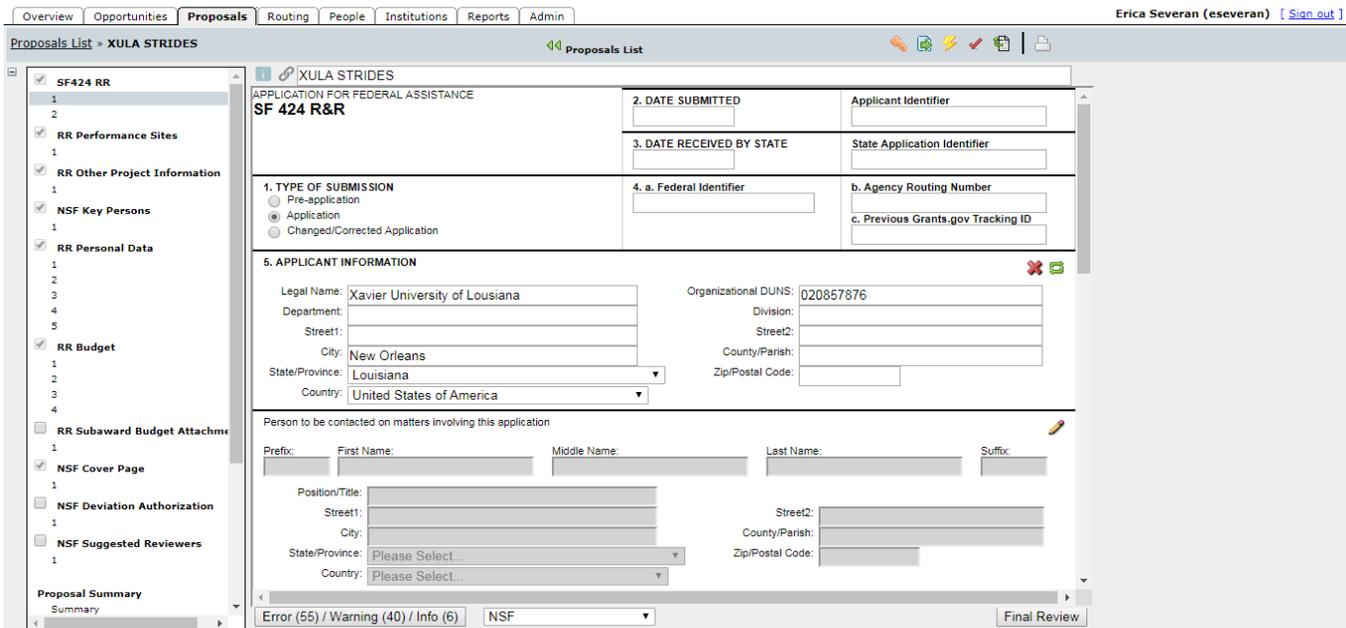
👉 Routing
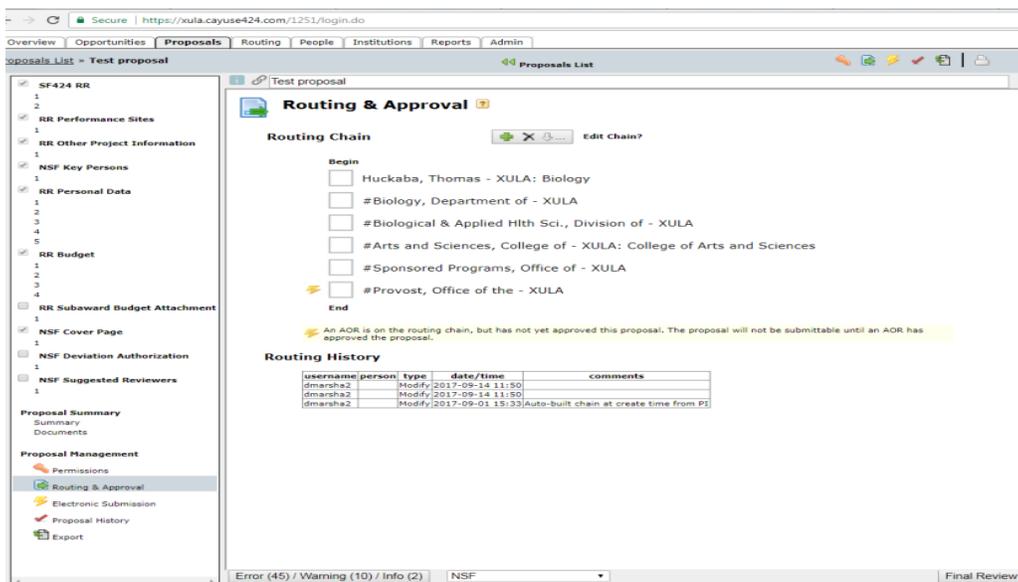
1. **Routing will happen electronically in Cayuse 424.**

2. **Routing begins in your professional profile with the next approver being #Department Chair.**

3. **You will need to select the auto build feature to automatically generate the next sequence in the routing chain.**

Please direct training requests to the XULA ORSP Office.

Contact Info for the Research Suite Support Center HelpDesk for Cayuse 424 support:

ResearchSuiteSupport@Evisions.com • 503-297-2108 ext. 201 • M – F, 9:00 AM – 5:00 PM ET

Cayuse 424 Support, including the User Reference Manual, Training Materials, Browser Support & Configuration is available online at http://support.cayuse.com/docs/cayuse-424.