Cayuse 424

Mich Pane, Office of Sponsored Research
Sonia Barragan, Research Management Group
Cayuse 424 is a web-based system-to-system solution that allows users to create, review and submit Grants.Gov proposals

- Supports 98% of Grants.gov proposal solicitations
- Provides auto-fill of institutional and personnel data based on stored profiles
- Allows users to copy a proposal for resubmission or transform a proposal for a different opportunity
- Tracks errors and warnings automatically
- Provides real-time validation of proposal content
- Provides ability to import subaward budget details without re-keying data
- Tracks proposal submission status
Implementation Timeline

**2015**

**Jan 6 – Feb 9**
System Implementation

**Feb 17-20**
Cayuse-Led Training for Pilot Users*

**March 15-23**
Plot Roll-Out

**Feb 23**
Production System Launched

**June 15**
Full Campus Roll-Out (optional use)

**Sept 1**
Full Campus Roll-Out (mandatory use)

* Radiology, Genetics, Anesthesia, CV Medicine, Biology, Chemistry, Psychology, Mechanical Engineering, Computer Science, Ginzton Lab
<table>
<thead>
<tr>
<th>Opportunity Number</th>
<th>Title</th>
<th>Comp. ID</th>
<th>Agency</th>
<th>CFD Opens</th>
<th>Closes</th>
<th>Downloaded</th>
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</thead>
<tbody>
<tr>
<td>PA-C-R21</td>
<td>G.g AT07 and NIH Ext-UAT T FORMS-C</td>
<td>National Institute</td>
<td>93.8</td>
<td>06-25-2013</td>
<td>06-25-2018</td>
<td>03-19-2014</td>
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<td>02-15-2012</td>
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<td>06-22-2015</td>
<td>02-15-2012</td>
</tr>
</tbody>
</table>

Cannot find your opportunity? Use the "Download Opportunities" button to download more Opportunities.
### RESEARCH & RELATED Other Project Information

<table>
<thead>
<tr>
<th><strong>1.</strong> Are Human Subjects Involved?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. If YES to Human Subjects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Is the Project Exempt from federal regulations?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>- If yes, check the appropriate exemption number: 1 2 3 4 5 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exemption Number: 1 2 3 4 5 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If no, is the IRB review Pending?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>REB Approval Date:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Subject Assurance Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>2.</strong> Are Vertebrate Animals Used?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. If YES to Vertebrate Animals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Is the IACUC review Pending?</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>IACUC Approval Date:</td>
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<td></td>
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<tr>
<td>Animal Welfare Assurance Number:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **3.** Is proprietary/unprotected information included in the application? | Yes | No |

| **4.** Does the Project have an Actual or Perceived Impact - positive or negative - on the environment? | Yes | No |
| a. If yes, please explain: |     |    |
| b. If the project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? | Yes | No |
| c. If yes, please explain: |     |    |

| **5.** Is the research performance site designated, or eligible to be designated, as a historic place? | Yes | No |
| a. If yes, please explain: |     |    |

| **6.** Does this project involve activities outside the U.S. or partnership with International Collaborators? | Yes | No |
| a. If yes, identify countries: |     |    |
| b. Optional Explanation: |     |    |

| **7.** Project Summary/Abstract Test page: | [Attachment] [Delete Attachment] |

| **8.** Project Narrative Test page: | [Attachment] [Delete Attachment] |

| **9.** Bibliography & References Cited Test page: | [Attachment] [Delete Attachment] |

| **10.** Facilities & Other Resources Test page: | [Attachment] [Delete Attachment] |

| **11.** Equipment | [Attachment] [Delete Attachment] |

| **12.** Other Attachments: |   |
PHS 398 Research Plan

Please attach applicable sections of the research plan, below.

0. Composite PDF
1. Introduction to Application (for RESUBMISSION or REVISION only)
2. Specific Aims
3. *Research Strategy
4. Program Report Preparation List

Human Subjects Sections
5. Protection of Human Subjects
6. Inclusion of Women and Minorities
7. Inclusion of Children

Other Research Plan Sections
8. Vertebrate Animals
9. Select Agent Research
10. Multiple PD/PI Leadership Plan
11. Consortium/Contractual Arrangements
12. Letters of Support
13. Resource Sharing Plans

Appendix (if applicable)
14. Appendix

Error (1) / Warning (4) / Info (1)
Error: [KeyPerson PD/PI][NIH] Biosketch must be attached

Warning: [Other Project Info 11][Cayuse] The Equipment Attachment is missing. Is this intentional?

Warning: [Other Project Info 11][Cayuse] Equipment Attachment source uploaded, but not a PDF. Source documents will NOT be submitted. Is this intentional?

Warning: [Budget][NIH] R01, U01, R03, R21, R34, and U34 direct cost requests of $250K or less each year (on the 424 RR Budget page section F-K) must be in modules of $25K, using the PHS 398 Modular Budget Form and not the R&R Budget Form. Incorrect applications may be delayed in the peer review process or rejected.

Warning: [Research Plan 2.4][NIH] A Progress Report Publication List is usually required only for a Renewal Application or Resubmission of a
Navigating SeRA My Accounts

John Markley, Office of Sponsored Research
Accessing My Accounts

• Login to sera.stanford.edu.
• From your SeRA Dashboard (default landing page) select the far right tab labeled My Accounts.
Selecting Your View

- 3 drop downs of options to choose what you would like to be displayed.
- Can change how balances are calculated (Show Balances As), which accounts are visible (Show Account #s), and whether to include only your account #s or also those any other collaborators as well when you are the lead PI (Show Allocations).
- Research Administrators will have a 4th drop down to select which faculty they would like to work with (PI). This list will mirror the list of available faculty in FFIT.
- Click ‘Refresh With Above Settings’ after making your selections.
- The options shown above are the system defaults. Direct Dollars Minus Commitments, Hide Account #s, and Exclude allocations to other SU faculty.
• Viewing options for balances are Direct Cost or Total Cost and with or without commitments.
• Default view is Direct Costs Remaining Minus Oracle Commitments (not CMS).
• **Direct Costs are estimates only.** They are calculated by applying the indirect cost rate of each Oracle task to the total remaining dollars of that task. Not all expenditures bear the same indirect costs. For example salaries have an additional fringe benefit and tuition or equipment may bear no indirect costs. For precise projections please speak with your Research Administrator.
• If you would like to see the exact commitments being accounted for you will be able to open the individual transaction lines in FFIT.
Show Account #s

- Each Project listed will have 1 or more underlying Oracle account number associated with it. These are commonly called PTAs.
- View options are to Hide Account #s (default), Show Open Account #s Only, and Show Open and Closed Account #s.
- Including Closed Accounts in your view will provide a view of accounts that are no longer visible in the FFIT system but were at one point associated with your research project. Depending on the age of the account the detailed expenditures may be available through the link to the FFIT page.
- Cost sharing accounts, whether committed or overdraft, are connected to the research project by the SPO number and will appear alongside the accounts funded by your sponsor(s).
Show Allocations

- If you have projects with internal collaborators who have their own account numbers you can view the data with or without their portion included in your totals.
- Excluding Allocations to Others will change the summary project lines to display only your accounts. Including Allocations to Others will change the summary project lines to display the entirety of the project.
- The default is to exclude allocations to others, but it is important to check both to ensure the project as a whole is on track financially.
- This will only apply to awards on which you are the PI and have allocated money to other faculty members via separate account numbers.
How It Looks

Note the 4 Sections
- Sponsored
- Clinical Trials
- University
- Non-Sponsored
National Science Foundation: Rejected Proposal Issues

Nicole Pobuta, Office of Sponsored Research
Catalina Verdu-Cano, Office of Sponsored Research
NSF GUIDE (NSF 15-1) took effect for proposals submitted or due on or after, *December 26, 2014*
Proposals Not Accepted

A proposal **WILL NOT** be accepted or **WILL** be returned without review by NSF for the following reasons:

The proposal:

- does not meet NSF proposal preparation requirements, such as page limitations, formatting instructions, and electronic submission, as specified in the *Grant Proposal Guide*, the *NSF Grants.gov Application Guide* or program solicitation

- is submitted with insufficient lead-time before the activity is scheduled to begin

- is a full proposal that was submitted by a proposer that has received a "not invited" response to the submission of a preliminary proposal

- is a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter
Form and Format

- Project Description did not include a separate section labeled *Broader Impacts of the Proposed Work*
- Font used was too small; there were more than six lines of text per vertical inch
- Margins were less than one inch
- Use of *et al* in Biosketch & References sections
Biographical Sketch

The proposal deviated from the NSF approved Biosketch format to include unapproved sections such as:

- **Awards and Honors**
- A reference to the PI’s total number of publications
- Undergraduate advisees listed
- Not including up to 5 other products
Program Announcement: Required Deviations

- Special requirement in program announcement asked for a one sentence personnel role description to be included in biosketch; PI included a two sentence description that resulted in proposal being rejected
Letters of Collaboration

- Collaborator provided a letter of support instead of a letter of collaboration (previously called letter of commitment)

- NSF wants to see a letter that is limited to stating the intent to collaborate and should not contain endorsements or evaluation of the proposed project
Proposals Not Accepted:
File Update Requested

- NSF may request a file update for proposals that need minor corrections or an updated budget

- Changes allowed are limited to those specifically requested by NSF. All other sections should remain as they were in the original submission.
Dear Dr. [Redacted],

I am writing to inform you that the proposal you submitted to the Integrative Organismal Systems (IOS) division at NSF, [Redacted], [Redacted], "IOS Preliminary Proposal: Examining the Mechanisms of Heat Tolerance in Fish Hearts" will be returned without review. The reason for this decision is that the proposal is not compliant with the IOS solicitation 13-600 nor with the NSF Grant Proposal Guide (GPG).

Specifically, the proposal lacked a section in the Project Description that is explicitly required by both the solicitation 13-600 and the GPG. The relevant requirement is described in the solicitation NSF 13-600:

"Section II. Project (This section is limited to four pages. The use of the sub-sections listed in the solicitation is recommended, organized as appropriate.)

5. "Broader Impacts" (This section is now explicitly required in the GPG)"

The relevant statement in the GPG 15-1 is:

“The Project Description must contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.”

In addition, your proposal was not compliant with the font and margin requirements outlined in both the solicitation 13-600 and the GPG. The relevant statement in NSF 13-600 is:

“Ensure that your final submitted pdf conforms to the typeface size limits (at least 10-11 pt depending on font), line spacing maximum (no more than six lines of text per vertical space of one inch) and margins (at least one inch on all sides of page) specified in the GPG.”

Your proposal had 7 lines of text per inch and the margins on all sides of the page were significantly below the 1” requirement.

Sincerely,
Irwin N. Forseth, Jr., Ph.D.,
Cluster Leader & Program Director
Questions?