Cayuse 424 – Creating and Editing Institutional Profiles

Stanford’s Institutional Profile in Cayuse is maintained by OSR. Please do NOT make any edits to this profile.

If a department elects, on behalf of a subrecipient institution, to create and complete in Stanford’s Cayuse 424 a subaward proposal as part of their prime proposal then both an institutional profile will need to be created for the subrecipient institution as well as professional profiles will need to be created for subrecipient key personnel within Stanford’s Cayuse 424.

The creating of subrecipient institutional and professional profiles in Stanford’s Cayuse 424 is NOT necessary if the subaward proposal is created at either another Cayuse using institution or subawards.com and sent to Stanford for importing into our Cayuse 424 prime proposal.

1. From the Cayuse landing page click either the Institutions tab or the blue Institutional Profiles hotlink.

2. Search to see if your subrecipient institution has already been added to Stanford’s Cayuse 424
   a. Type in all or a portion of the subaward institution name in the Search field, and click Search
   b. Users may also want to select Show All to view and quickly scroll through the existing list of institutions that have already been added to Stanford’s Cayuse 424
   c. If you do not see your subrecipient institution, click on the green + Institution button
3. A Create Institutional Profile dialog box will open. Enter the legal name of your subrecipient institution and click on Create New Profile.

4. For subrecipient institutional profiles, you will need to enter at least
   a. The subrecipient institution’s DUNS number
   b. One named Indirect Cost Type with start date and rate.

5. From the Indirect Costs section
   a. Select the green + New Type
   b. Enter a name for the rate
   c. Click OK
6. Enter at minimum
   a. Period Start Date for the IDC rate. This can be today’s date or any date equal to or before the proposed start date of the project
   b. The IDC Rate %
   c. Click on the blue save icon

7. If you frequently work with a subrecipient institution you can proceed with completing additional fields within the Institutional Profile – Indirect Costs section to identify which budget categories are IDC excluded for this institution and then have this information saved and available for future subaward proposals you create for this subrecipient institution. You also can indicate IDC exclusions from within a subaward proposal. However, if entered from within a proposal it will NOT also be saved in the relative subrecipient institution profile.

8. If you will be utilizing the copy and escalate feature when completing your subrecipient institution’s budget, you can also enter and save escalation rates for specific budget categories in the Institutional Profile – Escalation Rates section. You also can indicate escalation rates from within a subaward proposal. However, if entered from within a proposal it will NOT also be saved in the relative subrecipient institution profile.