Cayuse 424 – Creating and Editing People/Professional Profiles

Creating a people profile for an individual does NOT grant the individual access to Cayuse 424. Cayuse 424 user access can be requested by submitting a SeRA HelpSU ticket.

All Stanford Cayuse 424 users have the ability to create and edit People/Professional Profiles within Stanford’s Cayuse 424. The information entered in an individual’s Professional Profile is that which is populated in an application when that individual is selected as personnel (PI or other) on an application.

**Note:** 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.

**How to Create and/or Edit a Cayuse 424 Professional Profile**

1. From the Cayuse landing page click either the People tab or the blue Professional Profiles hotlink.

![Cayuse 424 Landing Page](Image)

2. Search for the person’s name to ensure they do not already have a profile. If the person does not already have a profile, click on the green plus **Person** button.

![People Search](Image)

3. The Create Professional Profile window will open. Complete the name fields and click on **Create New Profile**
4. If available, enter the person’s NIH Commons ID. Click on the green plus to add an Institutional Association.

5. For Stanford personnel, select Stanford from the drop-down list, and click on Create Institutional Association. For subrecipient personnel, select the appropriate subrecipient institution from the drop-down list, and click on Create Institutional Association. If you do not see your subrecipient institution, please click here for instructions on how to create a subrecipient institutional profile.

6. Complete the Contact Info to the extent you are able.
7. Select the eRA Role:
   A. Select PI for faculty, post docs, and grad students – this box must be checked in order for an individual to be selectable as a PI on an application.
   B. Select Assistant for department research administrators
   C. Select Administrative Official for OSR CGAs
   D. Select Signing Official/AOR for RMG RPMs and OSR CGOs

8. Select the appropriate Department/Division from the drop down menu and enter the individual’s Position/title
   A. Cayuse 424 is only able to store a single department affiliation for an individual. For faculty with multiple department affiliations, we encourage selecting the home department here and amending the information, as needed, within specific applications.

9. Stanford is currently NOT utilizing the Salary and Fringe Worksheet section, as any information entered here is viewable to all Stanford Cayuse users.

10. Click on the Save icon
11. For the Performance Site, select the Active box if you will be using this.
   A. If the Performance Site is the same address as the Contact Address for the individual you can select Fill from Contact/Org Info. Otherwise, complete the fields as appropriate.

12. Click on the Save icon one more time.

13. Click on the People breadcrumb to exit the record and leave it unlocked.