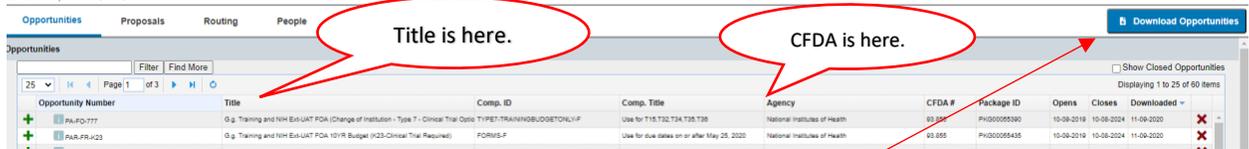


PICTURE GUIDE # 3: Creating Proposals in Cayuse

A. Create *Federal Proposals* submitted via Grants.Gov

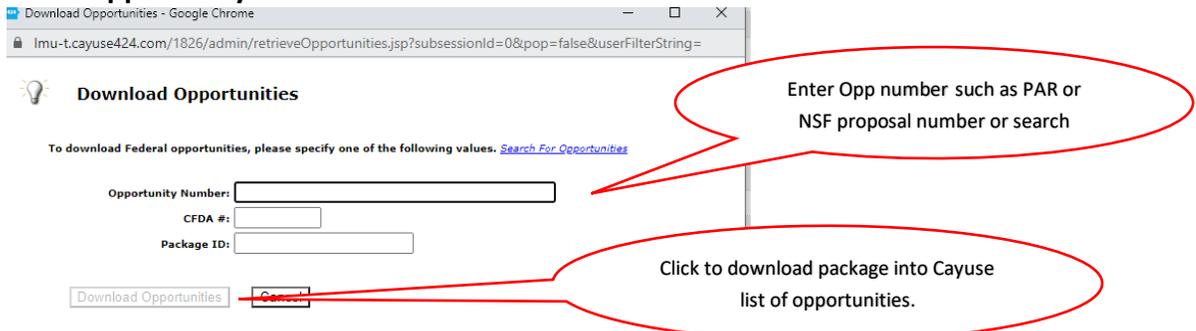
1.) Open 'opportunities' page via list of tab.



2.) Review list for CFDA # or Title of Grant Opportunity; if listed select and skip to #8.

3.) If opportunity is not present, click "Download Opportunities" in upper right corner.

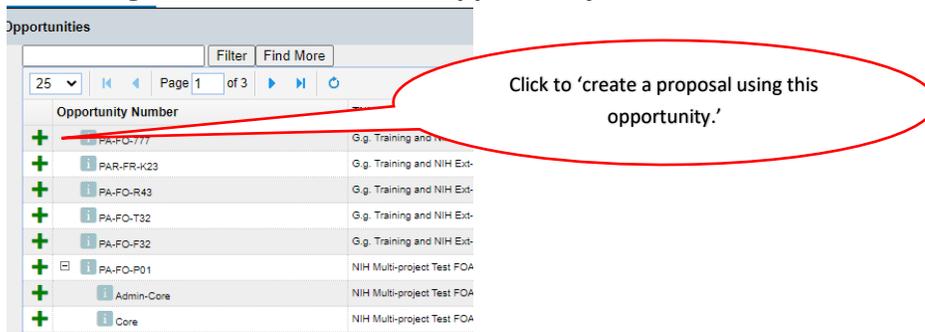
4.) Enter Opportunity Number of CFDA number.



5.) Click "Download Opportunities" button.

6.) Review the list from the Grants.Gov search and find the opportunity.

7.) Click the green cross icon on the opportunity line.



8.) The create a Grants.Gov/Research.Gov Proposal page opens. It is where you will give the basic information for the grant. A title is required to create the proposal. It can be edited later for the appropriate title.

9.) Enter Proposal Name.

10.) Select PI from search box or click "show all" to search from list. If a PI is not listed contact ORSP.

11.) Select LMU or Loyola Law School as the organization.

12.) Enter number of budget years.

13.) Select Indirect Cost Rate "Default IDC rate." The negotiated Federal rate is available, as well as other commonly used rates. This can be adjusted later, as the budget is created.

- 14.) Enter proposal due date.
- 15.) Leave 'validation type' alone.
- 16.) Click "Create Proposal" to finish.

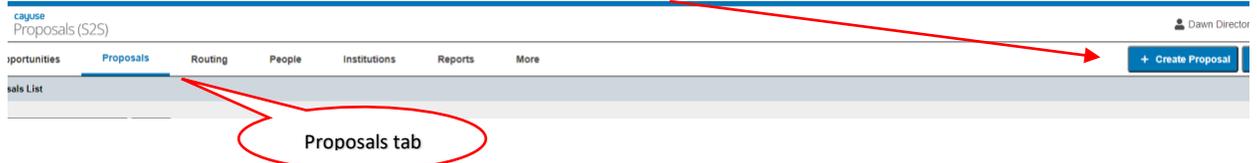
The screenshot shows the 'Create Grants.gov Proposal' form with the following fields and callouts:

- Opportunity:** PA-FO-777 (Callout: Enter proposal name.)
- Proposal Name:** Testing (Callout: Select PI by clicking on name in box, searing, or show all functions.)
- Principal Investigator:** Clapton, Eric (Anatomy - SAMPLE) / Loyola Marymount University (Callout: Select LMU or LLS.)
- Organization:** Loyola Marymount University
- Default IDC Rate:** Please select...
- # of Budget periods:** 1 (Callout: Enter number of budget years.)
- Due Date:** (Callout: Enter due date.)
- Validation Type:** NIH
- Buttons:** Create Proposal (Callout: Click Create Proposal), Cancel

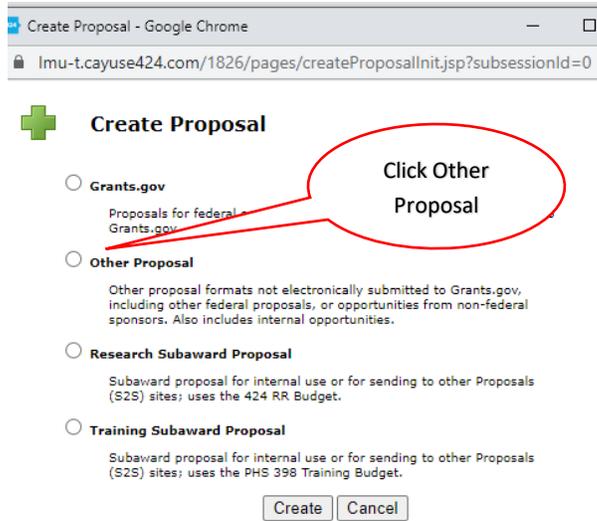
- 17.) The new proposal will appear on a list with other proposals that you have created under the "Proposals" tab.

B. Create all other Proposals/Contracts/Subawards not being submitted via Grants.Gov

1.) Open “Proposals” tab. Click on blue “Create Proposal” box.

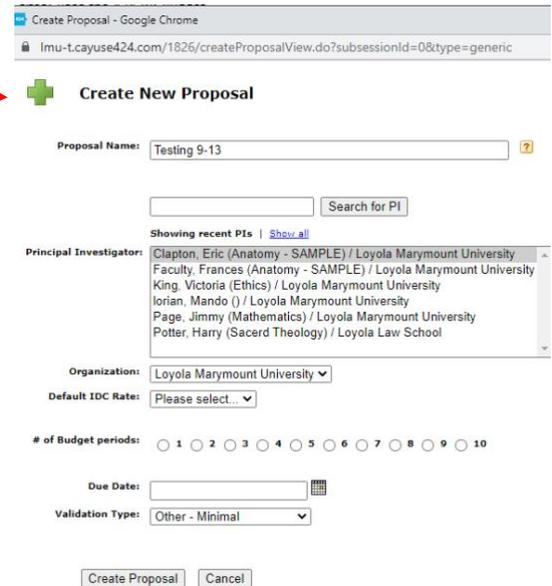


2.) Chose “Other Proposal” ONLY.



3.) Click “Create.”

4.) The “Create New Proposal” box appears. Fill in the information as directed below.



5.) Type Proposal Name

6.) Select PI from search box, “Show all,” or list

7.) Select LMU or LLS as organization

8.) Select Indirect Cost Rate. The negotiated Federal rate is available, as well as other commonly used rates. This can be adjusted later, as the budget is created. If no IDC a dialogue box will appear. Click “OK.”

9.) Enter Number of budget years

10.) Enter proposal due date

11.) Leave “validation type” alone

12.) Click “Create Proposal” to finish

13.) The new proposal will appear on a list with other proposals that you have created.