



Loyola Marymount
University

Creating Proposals in Cayuse

A. Create Federal Proposals (submitted via Grants.gov)

1.) After logging into Cayuse, open 'opportunities' page via list of tab.

Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	Package ID	Opens	Closes	Downloaded
PA-FO-777	G.g. Training and NIH Ext-UAT FOA (Change of Institution - Type 7 - Clinical Trial Optio	TYPE7-TRAININGBUDGETONLY-F	Use for T15,T32,T34,T35,T36	National Institutes of Health	93.855	PKG00054360	10-08-2019	10-08-2024	11-08-2020
PAR-FR-K23	G.g. Training and NIH Ext-UAT FOA 10YR Budget (K23-Clinical Trial Required)	ORMS-F	Use for due dates on or after May 25, 2020	National Institutes of Health	93.855	PKG00055436	10-08-2019	10-08-2024	11-08-2020

Title is here.

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.

Download Opportunities - Google Chrome

lmu-t.cayuse424.com/1826/admin/retrieveOpportunities.jsp?subsessionId=0&pop=false&userFilterString=

Download Opportunities

To download Federal opportunities, please specify one of the following values. [Search For Opportunities](#)

Opportunity Number:

CFDA #:

Package ID:

Enter Opp number such as PAR or NSF proposal number or search.

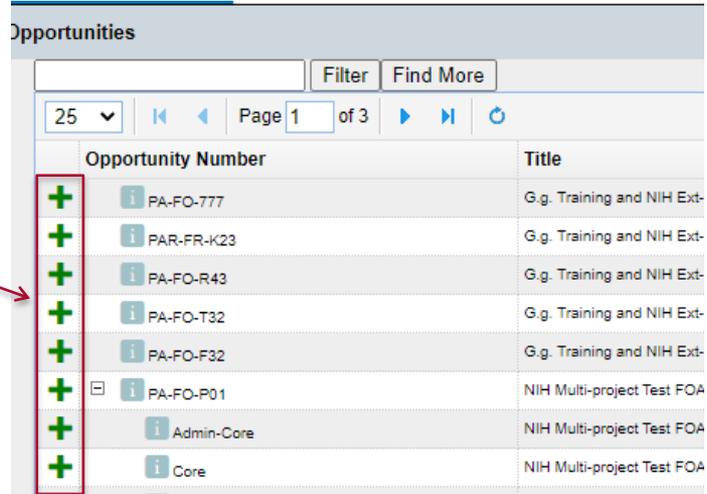
Click to download package into Cayuse list of opportunities.

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.

Click to 'create a proposal using this opportunity.'



The screenshot shows a table titled 'Opportunities' with columns for 'Opportunity Number' and 'Title'. The table contains several rows of data. A red box highlights the green plus icons in the first column of the table, which are used to create a proposal for each opportunity.

	Opportunity Number	Title
+	PA-FO-777	G.g. Training and NIH Ext-
+	PAR-FR-K23	G.g. Training and NIH Ext-
+	PA-FO-R43	G.g. Training and NIH Ext-
+	PA-FO-T32	G.g. Training and NIH Ext-
+	PA-FO-F32	G.g. Training and NIH Ext-
+	PA-FO-P01	NIH Multi-project Test FOA
+	Admin-Core	NIH Multi-project Test FOA
+	Core	NIH Multi-project Test FOA

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.

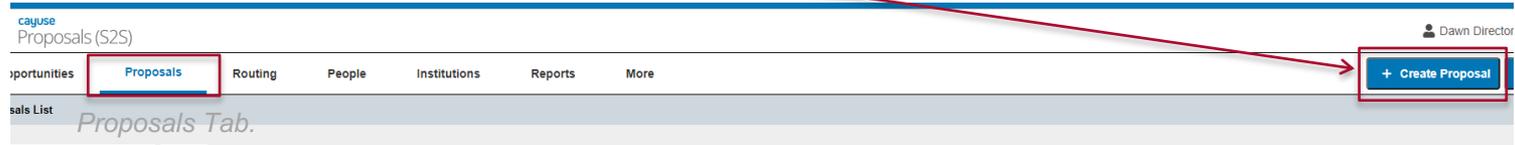
The screenshot shows the 'Create Grants.gov Proposal' form in a Google Chrome browser. The URL is lmu-t.cayuse424.com/1826/createProposalView.do?subsessionId=0&type=proposal&oppld=100118. The form includes the following fields and annotations:

- Opportunity:** PA-FO-777 (with a 'Select A Different Opportunity' button).
- Proposal Name:** Testing (with a red arrow pointing to the text box and the annotation 'Enter proposal name.').
- Principal Investigator:** A search box with a 'Search for PI' button and a dropdown menu showing recent PIs. A red box highlights the dropdown menu, with a red arrow pointing to it and the annotation 'Select PI by clicking on name in box, searching, or show all functions.' The dropdown list includes:
 - Clapton, Eric (Anatomy - SAMPLE) / Loyola Marymount University
 - Faculty, Frances (Anatomy - SAMPLE) / Loyola Marymount University
 - King, Victoria (Ethics) / Loyola Marymount University
 - lorian, Mando () / Loyola Marymount University
 - Page, Jimmy (Mathematics) / Loyola Marymount University
 - Potter, Harry (Sacerd Theology) / Loyola Law School
- Organization:** Loyola Marymount University (with a red arrow pointing to the dropdown and the annotation 'Select LMU or LLS.').
- Default IDC Rate:** Please select... (dropdown menu).
- # of Budget periods:** Radio buttons for 1, 2, 3, 4, 5. A red box highlights the buttons, with a red arrow pointing to it and the annotation 'Enter number of budget years.'.
- Due Date:** A date input field with a calendar icon. A red box highlights the field, with a red arrow pointing to it and the annotation 'Enter due date.'.
- Validation Type:** NIH (dropdown menu).
- Buttons:** 'Create Proposal' and 'Cancel'. A red arrow points to the 'Create Proposal' button with the annotation 'Click Create Proposal.'.

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

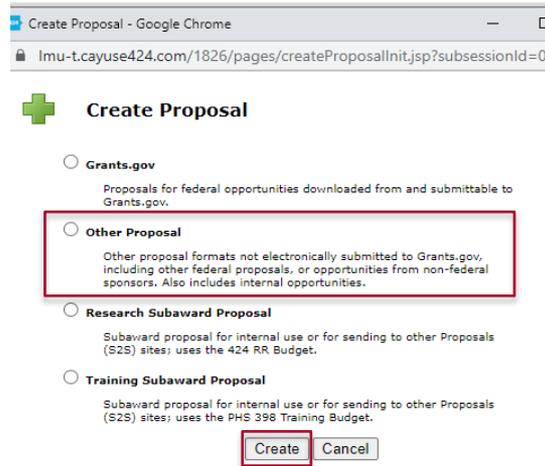
B. Create all other Proposals/Contracts/Subawards not being submitted via [Grants.gov](https://www.grants.gov)

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.
- 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.

Create Proposal - Google Chrome

Imu-t.cayuse424.com/1826/createProposalView.do?subsessionId=0&type=generic

Create New Proposal

Proposal Name: 

Showing recent PIs | [Show all](#)

Principal Investigator:

Organization:

Default IDC Rate:

of Budget periods: 1 2 3 4 5 6 7 8 9 10

Due Date: 

Validation Type:



Loyola Marymount
University

**For further support,
please contact us at
ORSP@lmu.edu**