

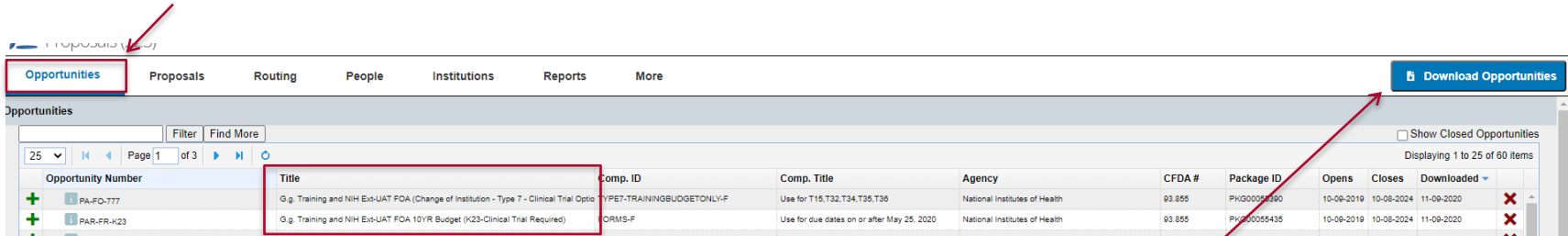


Loyola Marymount  
University

# Creating Proposals in Cayuse

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

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



The screenshot shows the Cayuse 'Opportunities' page. The 'Opportunities' tab is selected in the top navigation bar. Below the navigation bar, there is a table of opportunities. The 'Title' column is highlighted with a red box. The table has columns: Opportunity Number, Title, Comp. ID, Comp. Title, Agency, CFDA #, Package ID, Opens, Closes, and Downloaded. The first two rows of data are visible. The first row has Opportunity Number PA-FO-777 and Title G.g. Training and NIH Ext-UAT FOA (Change of Institution - Type 7 - Clinical Trial Optio. The second row has Opportunity Number PAR-FR-K23 and Title G.g. Training and NIH Ext-UAT FOA 10YR Budget (K23-Clinical Trial Required). The 'Downloaded' column has a red 'X' icon next to each row. In the top right corner, there is a blue button labeled 'Download Opportunities'.

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	PK000055590	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	PK000055435	10-08-2019	10-08-2024	11-08-2020

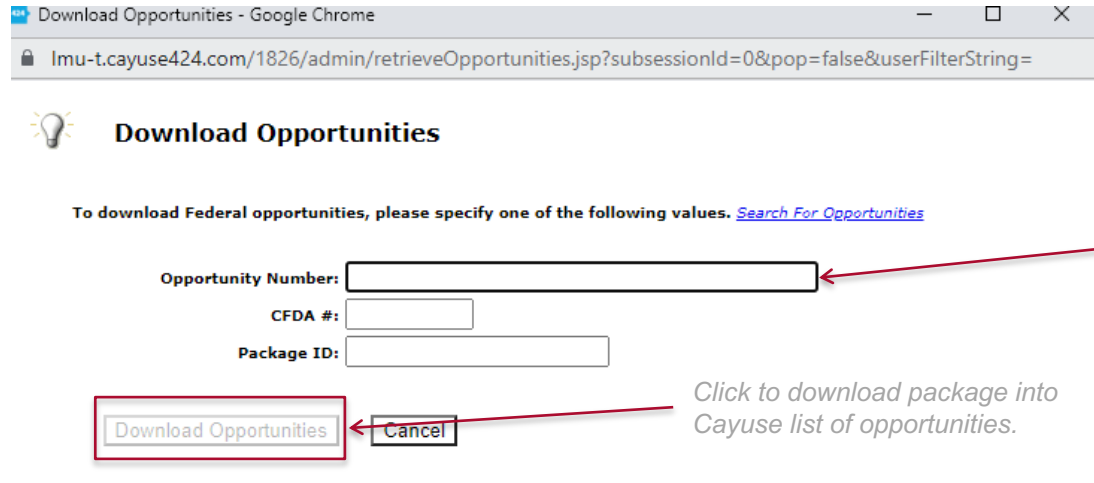
*Title is here.*

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.



The screenshot shows a web browser window titled "Download Opportunities - Google Chrome". The address bar displays the URL: `lmu-t.cayuse424.com/1826/admin/retrieveOpportunities.jsp?subsessionId=0&pop=false&userFilterString=`. The page content includes a lightbulb icon and the heading "Download Opportunities". Below this, a text instruction reads: "To download Federal opportunities, please specify one of the following values. [Search For Opportunities](#)". There are three input fields: "Opportunity Number:" (a long text box), "CFDA #:" (a short text box), and "Package ID:" (a medium text box). At the bottom, there are two buttons: "Download Opportunities" and "Cancel". A red box highlights the "Download Opportunities" button. Two red arrows point to the form fields from external text annotations: one points to the "Opportunity Number" field, and the other points to the "Cancel" button.

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.*

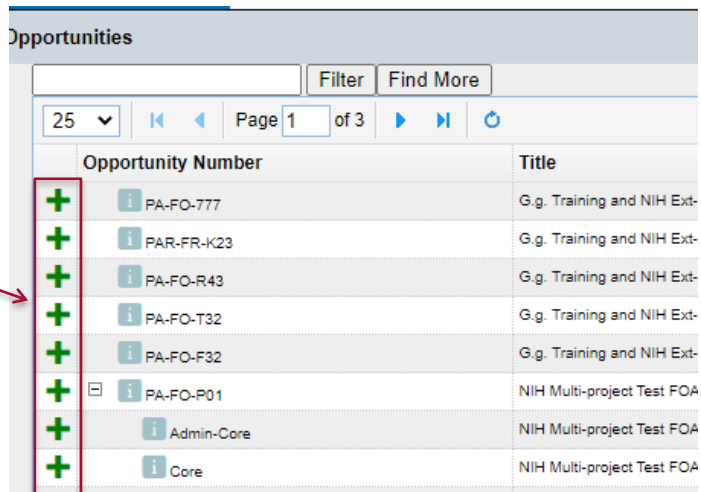
5.) Click "Download Opportunities" button.

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 web interface for 'Opportunities'. It includes a search bar, 'Filter' and 'Find More' buttons, and pagination controls showing 'Page 1 of 3'. Below is a table with two columns: 'Opportunity Number' and 'Title'. A red rectangular box highlights the first column, specifically the green cross icons next to the first seven rows. An arrow points from the text 'Click to 'create a proposal using this opportunity.' to the first green cross icon.

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.

Create Proposal - Google Chrome  
lmu-t.cayuse424.com/1826/createProposalView.do?subsessionId=0&type=proposal&oppld=100118

**Create Grants.gov Proposal**

Opportunity: PA-FO-777 [Select A Different Opportunity](#)

Proposal Name:  [?](#) *Enter proposal name.*

[Search for PI](#)

Showing recent PIs | [Show all](#)

Principal Investigator:

- 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:  *Select LMU or LLS.*

Default IDC Rate:

# of Budget periods: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 *Enter number of budget years.*

Due Date:  [?](#) *Enter due date.*

Validation Type:

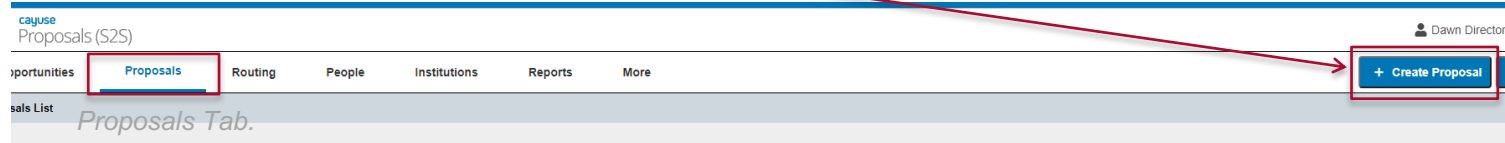
*Click Create Proposal.*

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



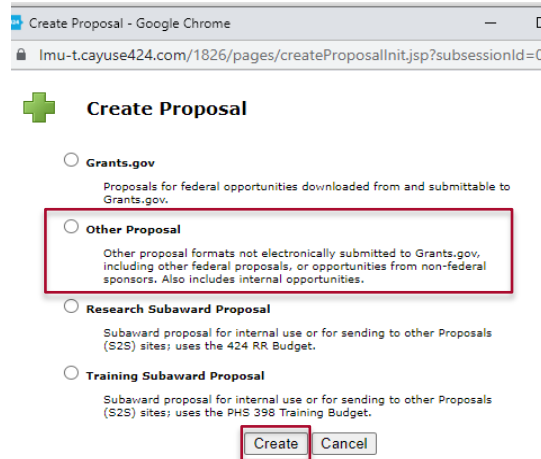
## B. Create all other Proposals/Contracts/Subawards not being submitted via [Grants.gov](https://grants.gov)

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



2.) Chose “Other Proposal” ONLY.

3.) Click “Create”.



Create Proposal - Google Chrome

Imu-t.cayuse424.com/1826/pages/createProposalInit.jsp?subsessionId=0

**Create Proposal**

- ☐ Grants.gov  
Proposals for federal opportunities downloaded from and submittable to Grants.gov.
- ☒ Other Proposal  
Other proposal formats not electronically submitted to Grants.gov, including other federal proposals, or opportunities from non-federal sponsors. Also includes internal opportunities.
- ☐ Research Subaward Proposal  
Subaward proposal for internal use or for sending to other Proposals (S2S) sites; uses the 424 RR Budget.
- ☐ Training Subaward Proposal  
Subaward proposal for internal use or for sending to other Proposals (S2S) sites; uses the PHS 398 Training Budget.

Create Cancel



- 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:

- Clapton, Eric (Anatomy - SAMPLE) / Loyola Marymount University
- Faculty, Frances (Anatomy - SAMPLE) / Loyola Marymount University
- King, Victoria (Ethics) / Loyola Marymount University
- Iorian, Mando () / Loyola Marymount University
- Page, Jimmy (Mathematics) / Loyola Marymount University
- Potter, Harry (Sacerd Theology) / Loyola Law School

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](mailto:ORSP@lmu.edu)**