

Cayuse 424

*Mich Pane, Office of Sponsored Research
Sonia Barragan, Research Management Group*

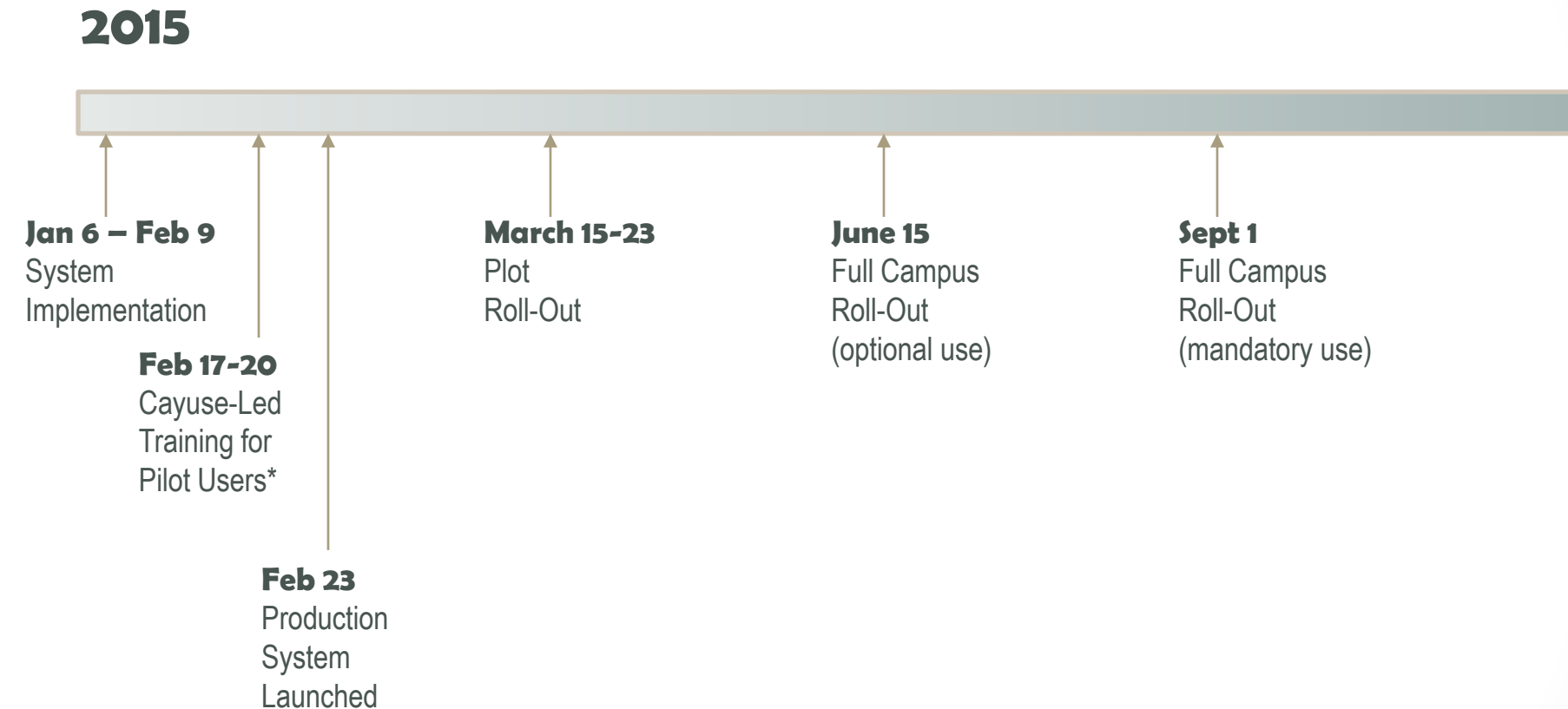


System Features

Cayuse 424 is a web-based system-to-system solution that allows users to create, review and submit Grants.Gov proposals

- Supports 98% of Grants.gov proposal solicitations
- Provides auto-fill of institutional and personnel data based on stored profiles
- Allows users to copy a proposal for resubmission or transform a proposal for a different opportunity
- Tracks errors and warnings automatically
- Provides real-time validation of proposal content
- Provides ability to import subaward budget details without re-keying data
- Tracks proposal submission status

Implementation Timeline



* Radiology, Genetics, Anesthesia, CV Medicine, Biology, Chemistry, Psychology, Mechanical Engineering, Computer Science, Ginzton Lab

Overview **Opportunities** Proposals Routing People Institutions Reports Admin **Patricia McNulty (pmcnulty)** [[Sign out](#)]

Opportunities

PA-13-302 Search Show Closed Opportunities

25 Page 1 of 4 Displaying 1 to 25 of 86 items

	Opportunity Num	Title	Comp. ID	Agency	CFD	Opens	Closes	Downloaded	
	PA-C-R21	G.g AT07 and NIH Ext-UAT T	FORMS-C	National Institute	93.8	07-22-2013	07-22-2018	03-19-2014	
	PA-C-R01	G.g AT07 and NIH Ext-UAT F	FORMS-C	National Institute		06-25-2013	06-25-2018	03-19-2014	
	PA-B2-U44	G.g. AT07 and NIH Ext-UAT T	ADOBE-FORMS-	National Institute	93.8	06-23-2011	06-22-2015	02-15-2012	
	PA-B2-R41	G.g. AT07 and NIH Ext-UAT T	ADOBE-FORMS-	National Institute	93.8	06-23-2011	06-22-2015	02-15-2012	

Overview **Opportunities** Proposals Routing People Institutions Reports Admin **Patricia McNulty (pmcnulty)** [[Sign out](#)]

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25 Page 1 of 4 Displaying 1 to 25 of 86 items

Opportunity Num	Title	Comp. ID	Agency	CFDA	Opens	Closes	Downloaded
Cannot find your opportunity? Use the "Download Opportunities" button to download more Opportunities.							

Overview Opportunities **Proposals** Routing People Institutions Reports Admin Patricia McNulty (pmcnulty) [Sign out]

Proposals List > Hoffman-R01-Blood Cancer-due 2/5/2015 Proposals List

- SF424 RR
 - 1
 - 2
- RR Performance Sites
 - 1
- RR Other Project Information
 - 1
- RR Key Persons
 - 1
- RR Budget
 - 1
 - 2
 - 3
 - 4
- PHS 398 Modular Budget
 - 1
- RR Subaward Budget Attachment
 - 1
- PHS 398 Cover Page Supplement
 - 1
 - 2
- PHS 398 Research Plan
 - 1
- Planned Enrollment Report
 - 1
- PHS 398 Cumulative Submission Enr
 - 1

Proposal Summary

Summary
Documents

Proposal Management

- Permissions
- Routing & Approval
- Electronic Submission
- Proposal History
- Export

Hoffman-R01-Blood Cancer-due 2/5/2015

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 R&R

<p>2. DATE SUBMITTED</p> <input type="text"/>	<p>Applicant Identifier</p> <input type="text"/>
<p>3. DATE RECEIVED BY STATE</p> <input type="text"/>	<p>State Application Identifier</p> <input type="text"/>
<p>1. TYPE OF SUBMISSION</p> <p><input type="radio"/> Pre-application</p> <p><input checked="" type="radio"/> Application</p> <p><input type="radio"/> Changed/Corrected Application</p>	<p>4. a. Federal Identifier</p> <input type="text"/> <p>b. Agency Routing Number</p> <input type="text"/> <p>c. Previous Grants.gov Tracking ID</p> <input type="text"/>

5. APPLICANT INFORMATION

Legal Name: <input type="text" value="University of Cayuse"/>	Organizational DUNS: <input type="text" value="090993098"/>
Department: <input type="text"/>	Division: <input type="text"/>
Street1: <input type="text" value="10700 SW Beaverton-Hillsdale Hwy."/>	Street2: <input type="text" value="Bldg. III, Ste. 654"/>
City: <input type="text" value="Beaverton"/>	County/Parish: <input type="text" value="Washington"/>
State/Province: <input type="text" value="Oregon"/>	Zip/Postal Code: <input type="text" value="97005-4742"/>
Country: <input type="text" value="United States of America"/>	

Person to be contacted on matters involving this application

Prefix: <input type="text"/>	First Name: <input type="text"/>	Middle Name: <input type="text"/>	Last Name: <input type="text"/>	Suffix: <input type="text"/>
Position/Title: <input type="text"/>				
Street1: <input type="text"/>		Street2: <input type="text"/>		
City: <input type="text"/>		County/Parish: <input type="text"/>		
State/Province: <input type="text" value="Please Select.."/>		Zip/Postal Code: <input type="text"/>		
Country: <input type="text" value="Please Select.."/>				
Phone Number: <input type="text"/>	Fax Number: <input type="text"/>	Email: <input type="text"/>		

<p>6. EMPLOYER IDENTIFICATION NUMBER(EIN) or (TIN):</p> <input type="text" value="1-876543210-01"/>	<p>7. TYPE OF APPLICANT:</p> <p><input type="text" value="O: Private Institution of Higher Education"/></p> <p>Other (Specify): <input type="text"/></p> <p>Small Business Organization Type</p> <p><input type="checkbox"/> Women Owned <input type="checkbox"/> Socially and Economically Disadvantaged</p>
<p>8. TYPE OF APPLICATION:</p> <p><input type="radio"/> New</p> <p><input type="radio"/> Resubmission</p> <p><input type="radio"/> Renewal</p> <p><input type="radio"/> Continuation</p>	






Error (42) / Warning (4) / Info (1) NIH Final Review

- SF424 RR
 - 1
 - 2
- RR Performance Sites
 - 1
- RR Other Project Information
 - 1
- RR Key Persons
 - 1
- RR Budget
 - 1
 - 2
 - 3
 - 4
- PHS 398 Modular Budget
 - 1
- RR Subaward Budget Attachment
 - 1
- PHS 398 Cover Page Supplement
 - 1
 - 2
- PHS 398 Research Plan
 - 1
- Planned Enrollment Report
 - 1
- PHS398 Cumulative Inclusion Enr
 - 1

Proposal Summary

Summary
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-  Electronic Submission
-  Proposal History
-  Export

Hoffman-R01-Blood Cancer-due 2/5/2015

RESEARCH & RELATED Other Project Information

1. * Are Human Subjects Involved? Yes No

1.a. If YES to Human Subjects
Is the Project Exempt from Federal regulations? Yes No
If yes, check the appropriate exemption number:
Exemption Number: 1 2 3 4 5 6
If no, is the IRB review Pending? Yes No
IRB Approval Date:
Human Subject Assurance Number:

2. * Are Vertebrate Animals Used? Yes No

2.a. If YES to Vertebrate Animals
Is the IACUC review Pending? Yes No
IACUC Approval Date:
Animal Welfare Assurance Number

3. * Is proprietary/privileged information included in the application? Yes No

4.a. * Does the Project have an Actual or Perceived Impact - positive or negative - on the environment? Yes No

4.b. If yes, please explain:

4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? Yes No

4.d. If yes, please explain:

5.a. * Is the research performance site designated, or eligible to be designated, as a historic place? Yes No

5.b. If yes, please explain:

6.a. * Does this project involve activities outside the U.S. or partnership with International Collaborators? Yes No

6.b. If yes, identify countries:

6.c. Optional Explanation:

7. Project Summary/Abstract Test page [pdf](#) (no src)

8. Project Narrative Test page [pdf](#) (no src)

9. Bibliography & References Cited Test page [pdf](#) (no src)

10. Facilities & Other Resources Test page [pdf](#) (no src)

11. Equipment (no pdf) (no src)

12. Other Attachments:

1. (no pdf) (no src)

Error (10) / Warning (1) / Info (1) NIH

PHS 398 Research Plan

Please attach applicable sections of the research plan, below.

0. Composite PDF.	(no pdf) (no src)	Add	Delete
1. Introduction to Application (for RESUBMISSION or REVISION only)	(no pdf) (no src)	Add	Delete
2. Specific Aims	Test page pdf (no src)	Add	Delete
3. * Research Strategy	Test page pdf (no src)	Add	Delete
4. Progress Report Publication List	Test page pdf (no src)	Add	Delete

Human Subjects Sections			
5. Protection of Human Subjects	(no pdf) (no src)	Add	Delete
6. Inclusion of Women and Minorities	(no pdf) (no src)	Add	Delete
7. Inclusion of Children	(no pdf) (no src)	Add	Delete

Other Research Plan Sections				
8. Vertebrate Animals	(no pdf) (no src)	Add	Delete	
9. Select Agent Research	(no pdf) (no src)	Add	Delete	
10. Multiple PD/PI Leadership Plan	(no pdf) (no src)	Add	Delete	
11. Consortium/Contractual Arrangements	(no pdf) (no src)	Add	Delete	
12. Letters of Support	Test page pdf (no src)	Add	Append	Delete
13. Resource Sharing Plan(s)	Test page pdf (no src)	Add	Delete	

Appendix (if applicable)				
14. Appendix	1.	(no pdf) (no src)	Add	Remove

- SF424 RR
 - 1
 - 2
- RR Performance Sites
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Proposal Summary

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Error (1) / Warning (4) / Info (1)

NIH

Final Review

Error: [KeyPerson PD/PI][NIH][Biosketch](#) must be attached

Warning: [Other Project Info 11][Cayuse] The [Equipment Attachment](#) is missing. Is this intentional?

Warning: [Other Project Info 11][Cayuse] [Equipment Attachment source](#) uploaded, but not a PDF. Source documents will NOT be submitted. Is this intentional?

Warning: [Budget][NIH] R01, U01, R03, R21, R34, and U34 direct cost requests of \$250K or less each year (on the 424 RR Budget page section F-K) must be in modules of \$25K, using the PHS 398 Modular Budget Form and not the R&R Budget Form. Incorrect applications may be delayed in the peer review process or rejected.

Warning: [Research Plan 2.4][NIH] A [Progress Report Publication List](#) is usually required only for a [Renewal](#) Application or [Resubmission](#) of a



Generate PDF

- SF424 RR
- RR Performance Sites
- RR Other Project Information
- RR Key Persons
- RR Budget
- PHS 398 Modular Budget
- RR Subaward Budget Attachment
- PHS 398 Cover Page Supplement
- PHS 398 Research Plan
- Planned Enrollment Report
- PHS398 Cumulative Inclusion Enrollment Report
- Proposal Summary

Generate PDF

Cancel

[select all](#) | [unselect all](#) | [select included forms](#)

- Include any PDF attachments
- Include Subaward Proposals

Navigating SeRA My Accounts

John Markley, Office of Sponsored Research

Accessing My Accounts

The screenshot displays the Stanford Electronic Research Administration (SeRA) dashboard. At the top, a dark red banner reads "Stanford Electronic Research Administration". Below this, a navigation bar contains several tabs: "Dashboard", "My Action Items", "My Projects", "Pipeline", "Proposals", and "My Accounts". The "My Accounts" tab is highlighted in orange and has a red arrow pointing to it. On the left side, a vertical menu lists "Initiate New Proposal", "Reports", "Subawards", "Help & Support", and "eCertification", with a red arrow pointing to the "Dashboard" link. The main content area, titled "MY DASHBOARD", shows the "My Accounts" section. It includes a dropdown menu for "PI" (Arvin, Ann Margaret), a "Show Balance As" dropdown (Direct Dollars Remaining Minus Commitments), and a "Show Account #s" dropdown (Hide Account #s). There is also an "Allocations to other SU faculty" dropdown (Exclude) and a "Refresh With Above Settings" button. On the right side of the "My Accounts" section, there is a small text box with the following text: "Direct Dollar rem", "1) Direct Dollar fi", "2) Direct Dollars (", "and the actual an", "3) The total of Di", "4) Please see you".

- Login to sera.stanford.edu.
- From your SeRA Dashboard (default landing page) select the far right tab labeled **My Accounts**.

Selecting Your View

MY DASHBOARD

My Action Items | My Projects | Pipeline | Proposals | **My Accounts**

My Accounts

PI: Arvin, Ann Margaret

Show Balance As: Direct Dollars Remaining Minus Commitments

Show Account #s: Hide Account #s

Allocations to other SU faculty: Exclude

Refresh With Above Settings

Direct Dollar remaining minus Commitments:
1) Direct Dollar figures are only an estimate and provided a
2) Direct Dollars may be subject to applicable rates (F&A &
and the actual amount available as Direct Cost will be base
3) The total of Direct and indirect expenses should not exce
4) Please see your Research Administrator to determine the

- 3 drop downs of options to choose what you would like to be displayed.
- Can change how balances are calculated (Show Balances As), which accounts are visible (Show Account #s), and whether to include only your account #s or also those any other collaborators as well when you are the lead PI (Show Allocations).
- Research Administrators will have a 4th drop down to select which faculty they would like to work with (PI). This list will mirror the list of available faculty in FFIT.
- Click 'Refresh With Above Settings' after making your selections.
- The options shown above are the system defaults. Direct Dollars Minus Commitments, Hide Account #s, and Exclude allocations to other SU faculty.

Show Balance As

MY DASHBOARD

My Action Items | My Projects | Pipeline | Proposals | **My Accounts**

My Accounts

PI: Arvin, Ann Margaret

Show Balance As: Direct Dollars Remaining Minus Commitments

Show Account #: Direct Dollars Remaining Minus Commitments

Allocations to other SU faculty: Direct Dollars Remaining

Total Dollars Remaining Minus Commitments

Total Dollars Remaining

Refresh With Above Settings

Direct Dollar re
1) Direct Dollar
2) Direct Dollars
and the actual a
3) The total of D
4) Please see yo

- Viewing options for balances are Direct Cost or Total Cost and with or without commitments.
- Default view is Direct Costs Remaining Minus Oracle Commitments (not CMS).
- **Direct Costs are estimates only.** They are calculated by applying the indirect cost rate of each Oracle task to the total remaining dollars of that task. Not all expenditures bear the same indirect costs. For example salaries have an additional fringe benefit and tuition or equipment may bear no indirect costs. For precise projections please speak with your Research Administrator.
- If you would like to see the exact commitments being accounted for you will be able to open the individual transaction lines in FFIT.

Show Account #s

MY DASHBOARD

My Action Items | My Projects | Pipeline | Proposals | **My Accounts**

My Accounts

PI: Arvin, Ann Margaret

Show Balance As: Direct Dollars Remaining Minus Commitments

Show Account #s: **Hide Account #s** (selected)
Hide Account #s
Show Open Account #s Only
Show Open and Closed Account #s

Refresh With Above Settings

Direct Dollar re
1) Direct Dollar
2) Direct Dollar
and the actual
3) The total of
4) Please see y

- Each Project listed will have 1 or more underlying Oracle account number associated with it. These are commonly called PTAs.
- View options are to Hide Account #s (default), Show Open Account #s Only, and Show Open and Closed Account #s.
- Including Closed Accounts in your view will provide a view of accounts that are no longer visible in the FFIT system but were at one point associated with your research project. Depending on the age of the account the detailed expenditures may be available through the link to the FFIT page.
- Cost sharing accounts, whether committed or overdraft, are connected to the research project by the SPO number and will appear alongside the accounts funded by your sponsor(s).

Show Allocations

MY DASHBOARD

My Action Items | My Projects | Pipeline | Proposals | **My Accounts**

My Accounts

PI: Arvin, Ann Margaret

Show Balance As: Direct Dollars Remaining Minus Commitments

Show Account #'s: Hide Account #'s

Allocations to other SU faculty: Exclude

Refresh With Abo: Exclude

Direct Dollar re
1) Direct Dollar
2) Direct Dollar
and the actual
3) The total of
4) Please see y

- If you have projects with internal collaborators who have their own account numbers you can view the data with or without their portion included in your totals.
- Excluding Allocations to Others will change the summary project lines to display only your accounts. Including Allocations to Others will change the summary project lines to display the entirety of the project.
- The default is to exclude allocations to others, but it is important to check both to ensure the project as a whole is on track financially.
- This will only apply to awards on which you are the PI and have allocated money to other faculty members via separate account numbers.

How It Looks

Dashboard

Initiate New Proposal

Reports

Subawards

Help & Support

eCertification

IDC Waivers

My DASHBOARD

My Action Items | My Projects | Pipeline | Proposals | **My Accounts**

My Accounts

PI:

Show Balance As:

Show Account #'s:

Allocations to other SU faculty:

Data as of: 04-MAR-2015

[User Guides](#)

Direct Dollar remaining minus Commitments:
 1) Direct Dollar figures are only an estimate and provided as a guide only.
 2) Direct Dollars may be subject to applicable rates (F&A & Fringe Benefits), and the actual amount available as Direct Cost will be based on the nature of the expense types.
 3) The total of Direct and indirect expenses should not exceed the Total Cost.
 4) Please see your Research Administrator to determine the impact of various expenditure types on Total Cost.

Sponsored

SPO / Sponsor	Project Type / Role	Project Name	End Date	Total Requested Funds (Incl. IDC)	Total Budget	Spent to Date + Commitments	Direct Funds Available	Remaining Anticipated Funds (Incl. IDC)
12345 NIH 5R01CA12345678	Grant PI	NIH Lorem Ipsum Project	31-MAR-17	\$1,000,000.00	\$900,000.00	\$800,000.00	\$60,000.00	\$100,000.00

[Export Sponsored Data to Excel](#)

Clinical Trials

SPO / Sponsor	Project Type / Role	Project Name	End Date	Total Requested Funds (Incl. IDC)	Received to Date	Spent to Date + Commitments	Direct Funds Available
56789 AMGEN	Clinical Trial PI	Lorem Study	31-DEC-16	\$250,000.00	\$100,000.00	\$75,000.00	\$25,000.00

[Export Clinical Trail Data to Excel](#)

University

no data found

Non Sponsored

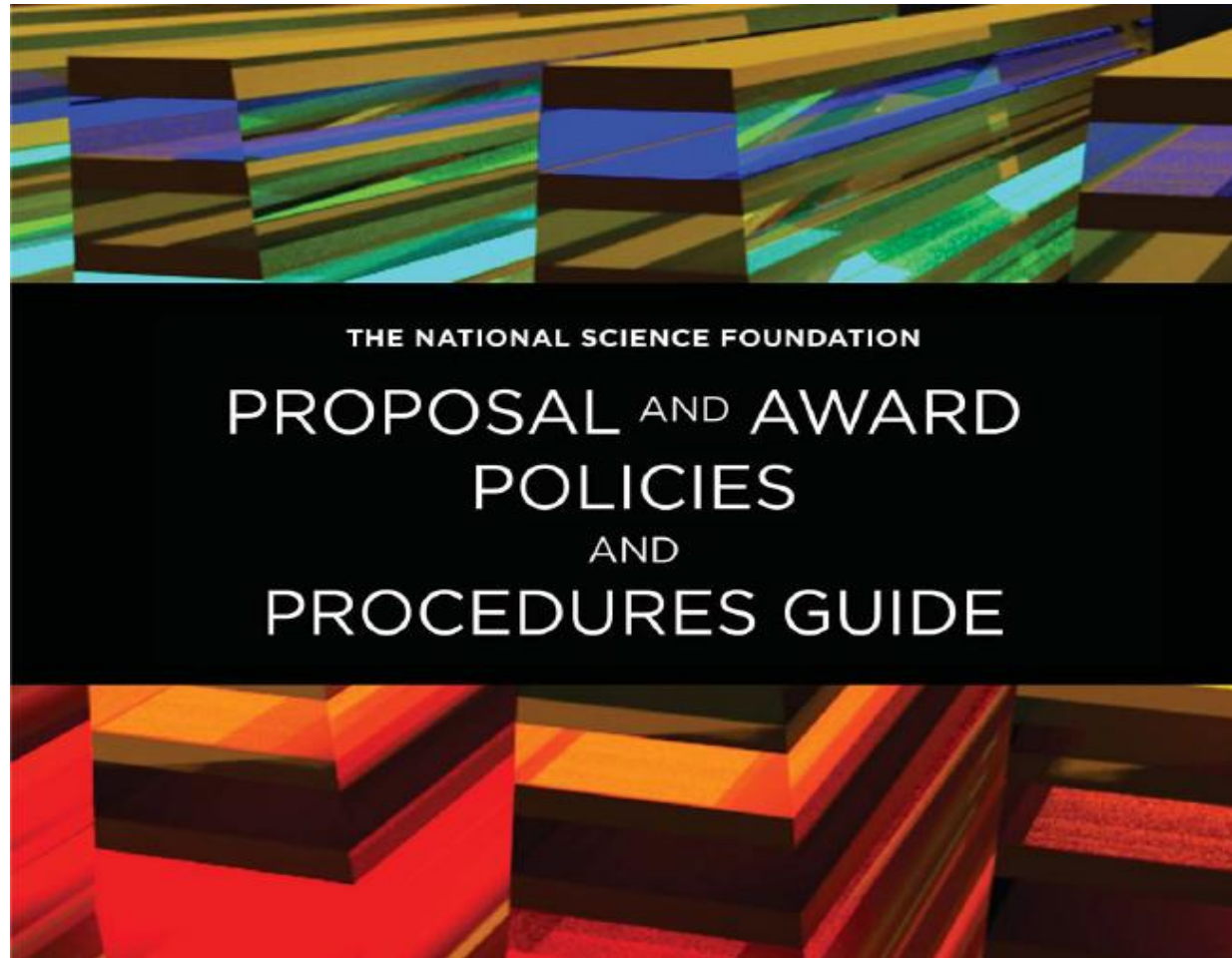
Task Name/Award Name	Account #	Fiscal Year Beginning Balance, Receipts, & Transfers	Total Budget	Spent to Date + Commitments	Direct Funds Available
My Gift Fund	GAAAA	\$100,000.00	\$0.00	\$0.00	\$100,000.00

Note the 4 Sections

- Sponsored
- Clinical Trials
- University
- Non-Sponsored

National Science Foundation: Rejected Proposal Issues

*Nicole Pobuta, Office of Sponsored Research
Catalina Verdu-Cano, Office of Sponsored Research*



NSF GUIDE (NSF 15-1) took effect for proposals submitted or due on or after, *December 26, 2014*

Proposals Not Accepted

A proposal WILL NOT be accepted or WILL be returned without review by NSF for the following reasons:

The proposal:

- does not meet NSF proposal preparation requirements, such as page limitations, formatting instructions, and electronic submission, as specified in the *Grant Proposal Guide*, the *NSF Grants.gov Application Guide* or program solicitation
- is submitted with insufficient lead-time before the activity is scheduled to begin
- is a full proposal that was submitted by a proposer that has received a "not invited" response to the submission of a preliminary proposal
- is a duplicate of, or substantially similar to, a proposal already under consideration by NSF from the same submitter

Form and Format

- Project Description did not include a separate section labeled *Broader Impacts of the Proposed Work*
- Font used was too small; there were more than six lines of text per vertical inch
- Margins were less than one inch
- Use of **et al** in Biosketch & References sections

Biographical Sketch

The proposal deviated from the NSF approved Biosketch format to include unapproved sections such as:

- **Awards and Honors**
- A reference to the **PI's total number of publications**
- Undergraduate advisees listed
- Not including up to **5 other** products

Program Announcement: Required Deviations

- Special requirement in program announcement asked for a one sentence personnel role description to be included in biosketch; PI included a **two** sentence description that resulted in proposal being rejected

Letters of Collaboration

- Collaborator provided a letter of support instead of a letter of collaboration (previously called letter of commitment)
- NSF wants to see a letter that is limited to stating the intent to collaborate and **should not contain endorsements or evaluation** of the proposed project

Proposals Not Accepted: File Update Requested

- NSF may request a file update for proposals that need minor corrections or an updated budget
- **Changes allowed are limited to those specifically requested by NSF.** All other sections should remain as they were in the original submission

Returned without Review: Sample E-Mail

Dear Dr. [REDACTED],

I am writing to inform you that the proposal you submitted to the Integrative Organismal Systems (IOS) division at NSF, [REDACTED], [REDACTED] will be returned without review. The reason for this decision is that the proposal is not compliant with the IOS solicitation 13-600 nor with the NSF Grant Proposal Guide. (GPG)

Specifically, the proposal lacked a section in the Project Description that is explicitly required by both the solicitation 13-600 and the GPG. The relevant requirement is described in the solicitation [NSF 13-600](#):

“Section II. Project (This section is limited to four pages. The use of the sub-sections listed in the solicitation is recommended, organized as appropriate.)
5. "Broader Impacts" (This section is now explicitly required in the GPG)”

The relevant statement in the [GPG 15-1](#) is:

“The Project Description must contain, as a separate section within the narrative, a discussion of the broader impacts of the proposed activities.”

In addition, your proposal was not compliant with the font and margin requirements outlined in both the solicitation 13-600 and the GPG. The relevant statement in NSF 13-600 is:

“Ensure that your final submitted pdf conforms to the typeface size limits (at least 10-11 pt depending on font), line spacing maximum (no more than six lines of text per vertical space of one inch) and margins (at least one inch on all sides of page) specified in the GPG.”

Your proposal had 7 lines of text per inch and the margins on all sides of the page were significantly below the 1” requirement.

Sincerely,
Irwin N. Forseth, Jr., Ph.D.,

Cluster Leader & Program Director

Questions?

