Cayuse Best Practices

- Go to the Office of Sponsored Programs Website, click under Training on the left side of the screen. Check out the Cayuse FAQ and Cayuse Manual.
- To find specific funding opportunities you will search by the Opportunity number found in the RFA.
- Contact OSPA before you're ready to start working in Cayuse to make sure project profiles of all key personnel are set up, *including subcontractors.* This can take a couple of days depending on their workload. You can search for people in Cayuse if you think they may have been on a federal ISU project before.
- Add to permissions anyone you want to see the proposal. You have several options of what they can do with those permissions.
- Enter key personnel first, and in the order you'd like them to appear on your budget as this feeds to the budget automatically.
- Utilize the replicate/escalate option to save keying (stair steps).
- Make sure all errors are corrected. ***Cayuse will not submit with errors.*** Warnings may show things that you have missed, but Cayuse will submit with warnings.
- Check the RFP for naming conventions and formatting criteria. Many RFP's ask that files be named a specific way and in a specific format, for example, no smaller than 12 point font with one inch margins, saved as a PDF.
- OSPA will want to see the completed Cayuse budget prior to completing final approval of the gold sheet.
- E-mail OSPA when the file is ready to be submitted.
- Grant coordinators in your department may be familiar with Cayuse, but if not call Michele Rogers (4-6455) or Janet Brodie (4-0875). We're glad to help.