

Getting Started

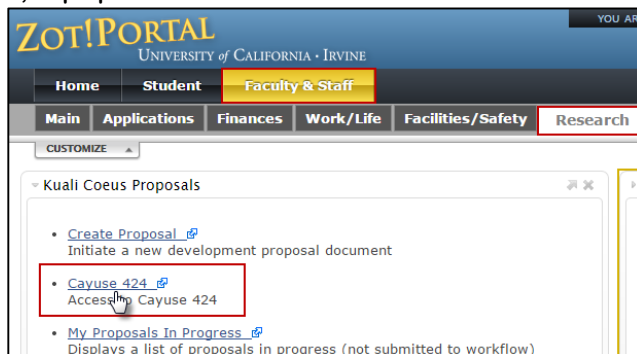
Cayuse 424 is supported in recent versions of **Firefox** and **Internet Explorer** and is run entirely in a Web browser.



Browser configurations: JavaScript Enabled, Cookies Enabled, Pop-ups Allowed.

Getting In

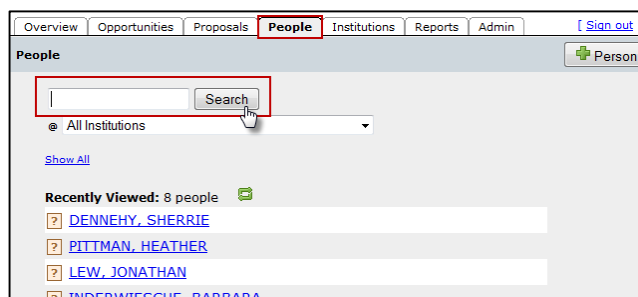
1. Log onto Zot!Portal (portal.uci.edu) with UCI netID.
2. Navigate to "Faculty & Staff" → "Research" → Kuali Coeus Proposals
3. Click on the web link to [Cayuse 424](#). Your UCI account will be linked to your Cayuse 424 profile.
4. If you are not able to access Cayuse 424 from Zot!Portal, please contact the eRA Officer.



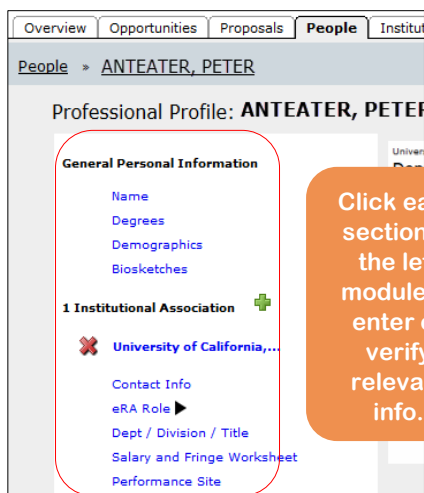
Professional profiles stored in Cayuse 424 can be shared with others and re-used for each proposal.

Info stored in a person's professional profile is autofilled into a proposal when the person is selected as a PI or Senior Key Person.

Locate Your Professional Profile


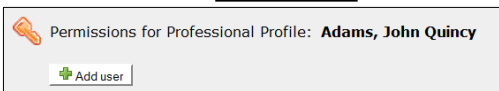


1. Click the **People** tab
2. Enter the person's first or last name in the search box.
3. Click **Search**. If you find a profile for the person, you will not need to create one. If unable to find the person, contact the eRA Officer.



Click each section in the left module to enter or verify relevant info.

Allow others access to update your profile by assigning Permissions.

1. To grant profile permissions to other users, click the permissions key in the upper right:
 
2. Click **Add user**.
 
3. Select a user from the list, or search by **first name, last name or username**.
4. Click the username in your search results. The user will be added to the permissions.
5. Choose permissions for user.

List	Read	Write	Autofill	Delete	Change Permissions	Add User
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Click **Close**.

Please direct in-person training requests to the UCI eRA Officer.

Contact the Research Suite Support Center HelpDesk for Cayuse 424 support:

ResearchSuiteSupport@Evisions.com • 503-297-2108 ext. 201 • M – F, 6:00 AM – 5:00 PM PT

Cayuse 424 Support, including the User Reference Manual, Training Materials, Browser Support & Configuration is available online at <http://support.cayuse.com/docs/cayuse-424>.