

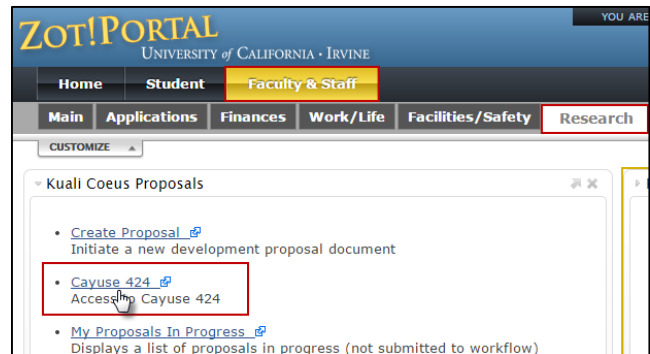
Getting Started

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

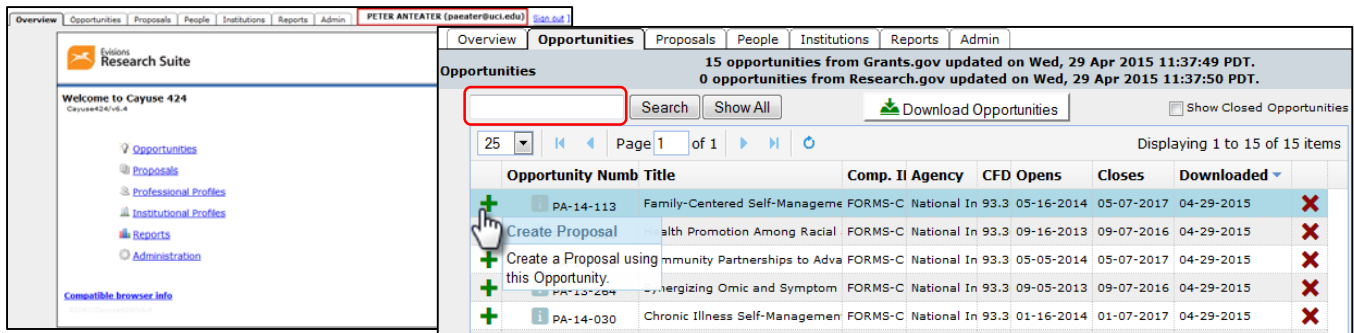
1. Log onto Zot!Portal (portal.uci.edu) with UCI netID.
2. Navigate to “Faculty & Staff” → “Research” → Kuali Coeus Proposals
3. Click on the web link to [Cayuse 424](#). Your UCI account will be linked to your Cayuse 424 profile.
4. If you are not able to access Cayuse 424 from Zot!Portal, please contact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



When signing onto Cayuse 424 from Zot!Portal, you will find yourself on the **Overview** tab. The Overview tab is a quick way to get to any other section of Cayuse 424.

Opportunities

To search for an available Grants.gov opportunity (NIH, DARPA, ONR, DOE, etc.), enter criteria into search field. You can also download available opportunities that have not been previously downloaded. Once you've found the opportunity you are interested in, click the **+** shown next to the opportunity to **create a proposal**.



Opportunity Num	Title	Comp. II	Agency	CFD	Opens	Closes	Downloaded
PA-14-113	Family-Centered Self-Management Health Promotion Among Racial and Ethnic Minority Populations	FORMS-C	National In	93.3	05-16-2014	05-07-2017	04-29-2015
PA-14-124	Community Partnerships to Advance the Prevention and Management of Chronic Illness	FORMS-C	National In	93.3	09-16-2013	09-07-2016	04-29-2015
PA-14-124	Community Partnerships to Advance the Prevention and Management of Chronic Illness	FORMS-C	National In	93.3	05-05-2014	05-07-2017	04-29-2015
PA-14-124	Community Partnerships to Advance the Prevention and Management of Chronic Illness	FORMS-C	National In	93.3	09-05-2013	09-07-2016	04-29-2015
PA-14-030	Chronic Illness Self-Management	FORMS-C	National In	93.3	01-16-2014	01-07-2017	04-29-2015

Enter the information to create your proposal. Complete all fields.

Create Grants.gov/Research.gov Proposal

Opportunity: PA-14-113 Select A Different Opportunity

Proposal Name:

Principal Investigator: Search for PI

Showing all PIs | [Show recent](#)

Principal Investigator: AGRAWAL, ANSHU (IMMUNOLOGY) / The Regents of the University of California, AIZIK, SHLOMIT (EXERCISE MEDICINE) / The Regents of the University of California, AKBARI, YAMA (MED/NEUROLOGY) / The Regents of the University of California, AL FARUQUE, MOHAMMAD (EECS FACULTY ACCOUNTS) / The Regents of the University of California, ALACHKAR, AMAL (PHARMACOLOGY) / The Regents of the University of California

Organization: The Regents of the University of California, Irvine

Default IDC Rate: Please select...

of Budget periods: 1 2 3 4 5

Due Date:

Validation Type: NIH


Name the Proposal - The proposal name is the way the system will identify your proposal. This is distinct from the title of your proposal (which appears in field 11: DESCRIPTIVE TITLE OF APPLICANT'S PROJECT on the face page of the SF424RR).

Select the Principal Investigator - Search for the PI and select name from list. If the PI still isn't listed, please contact the eRA Officer. Selecting a PI when creating a proposal is required.

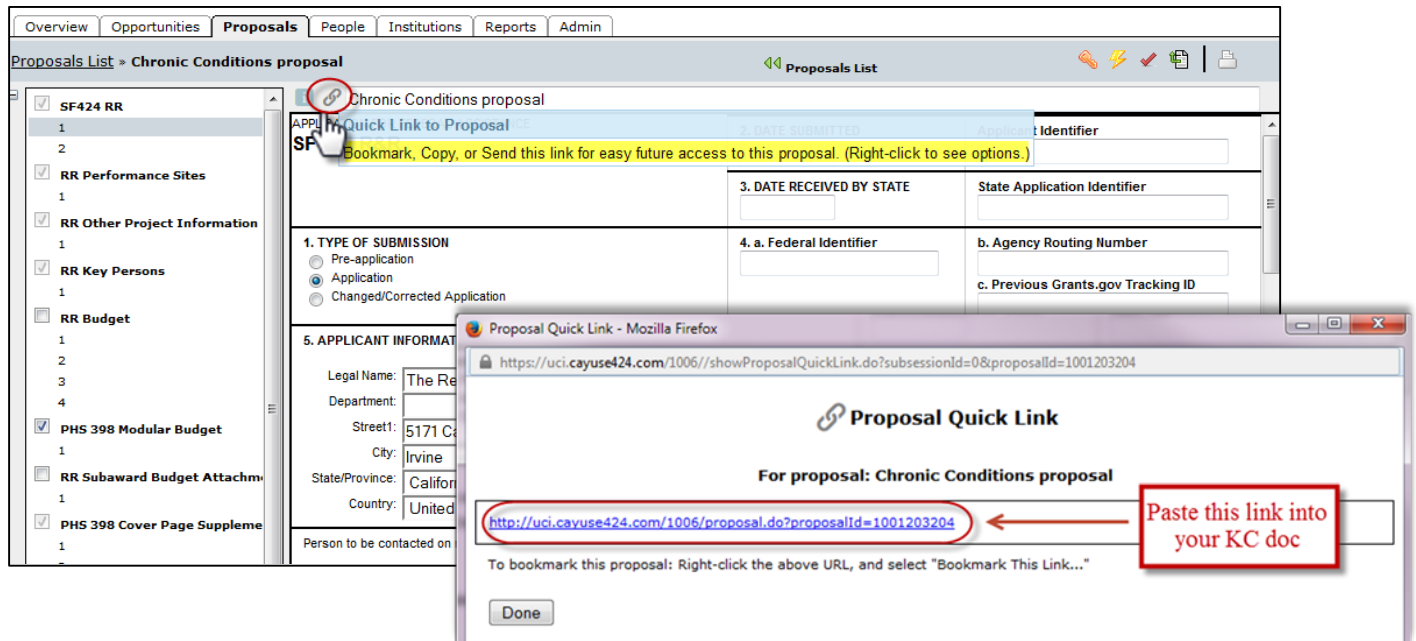
Click Create Proposal. The proposal will open with the included forms and other information

Obtain Quick Link

To the left of the title, there is a Proposal Link icon . The Proposal Link icon will provide you with a direct link to the Proposal you are currently in.

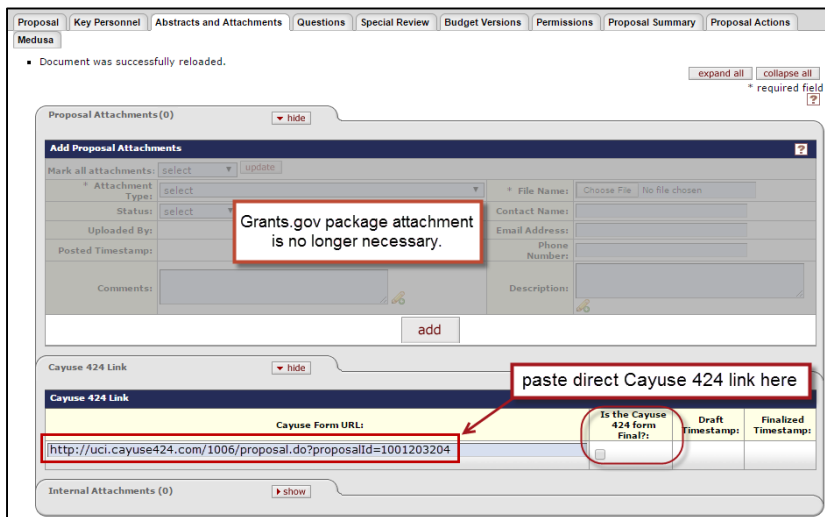
Click the Proposal Link icon  for the direct link, which you will need to paste into your Kualu Coeus proposal doc.

ALL ROUTING FOR APPROVAL WILL TAKE PLACE IN KUALI COEUS, NOT IN CAYUSE 424.



The screenshot shows the 'Proposals List' interface with a sidebar on the left containing various proposal categories like 'SF424 RR', 'RR Performance Sites', and 'PHS 398 Modular Budget'. The main content area displays a 'Chronic Conditions proposal' with a 'Proposal Quick Link to Proposal' icon circled in red. A tooltip below the icon reads: 'Bookmark, Copy, or Send this link for easy future access to this proposal. (Right-click to see options.)'. A browser window titled 'Proposal Quick Link - Mozilla Firefox' is open, showing the URL: <https://uci.cayuse424.com/1006/showProposalQuickLink.do?subsessionId=0&proposalId=1001203204>. The browser window also displays the text 'Proposal Quick Link' and 'For proposal: Chronic Conditions proposal'. A red box with an arrow points to the URL, containing the text 'Paste this link into your KC doc'. Below the URL, it says 'To bookmark this proposal: Right-click the above URL, and select "Bookmark This Link..."'. A 'Done' button is visible at the bottom of the browser window.

Linking to Kualu Coeus



The screenshot shows the 'Cayuse 424 Link' form within the 'Abstracts and Attachments' tab. The form has a 'Cayuse Form URL' field containing the URL: <http://uci.cayuse424.com/1006/proposal.do?proposalId=1001203204>. A red box with an arrow points to this URL, containing the text 'paste direct Cayuse 424 link here'. There are also fields for 'Contact Name', 'Email Address', 'Phone Number', and 'Description'. A red box with an arrow points to the 'Is the Cayuse 424 form Final?' checkbox, which is currently unchecked. The form also includes 'Draft Timestamp' and 'Finalized Timestamp' fields. A red box with an arrow points to the 'add' button, containing the text 'Grants.gov package attachment is no longer necessary.'.

1. Access the Kualu Coeus document associated with this Cayuse 424 proposal.
2. Navigate to the "Abstracts and Attachments" Tab → "Cayuse 424 Link" Panel.
3. Paste the direct Cayuse 424 link in the field provided. Mark the tick box when Final and ready for Grants.gov submission.
4. Proceed with completing the remaining elements in the KC document.
5. Submit to workflow when ready.

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>.