

Cayuse Quick Guide for Submitting a Proposal to a Sponsor

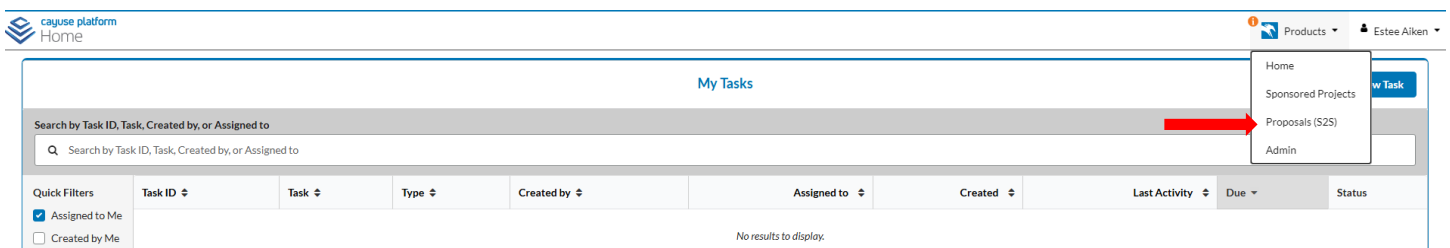
NOTE: Before beginning a proposal in “Proposals (S2S),” you must have already routed your proposal for review through “Sponsored Projects.” For more information, see the [Cayuse Quick Guide for Beginning a Proposal](#).

Also, “Proposals (S2S)” uses many pop-up windows. Make sure that your computer settings allow pop-ups from Cayuse.

1. From the [Office of Sponsored Programs webpage](#), click on “Cayuse, Grants Management Platform.”

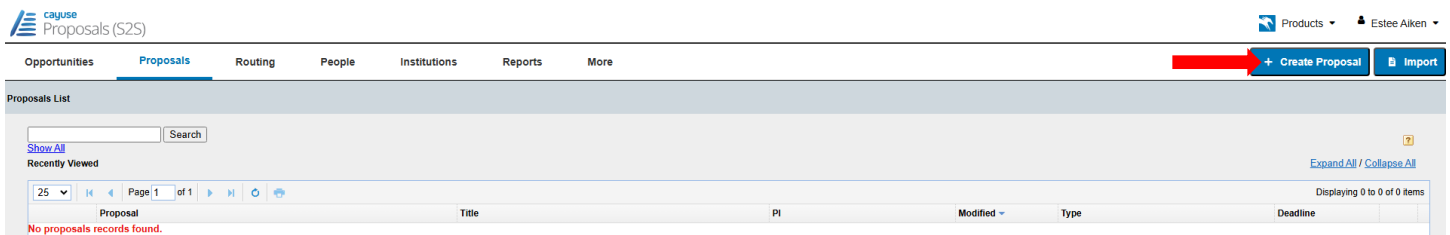


2. From the “Products” drop-down menu, choose “Proposals (S2S).”

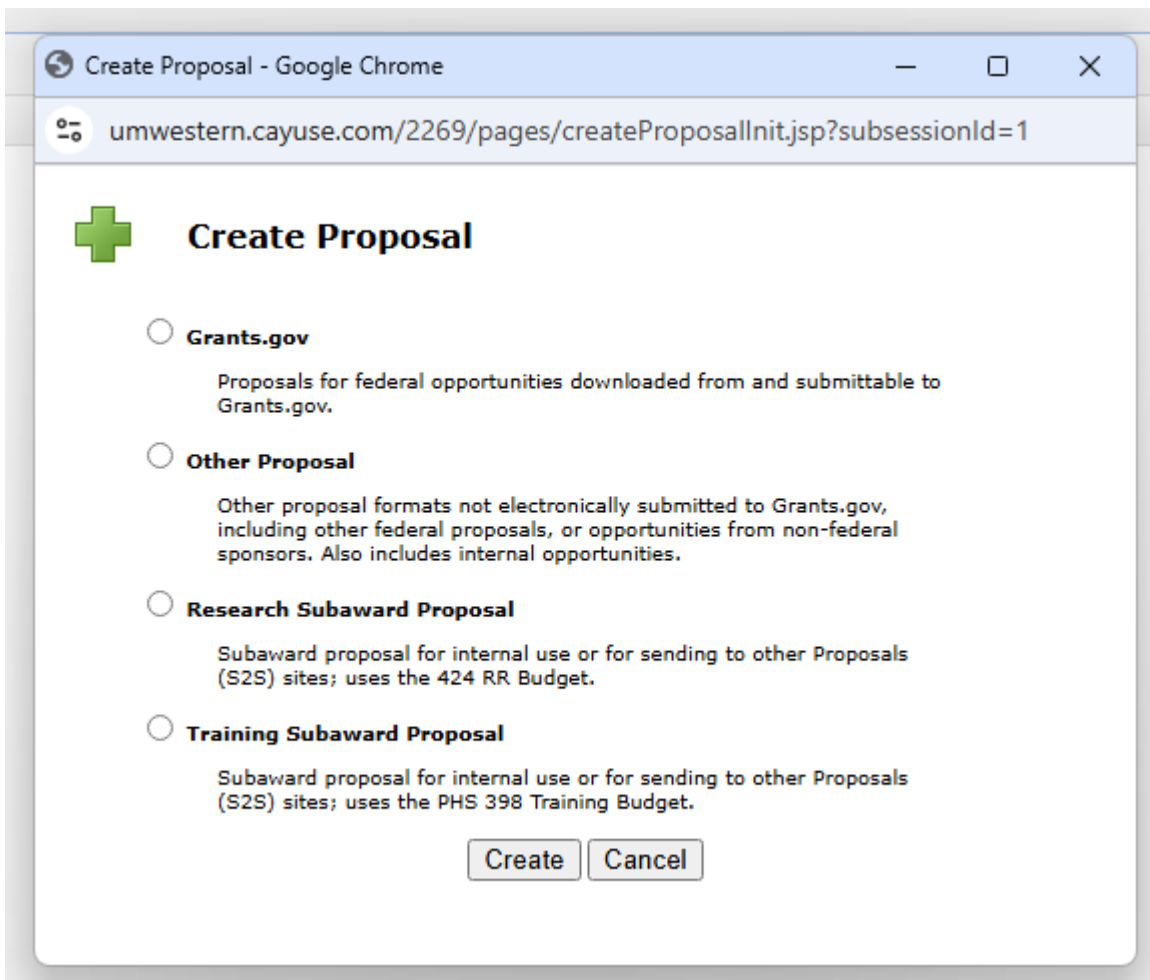


NOTE: When you access “Proposals (S2S),” the landing page is for “Proposals.” You can access the “Opportunities” search function from the landing page, too. The tab is just to the left of the “Proposals” tab.

3. Select “Create Proposal.”




4. Select the type of proposal you are planning to submit. If you have questions about what to select, reach out to someone in the Office of Sponsored Programs.

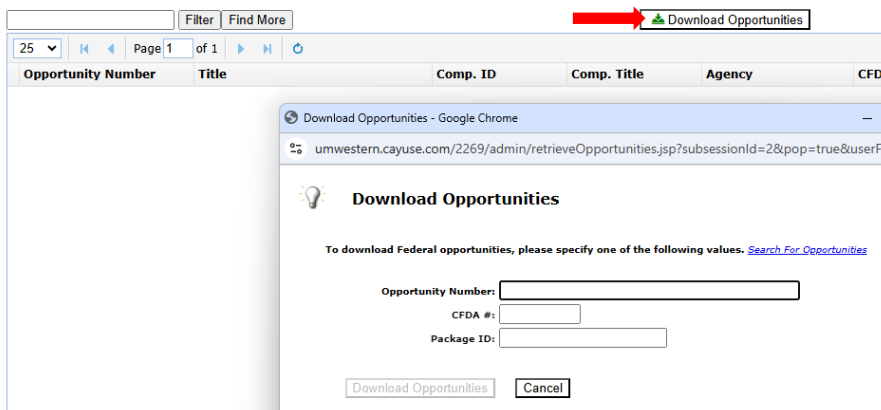


5. The type of proposal you are submitting will dictate next steps. The following directions are broken out by type of proposal.


6. Grants.gov

- a. Locate the funding opportunity by clicking on “Download Opportunities” and completing the search fields. If you don’t have the requested information, you can click on the blue “Search for Opportunities” link to locate the necessary information.

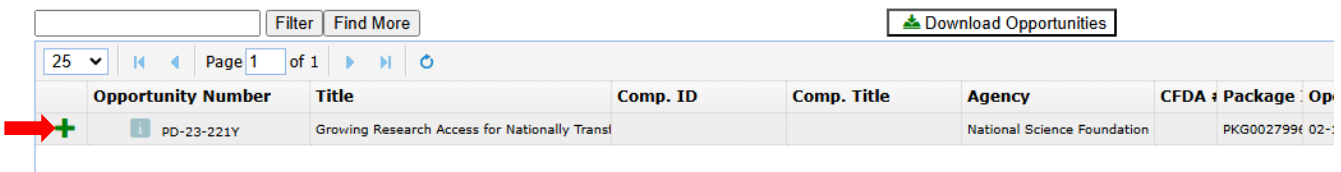
 Create Grants.gov Proposal...



- b. When you have located the funding opportunity you are looking for, click on the green addition sign to start your proposal.

 Create Grants.gov Proposal...


1 opportunities from Grants.gov updated on Wed, 27 Nov 2024 10:32:09 PST.



Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	Package	Op
PD-23-221Y	Growing Research Access for Nationally Transl			National Science Foundation	PKG002799	02-	

- c. Complete the information requested. NOTE: If you are not listed in the drop-down menu of PIs, please contact Estee Aiken (estee.aiken@umwestern.edu) to be added.

 Create Grants.gov Proposal

Opportunity: PD-23-221Y 

Proposal Name:

Showing all PIs | [Show recent](#)

Principal Investigator:

- Aiken, Estee (OSP) / University of Montana Western
- Barclay, Terri (Education) / University of Montana Western
- Branch, Trent (OSP) / University of Montana Western
- Burgstrom, Amanda / University of Montana Western
- Cashmore, Aaron (Education) / University of Montana Western
- Crotoof, Arica (Environmental Science) / University of Montana Wes
- Curtis, Emily (Dean of Students) / University of Montana Western
- Eason, Joseph (Mathematics) / University of Montana Western
- Foley, Neil (Environmental Science) / University of Montana Wester
- Hazelbaker, Nicole (Dean of Students) / University of Montana Wes

Organization:


- d. For the “Default IDC Rate,” you will either select “Education Rate” or “Research Rate.” If you do not know which rate you should select, contact Estee Aiken (estee.aiken@umwestern.edu).

Principal Investigator: Aiken, Estee (OSP) / University of Montana Western

Organization: University of Montana Western

→ Default IDC Rate: Please select...

of Budget periods: Please select...
Education Rate : On Campus
Research : On Campus

Due Date: 

Validation Type: NSF

- e. Once required information is provided, you will click on “Create Proposal” and be directed to the full proposal submission screen for the specific grant opportunity. “Proposals (S2S)” replaces Grants.gov Workspace. All components of the application can be completed within Cayuse.
 - i. Many fields auto fill based on system information.
 - ii. Error checks, like those run through Workspace, are also run through “Proposals (S2S).”
 - iii. Because each funding opportunity has its own specific requirements, please work with the Office of Sponsored programs and/or the sponsor directly with regard to questions that may arise as you complete your proposal.
- f. When your proposal is complete and error-free, you will submit for final review and routing.

NOTE: Please refer to the [Lead Time Table.docx](#) to make sure you are routing proposal requests with enough time for internal processes to be fully completed.

7. Other Proposal

- a. If you select “Other Proposals,” you will be required to fill out basic information, much like if you select “Grants.gov.” Once you provide that initial information, you will be directed to a fairly basic form to complete.
- b. Once you have provided all required information, you will submit for final review and routing.
- c. Occasionally, S2S will not be able to directly submit to a particular non-governmental sponsor. When that is the case, you will still complete the entire proposal in Cayuse and then the Office of Sponsored Programs will work with you to submit the application to the funder.

[Proposals](#) | [Routing](#) | [People](#) | [Institutions](#) | [Reports](#) | [More](#)

[Proposals List](#) > DEMO for "Other Proposal" << [Proposals List](#)

RR Performance Sites

1

RR Key Persons

1

RR Budget

1

2

3

4

Proposal Summary

Summary

Supporting Documents

Proposal Management

Permissions

Routing & Approval

Proposal History

Export

Proposal Summary

Proposal Number:
Proposal Status: Please Select...

Sponsor Deadline:
Submission Method: Please Select...

Submission Date:
Submitted By:

Award Number:
Award Date:
Contract Number:

Submission Type:
 Pre-application
 Application
 Changed/Corrected

NOTE: Please refer to the [Lead Time Table.docx](#) to make sure you are routing proposal requests with enough time for internal processes to be fully completed.

8. Research Subaward Proposal and Training Subaward Proposal
 - a. Before completing a subaward proposal in S2S, please contact Estee Aiken (estee.aiken@umwestern.edu).