UCI Cayuse 424
How to Include an Outgoing Subaward on your Proposal

☞ **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 UCInetID.

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.
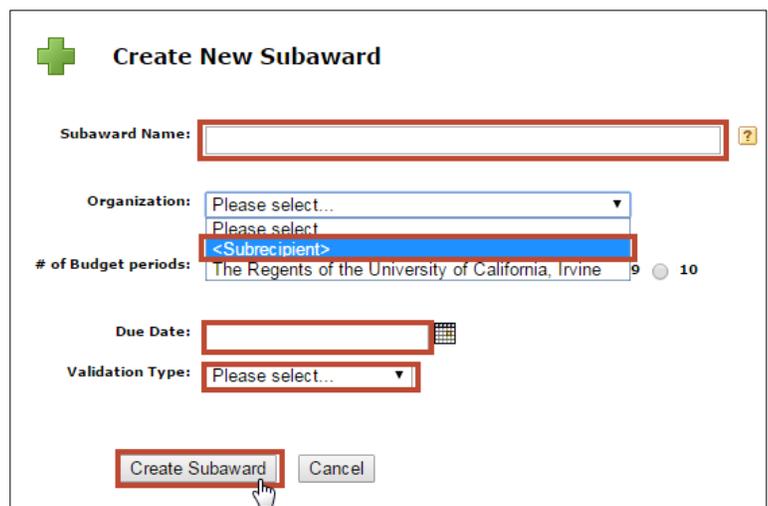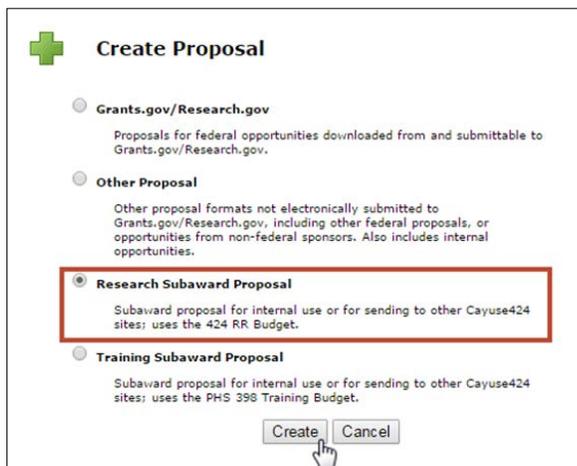
☞ **Include an Outgoing Subaward on your Proposal: Two Options**

> **OPTION A**
> Create the subaward file yourself in Cayuse on behalf of the subrecipient and link it to your proposal

> **OPTION B**
> Have the subrecipient create and send you the Cayuse file so that you can import & link it to your proposal

☞ **OPTION A** — Create the Subaward Cayuse file on behalf of the Subrecipient

1. Select "Research Subaward Proposal" from the Create Proposal options.

2. Enter a Subaward File Name. Select "<Subaward Institution>" as the Organization from the drop-down.

3. Enter the number of budget periods, due date and select the validation type.

4. Click "Create Subaward"

5. Enter the DUNS number and name of subrecipient.

6. To add the subaward PI, click on the pencil icon in Section A.

7. Search and select the generic subaward personnel profile <Subrecipient PI…>. Click "Add Selected Key Person".

8. Complete the subaward budget forms as usual.

9. Once completed, return to the Proposals List. This subaward proposal file is now included on your proposals list.

10. To link your Subaward, open your prime proposal file and navigate to the RR Subaward Budget Attachment page.

11. Click on "Link Subaward."

12. A new window will list subaward proposal files to choose from.

13. Select the appropriate subaward file and then click "Link in Subaward."

14. Once linked, this subaward will be nested under the prime proposal.

👉 **OPTION B**   Subrecipient Creates and Sends the Cayuse File to be Imported and Linked to UCI Proposal

- If the subrecipient <u>is</u> a Cayuse institution, they can send you their Cayuse subaward file.

- If the subrecipient <u>is not</u> a Cayuse institution, they can utilize www.subawards.com to create a Cayuse subaward file to send to you based off of the SF424 R&R Subaward Templates.

    1. Once the file has been sent to you, save it on your computer.

    2. Import the subaward file into your proposal by navigating to the RR Subaward Budget Attachment form and clicking "Import Subaward"

3. An "Import Subaward" window will appear where you will enter the name of the subrecipient and search for the Cayuse file you saved on your computer.

4. Click "Import"

5. On the next screen, ensure that the subaward periods align with the prime. Click "Link in Subaward"

6. The system will then import the key persons & performance sites in to your proposal. Once linking has completed, click "Finish"

7. Once linked, this subaward will be nested under the prime proposal.

👉 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.