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.

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.

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

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.
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 Kuali Coeus proposal doc.

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

1. Access the Kuali 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