



CAYUSE QUICK START: STARTING A NEW PROPOSAL IN CAYUSE 424

Cayuse 424 replaces the Adobe grants.gov forms, and is an alternative to NSF Fastlane and other federal systems. Cayuse 424 serves as a tool for preparing and submitting grant applications directly to the federal government. It can also be used for applications in which Villanova is subrecipient, or for non-federal awards that follow a federal format.

1. Open your browser, preferably Firefox or Internet Explorer.
2. Go to <https://villanova.cayuse424.com>
3. Enter your Villanova username and password.
4. This brings you to the landing page. Click on the “Cayuse 424” link on the menu at the left of the page. This opens the 424 application in a new tab.
5. In the 424 tab, click on Opportunities
6. To find the federal opportunity you wish to apply for, either:
 - a. Search the existing opportunity menu using the search bar at the top left, or
 - b. Click “Download Opportunity” at the top of the page, and enter the opportunity number.
7. Once you find your opportunity, click on the “+” sign at the left to create a proposal.
8. Fill in the fields in the resulting form, and click “Create Proposal” at the bottom.

Now you have access to the complete application forms for the federal opportunity to which you are applying. The proposal will be saved in draft until it is completed. You can log in anytime to work on the proposal.

1. Link your proposal to the corresponding SP record by going back to the landing page and clicking on “Cayuse SP”, which will open in a new tab. On the General Information page, click “Pair with a 424 proposal.” (See Cayuse Quick Start SP)
2. In the 424 tab, complete the application’s required elements by clicking through the pages in the left-hand menu.
3. Once the proposal is complete, inform OG&C that it is ready for review. OG&C review will begin when the corresponding SP record has been approved by all required approvers.
4. OG&C will lock the proposal for review, and will submit directly to the sponsor once OG&C and the PI agree that it is complete.

For more information, visit the Cayuse support pages at: <http://support.cayuse.com/quickstart-pis-and-researchers>