Creating a Paired 424 Proposal

**Cayuse 424** is the module through which most federal grant proposals can be created, reviewed for adherence to sponsor requirements, and then electronically submitted by OSP. The 424 module is connected directly with Grants.gov, so applications travel quickly and smoothly to your specific Federal agency.

**Cayuse SP** provides a single point of entry for proposal data and any documents that are required for **internal review**. It does not, however, link directly to sponsor websites, nor does it change the way that proposals are submitted, whether that is through Cayuse 424, grants.gov, a sponsor website, e-mail, or paper.

Proposal records developed in Cayuse SP may be paired with proposals in Cayuse 424. Pairing can occur during SP proposal creation, or it can be managed after the proposal has been created. Paired proposals in both applications show a pairing icon that can be used to access the paired record in the other application.

**Step 1  
Log into Cayuse SP**

1. Open Browser enter: [https://rpi.cayuse424.com](https://rpi.cayuse424.com)

2. Enter your RCS ID and Password and click on the **Login** button

   ![Login](image)

   **NOTE:** Rensselaer utilizes **Single Sign-On** functionality. This functionality allows you to use your RCS ID and password to gain access to Cayuse SP; you will no longer need to maintain and remember a separate password.

3. Users can access the Cayuse SP module from the landing page

![Cayuse SP](image)
Step 2
Creating a paired 424 proposal

1. After you have saved the information on the General Info page, scroll to the bottom of the General Information tab and select “Create a Paired Proposal”.

2. Creating a paired proposal will take you to Cayuse 424.

3. Select the proposal type and click on create.

Proposal Type descriptions:

- Grants.gov/Research.gov is used for electronic submission to a Federal sponsor when we are the prime institution (most users will need to select this option)
- Other Proposal – use to obtain Federal forms that are not being submitted electronically (you will likely never select this option)
- Research Subaward Proposal - use if you are creating a subaward to send to another institution
- Training Subaward Proposal - use if you are developing a training budget to send to another institution (you will likely never select this option)

4. Select a Federal Opportunity Number. If a number is not listed, use the “Download Opportunities” button at the top, center of the page.
5. Once you have located or downloaded an Opportunity Number, click the green plus sign next to the opportunity number.

6. Ensure you have selected the correct opportunity. If not, you can choose to “Select A Different Opportunity.”

7. Enter information as required:
   - Ensure the short proposal name is accurate
   - Enter the Lead PI (Principal Investigator) by using the “Search for PI” field
   - Select the appropriate IDC (Indirect Cost Rate)
   - Enter the # of budget periods you will be requesting
   - Ensure the due date is correct and select a validation type

8. Select “Create Proposal”

9. You have now paired your Cayuse SP proposal file with a 424 record

NOTE: Orange Pair Icon will appear on proposal records throughout Cayuse SP