Cayuse Tips

Profile information:

• Creating a Cayuse profile: Email cayuse@rsp.wisc.edu with your full name and preferred email address
• Update your Cayuse profile but never create a new profile (RSP creates profiles)
• Request profile permissions for your PI (your PI, dept administrator, or Dean’s office can help with this). Give your PI and dept administrator access to your profile (hint: click on yellow permissions key).
• Routing profile – Be sure to set a “Next Reviewer” (either your dept administrator or Dean’s office – check with your administrator for guidance)
• Be sure to check the box next to Principal Investigator under eRA Role.

General Information:

• Firefox is the recommended browser; Cayuse is also compatible with Internet Explorer
• Navigate via “breadcrumbs” rather than your browser’s back arrow.
• Before exiting Cayuse, navigate back to the Proposals list to avoid leaving your proposal “locked” for another user (such as your PI, administrator, or Dean’s office).
• Use “The Board of Regents of UW System” (found under “T”) as formal applicant & performance site
• Fellow is the PI in Cayuse and eRA commons. Your faculty mentor should be entered in “Key Personnel” as “Other: Sponsor” (Also use for adding a co-sponsor)
• Uploading files:
  ✓ Preview PDFs before uploading-check symbols, equations, figures, etc.
  ✓ Name PDFs with short titles, avoiding special characters.
  ✓ Word docs can be used for source files
• Fix errors in Cayuse. They will cause failed submission to Grants.gov and/or eRA Commons
• Forms under “Proposal Summary” (found in the lefthand navigation menu in Cayuse) are INTERNAL ONLY. The “Summary” and “Documents” forms WILL NOT be included in your proposal submission to NIH. DO NOT attach proposal documents to the “Documents” form.
• Print and carefully review entire application for errors before submission.
• Technical difficulties happen - plan to submit early. 5 working days in advance is a good guideline - contact your Dean’s Office for specific timelines.
• Check the “Electronic submission” section to confirm when/who submitted the proposal under “Proposal Submission History”.
• Review proposal in eRA Commons as soon as it is available there. If you notice errors that occurred in the process of proposal transmission, you have an opportunity to correct them UP UNTIL the proposal deadline. If the deadline is too close or has passed, NIH no longer allows the 48-hour error correction window.