



Introduction to Cayuse424

- In this training you will learn:
 - ▣ How to:
 - Navigate Cayuse424
 - Personalize your password
 - Create Professional Profiles
 - Create Budgets
 - Create subcontract proposal, budget
 - Initiate Proposal Routing Process
 - Submit Proposal to Grants.gov

Logging into Cayuse424

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- To log-in to Cayuse424:
 1. Type in your Cayuse424 URL:
<http://umassmed.cayuse424.com>
 2. To obtain a user name and password,
contact stacy.piszcz@umassmed.edu

Stacy will set up your user account and will create your professional profile. You will then complete the fields. You will need to create professional profiles for non-UMASS collaborators.

Enter your user name and password

- Click Sign in

The screenshot shows the Cayuse424 login interface. At the top left is the Cayuse logo, which consists of a blue horse silhouette and the word 'CAYUSE' in blue capital letters. Below the logo, the text 'Welcome to Cayuse424' is displayed in bold, with 'Cayuse424 v3.5.0' underneath it. The main content area contains two input fields: 'Username:' followed by a text box, and 'Password:' followed by a text box. Below the password field is a blue 'Sign in' button. At the bottom left of the page, the text 'UMASS Lowell v3.5.0' is visible, and at the bottom right, the copyright notice 'Copyright © 2005-2008 Cayuse, Inc.' is present.

What RFS Requires 5 Working Prior to Submission Date

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RFS requires the following 5 working days prior to the due date of your proposal:

- PeopleSoft Routing Form (appropriate signatures)
- Internal detailed budget (detailed budget no longer required for Modular submissions)
you may obtain the latest version
here: <http://www.umassmed.edu/research/funding/proposal/proptoc.aspx>
- Budget Justification
- Conflict of Interest (UMASS key personnel)
- Multiple PI Leadership Plan ~ If you plan to submit your proposal under the Multiple PI model, please attach your business plan as part of what comes to our office. RFS requires separate budgets for each of the PIs under the Multi-PI model. The following NIH link will provide you guidance with a Multiple PI submission: http://grants2.nih.gov/grants/multi_pi/

Changing Your Password

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1. Click the **Preferences** tab
2. Click Change Password
3. Enter new password
4. Re-enter new password to verify
5. Click Change Password




A screenshot of a web form for changing a password. The form is enclosed in a black rectangular border. It contains two text input fields. The first field is labeled "New password" and the second is labeled "New password (verify)". Below the input fields is a button labeled "Change Password".

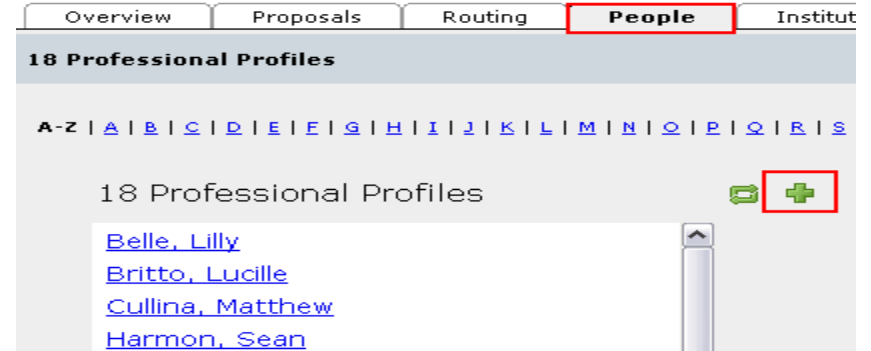
New password

New password (verify)

Professional Profiles

To create a profile for a non-UMASS collaborator


- Login to Cayuse424 and click the **People** tab
- Click the  icon
- Enter First and Last Name
- Click the **Create New Profile** button



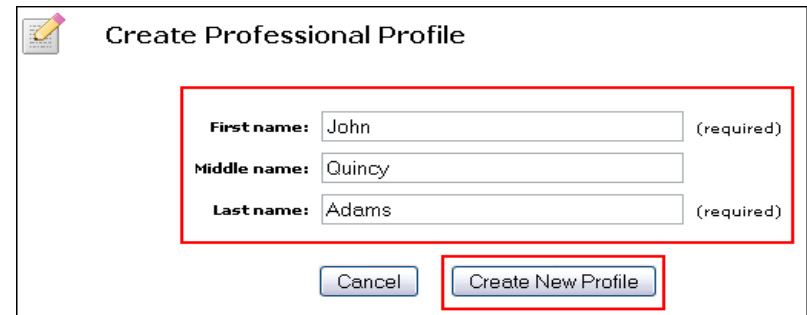
Overview Proposals Routing **People** Institut

18 Professional Profiles

A-Z | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#)

18 Professional Profiles 

[Belle, Lilly](#)
[Britto, Lucille](#)
[Cullina, Matthew](#)
[Harmon, Sean](#)



 Create Professional Profile

First name: (required)

Middle name:



Last name: (required)

Completing the Professional Profile

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- Complete the following fields by clicking on the associated hyperlinks:
 - Name
 - Degrees
 - Demographics
 - Contact Information
 - eRA Role
 - Dept/Division/Title


General Personal Information
[Name ▶](#)
[Degrees](#)
[Demographics](#)
[Biosketches](#)

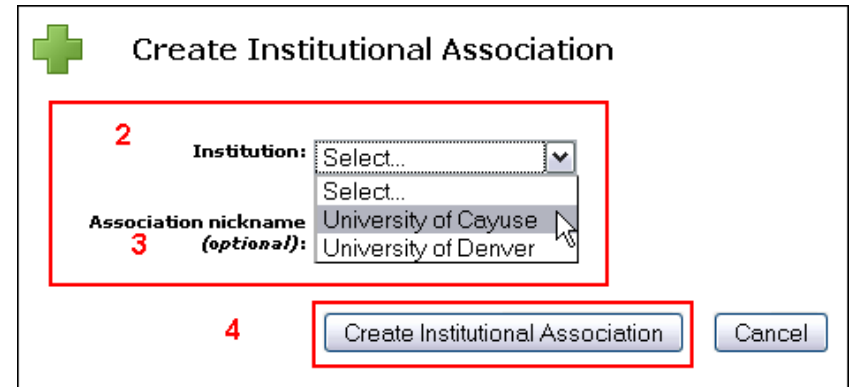
1 Institutional Association 
 [U of C](#)
[Inst. association "nickname"](#)

[Contact Info](#)
[eRA Role](#)
[Dept / Division / Title](#)
[Salary and Fringe Worksheet](#)

Creating an Institutional Association

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1. Click the  located next to **Institutional Associations** within the Professional Profile
2. Select the Institution using the drop-down menu
3. Select an Institutional nickname (optional)
4. Click the **Create Institutional Association** button



Duplicate Professional Profiles


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- Cayuse424 provides tools to reduce the proliferation of duplicate profiles. When you create a new profile, you see potential matching names and are asked to verify before creating a potential duplicate.
- More control over the permissions and visibility of new profiles to further reduce the chance of creating duplicates.



Adding Permissions

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1. To grant permission(s) to other Cayuse424 users click the 
2. Click **Add user/group**
3. Scroll and select an individual user
4. Click **Close**

Type	Group or Username	Profile Name
G	SysAdmin	
G	AOR	
U	cayuseadmin	
U	mmcnabb	
U	lbelle	Belle, Lilly
U	lbritto	Britto, Lucille
U	mcullina	Cullina, Matthew
U	sharmon	Harmon, Sean
U	jheldens	Heldens, John
U	ahoff	Hoff, Andrew
U	vhopkins	Hopkins, Virginia
U	ajackson	Jackson, Adrian
U	jjacobson	Jacobson, Jodi
U	dlalonde	LaLonde, David
U	amemba	Memba, Alejandro
U	rpowell	Powell, Ron
U	ssalazar	Salazar, Sharon
U	ssanchez	Sanchez, Sarah
U	esoto	Soto, Ernesto
U	mspears	Spears, Michael
U	ptosta	Tosta, Patti
U	ewitta	Witta, Erin

4

Permissions for Professional Profile: Adams, John Quincy

2

 Add user/group

Permission Definitions

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List

Allows the “User” to view a profile on the Professional Profiles list

Read

Allows the “User” to read the details of a profile

Read/Write

Allows the “User” to add, change or delete information on a Professional Profile

Autofill

Allows the “User” to Autofill the Professional Profile onto a proposal

Delete

Allows the “User” to delete a Professional Profile



In this section you will learn: Proposal Creation

- Update the **Opportunity List**
- Select **Principal Investigator** using the drop-down menu
- Choose **# of Budget Periods**
- Choose **Validation Type**
 - This setting determines which agency validations will be used on the form set
- Click **Create Proposal**
 - Cayuse424 creates the SF424 form set required by the opportunity

How to Download an Opportunity

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1. Click the **Preferences** tab
2. Click the **Update Opportunity** link
3. Enter the Opportunity Number or CFDA # into the respective fields
4. Click **Retrieve Opportunities**

Overview Proposals Routing People Institutions Reports **Preferences**

[Cayuse424 Administration](#) » **Update Opportunities**

To retrieve Grants.gov opportunities, please specify one of the following values.

Opportunity Number:

CFDA #:

←

Creating New Proposal

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Create New Grant Proposal?

4

Budget type:



Project



Generic

Opportunity:

05-509 — Science of Learning Centers
06-578 — Cooperative Studies Of The Earth's Deep Interior (CSEDI)
5 AFOSR-2007-SS — AFOSR BAA Series Test
DE-PS02-08AW08-03 — TEST DOE R R w/Perform Site 1007
HRSA-08-01 — Opp Title

Proposal Name:

6

(For reference within **Cayuse424**)

7

Principal Investigator:

Please select...

Organization:

Please select...

8

of Budget periods:

1 2 3 4 5

9

Validation Type:

Please select...

10

Create Proposal

Cancel

Managing Proposal Permissions

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- Proposal Permissions are separate and distinct from Professional Profile permissions
- Whoever creates the proposal is given full permissions
- Only the proposal creator can initially grant permission(s) to other users
- Appropriate proposal permissions must be granted to other users who must have access to the proposal. Typically, that includes:
 - Principal Investigators
 - Administrators
 - Reviewers (RFS, McNultyP)

Validation and Error Tracking

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- Cayuse424 keeps a running total of all errors and warnings
 - As you correct errors and warnings, the running total decreases
 - Errors are fatal. Any proposal that is submitted with errors will be rejected by Grants.gov or the granting agency
 - Warnings are not fatal; but be sure if you are submitting a proposal with warnings that you have determined the warning will not cause the proposal to be rejected or delayed by the granting agency
1. Click the **Errors/Warnings** button at the bottom of the proposal page to display details
 2. Click the [hyperlink](#). Cayuse424 will display the page on which the Error/Warning occurs and highlight the field that contains the Error/Warning

37 Errors / 9 Warnings	NIH
Error: [SF424rr 1.12][NIH] The AREAS AFFECTED BY PROJECT should be N/A	
Error: [SF424rr 2.17][NIH] Select the PROGRAM IS NOT COVERED BY E.O. 12372 radio button	
Error: [SF424rr 1.8] You must answer the other agency question	
Error: [SF424rr 1.9] You must supply the Name of the Federal Agency to which you are applying	
Error: [SF424rr 1.11] A Descriptive Title of Applicant's Project must be provided	
Error: [SF424rr 1.12] You must fill in the Areas Affected By Project	



In this section you will learn: Proposal Budgets

- ❑ Cayuse424 allows you to start building your budget at any point in the form set, including the:
 - ❑ SF424 RR Budget pages
 - ❑ Modular Budget page
 - ❑ Subaward Budget page
- ❑ Autofills Senior/Key Persons information, including appointment type from their Professional Profiles
- ❑ Performs budget calculations once salary, effort and other requested fund amounts are specified
- ❑ Allows users to override auto-filled salary amounts if necessary
- ❑ Creating Subaward budgets

Budget Components: Indirect Costs

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- Indirect Costs types/rates are set in the Institutional Profile, this has been pre-set from the Office of Research
- When you create a proposal, all indirect cost types/rates associated with that institution will be used as a basis for calculating the budget



Budget Components: Budget Periods

- Up to five budget periods can be specified
- The number of Budget Periods can be changed once the proposal is created
- When working with multiple budget periods, it is important to ensure that the correct data (e.g., months of effort, IDC rates, travel expenses, etc.) is input for all relevant budget periods; otherwise the proper calculations will not occur

Managing Budget Periods

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1. Click on the calendar icon to **Set Start Date** and **End Date** of proposal
 - ▣ Cayuse424 allows you to set and edit the period start and end dates in several places, including the **SF424 RR Budget**, **Modular Budget** and **SF424 RR Face Page**


ORGANIZATIONAL DUNS:	<input type="text" value="090993098"/>
Budget Type:	<input checked="" type="radio"/> Project <input type="radio"/> Subaward/Consortium
Enter name of Organization:	<input type="text" value="University of Cayuse"/>
Period 1 Start Date:	<input type="text"/> 
End Date:	<input type="text"/> 




Managing Senior/Key Personnel

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- Edit Key Persons fields (if necessary)
 - Once data is autofilled you can manually change any field
 - If you override a calculated field, the system will insert a red star adjacent to the field
 - Once a field has been over written auto-calculate will no longer work on that field

A. Senior/Key Persons in Budget Period 1 of 5

Add/Edit KP 

First	Mid.	Last	Project	Base	Cal.	Acad.	Sum.	Cal.	Acad.	Sum.	Requested	Fringe	Funds				
Pref. Name	Name	Name	Suf. Role	Salary (\$)	Salary (\$)	Salary (\$)	Salary (\$)	Mons	Mons	Mons	Salary (\$)	Benefits (\$)	Req. (\$)				
	Dr.	John		Heldens	PhD	PD/PI	147,000	147,000	0	0	1.00		11,250	*	20%	13,500	 
Total Senior/Key Person																13,500	

Budget Section B: Adding Other Personnel

- Manually enter:
 - ▣ Number of Personnel
 - ▣ Role (if not using pre-defined Project Roles)
 - ▣ Months
 - ▣ Requested Salary
 - ▣ Fringe Benefits

B. Other Personnel								
* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe (\$)	* Funds Requested (\$)	
2	Post Doctoral Associates	12.00			36,600	6,250	42,850	
1	Graduate Students	3.00			6,500	425	6,925	

Budget Section H: Indirect Costs

1. Select the **Indirect Cost Type**, using the drop down menu
 - ❑ The default indirect cost type from the Institutional Profile will be auto-populated during proposal creation
 - ❑ Once the appropriate indirect cost type is selected Cayuse424 will automatically:
 - ❑ Enter the indirect cost rate (%)
 - Cayuse defaults our rate as a composite rate because our IDC rate is escalating
 - We ask that you break out the indirect rates where applicable, for example if one part of the year is at one rate, and the rest of the year at a different rate, please display these rates on separate lines.
 - ❑ Calculate the indirect cost base (\$)
 - ❑ Update Funds Requested (\$)
 - ❑ Autofill cumulative budget page

Budget Section H: Indirect Costs

G. Direct Costs		Funds Requested (\$)		
		Total Direct Costs (A thru F)	114,225	
H. Indirect Costs				
Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. <i>Bring any profile changes into budget by refreshing Applicant Organization.</i>				
Indirect Cost Type	1	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. Sponsored Research On Campus	▼	54.5	114,225	62,253
2. Sponsored Research On Campus				
3. Sponsored Research Instruction				
4. Sponsored Research Off Campus				
Total Indirect Costs				62,253
Cognizant Federal Agency		DHHS, Janet Turner, 415-437-7820		
<small>(Agency Name, POC Name, and POC Phone Number)</small>				

What to do if you have a subcontract

- When it is determined you will have a subcontract on your grant proposal submission please follow these steps:
- Send Stacy.piszczyk@umassmed.edu an email so that you can obtain the subcontract table to complete.
- Email the form back to Stacy once it is completed. An Institutional and Professional Profile will be created for your subcontract. When completed you will receive an email so that you can begin the process of creating your subcontract proposal in Cayuse.

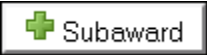
What to do if you have a subcontract (Cont.)

Below are the items RFS office requires to accompany your Proposal Submission Package 5 days prior to your submission deadline

- ❑ PHS 398 Face Page
- ❑ PHS 398 Budget Form Page 4/5, if you are submitting a detailed budget, a detailed budget will be required for your subcontract as well.
- ❑ Detailed budget justification
- ❑ PHS 398 Checklist
- ❑ Statement of Work
- ❑ Signed Institutional Letter of Intent


Creating a Subaward Budget/Proposal

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1. Navigate to the Proposals Tab and click  **Subaward**
2. Type **Proposal Name**
3. Select **Organization**
4. Indicate **# of Budget Periods**
5. Select **Validation Type** (e.g., NIH)
6. Click **Create Proposal**
 - ▣ See next slide for screen shot

Creating a Subaward Budget/Proposal

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Create New Subaward?

2 **Proposal Name:** (For reference within **Cayuse424**)

3 **Organization:** ▼


4 **# of Budget periods:** 1 2 3 4 5

5 **Validation Type:** ▼

6


Link to an Existing Subaward Proposal

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1. Open prime proposal
2. Navigate to **Subaward Budget Page**
3. Click  Link Subaward
4. Select the appropriate Subaward from the list
5. Click **Link in Subaward**
 - ❑ Note: These steps **are not** necessary if the Subaward Proposal was created in the Subaward Budget Page. In that case, the link will automatically occur
 - ❑ **See next slide for screen shot**

Link to an Existing Subaward Proposal

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 Link in Subaward Proposal

4 C424 Created Subaward Proposal ←
U of D Subcontract

Subaward title: C424 Created Subaward Proposal

	Start Date	End Date	Direct Costs	Indirect Costs
Budget period 1:	08/01/2009	07/31/2010	4289	2145
Budget period 2:	08/01/2010	07/31/2011	4418	2209
Budget period 3:	08/01/2011	07/31/2012	4551	2276
Budget period 4:	08/01/2012	07/31/2013	4687	2344
Budget period 5:	08/01/2013	07/31/2014	4827	2414

5

Link to an Existing Subaward Proposal

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1. Note: Subaward tab has been added with access to Subaward proposal
2. The subaward budget figures are now displayed in the primary proposal subaward budget page
3. To view or edit the subaward simply click on the subaward proposal in either the Subaward tab or the Subaward Budget page in the prime proposal
 - ▣ **See next slide for screen shot**

Link to an Existing Subaward Proposal

Overview	Proposals	Subaward	Routing	People
1				

2	Period 1	Period 2	Period 3	Period 4	Period 5	All Periods
[-] C424 Created Subaward Proposal						
Subaward Direct Costs	4,289	4,418	4,551	4,687	4,827	22,772
Subaward Indirect Costs	2,145	2,209	2,276	2,344	2,414	11,388
Subaward Costs	6,434	6,627	6,827	7,031	7,241	34,160
Allocated to IDC base	6,434	6,627	6,827	5,112	0	25,000
[-] All Subawards						
Subaward Direct Costs	4,289	4,418	4,551	4,687	4,827	22,772
Subaward Indirect Costs	2,145	2,209	2,276	2,344	2,414	11,388
Subaward Costs	6,434	6,627	6,827	7,031	7,241	34,160
Allocated to IDC base	6,434	6,627	6,827	5,112	0	25,000

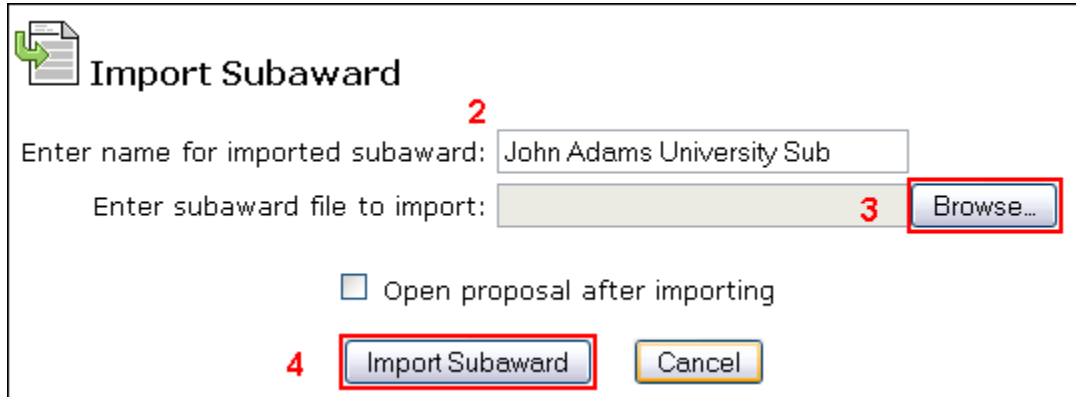
Import a Subaward Proposal


- In order to import a subaward proposal, your subcontractor must create the subaward proposal using **Cayuse424** or **Subawards.com** and send the exportable file to you via email
- You can choose to import the subaward proposal to either the **Proposals** tab or directly into the prime proposal

Importing to the Proposal Tab

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1. Navigate to the **Proposals** tab and click 
2. Enter internal subaward proposal name
3. Browse to location of exported subaward proposal
4. Click **Import Subaward**



 Import Subaward

Enter name for imported subaward: 2

Enter subaward file to import: 3

Open proposal after importing

4









Importing to the Proposal Tab

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5. The imported subaward proposal will now appear in your list of proposals in the **Proposals** tab


4 / 4 Proposals Include *submitted* proposals Filter: View days back: no limit

5

↑ Proposal	Title	PI	Modified	Type	Deadline
C424 Created Subaward Proposal		Cullina, Matthew	2008-08-25	Subaward	 
Heldens, John 2/5/09		Heldens, John	2008-08-25	Rese...arent R01)	 
→ John Adams University Sub		Adams, John	2008-08-25	Subaward	 
U of D Subcontract		Cullina, Matthew	2008-01-15	Subaward	 

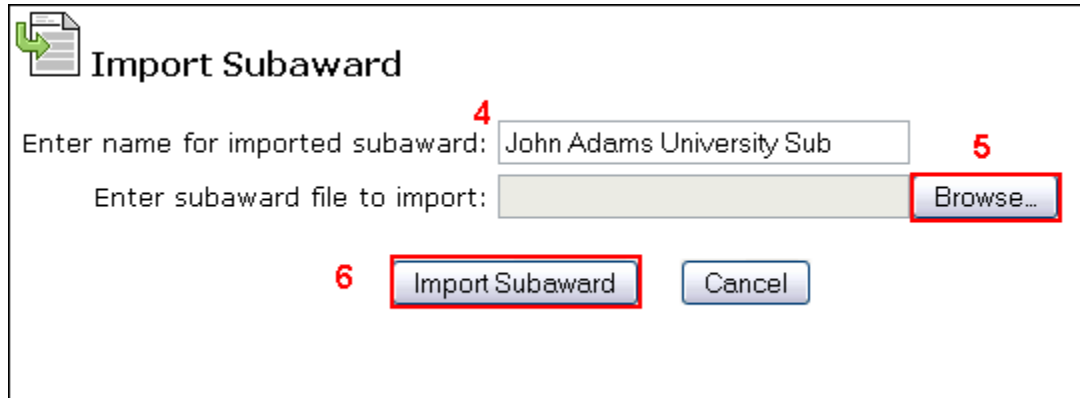
Importing into the Prime Proposal

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1. Open the Prime proposal
2. Navigate to the **Subaward Budget page**
3. Click  Import
4. Enter **name for imported subaward**
5. Browse to location of exported subaward proposal
6. Click **Import Subaward**
 - ❑ **Importing Key Persons & Performance Sites** confirmation box will appear
 - ❑ Subaward costs will be auto-populated to the Detailed and Modular Budgets
 - ❑ **See next slide for screen shot**

Importing into the Prime Proposal

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The screenshot shows a dialog box titled "Import Subaward" with a document icon and a green arrow. It contains two input fields and two buttons. Red numbers 4, 5, and 6 are placed next to the name field, the "Browse..." button, and the "Import Subaward" button, respectively.

Import Subaward

Enter name for imported subaward: **4**

Enter subaward file to import: **5**

6



In this section you will learn: Attaching Documents

- In this section you will learn how to:
 - ▣ Attach documents to your grant proposal
 - ▣ Attach your Research Plan
 - ▣ Use the Research Plan “Exploder” in 5 easy steps
 - ▣ View proposals in PDF format

Attachment Checklist

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- **All required attachments, per the FOA, should be un-encrypted PDFs**

Form Set	Attachment
SF424 RR, page 2	<ul style="list-style-type: none">• Pre-application• List of Project Congressional Districts
SF424 RR, Other Project Information	<ul style="list-style-type: none">• Project Summary/Abstract• Project Narrative• Bibliography and References Cited• Facilities and Other Resources• Equipment• Other
SF424 RR, Key Persons	<ul style="list-style-type: none">• Biographical Sketch• Current and Pending Support
SF424 RR, Budget, page 3	<ul style="list-style-type: none">• Budget Justifications
Modular Budget	<ul style="list-style-type: none">• Budget Justifications
PHS 398 Research Plan	<ul style="list-style-type: none">• Research Plan
PHS 398 Checklist	<ul style="list-style-type: none">• Assurances/Certifications
PHS 398 Cover Letter	<ul style="list-style-type: none">• Cover Letter

Attaching Documents

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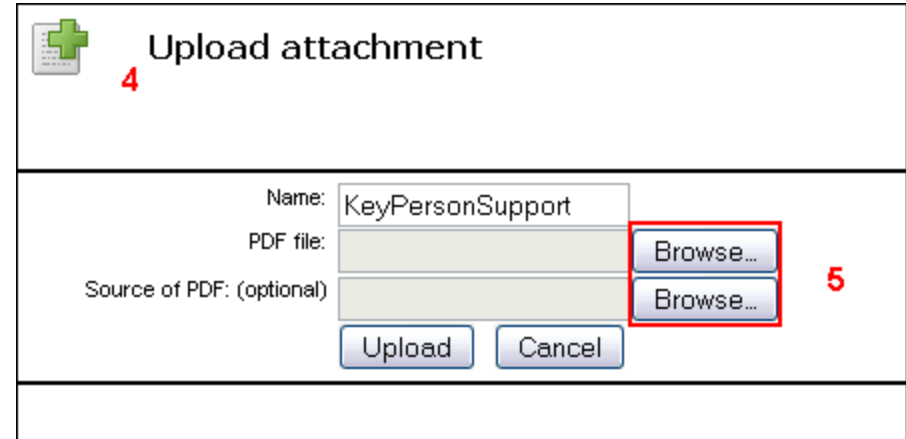
1. Go to the appropriate page on the form set (e.g. Key Persons page)
2. Locate attachment point (e.g. Current & Pending Support)
3. Click **Add Attachment**

2	*Attach Biographical Sketch	(no pdf) (no src)	Add Attachment	Delete Attachment
	<u>Attach Current & Pending Support</u>	(no pdf) (no src)	3 Add Attachment	Delete Attachment

Attaching Documents

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4. The **Upload Attachment** window enables you to attach the PDF and the source (Word) files
 - ▣ It is a good practice to upload both versions. Should the document require editing at a later time the source file is easily found by anyone working on the proposal
5. Click **Browse**



4

Upload attachment

Name: KeyPersonSupport

PDF file: Browse...

Source of PDF: (optional) Browse...

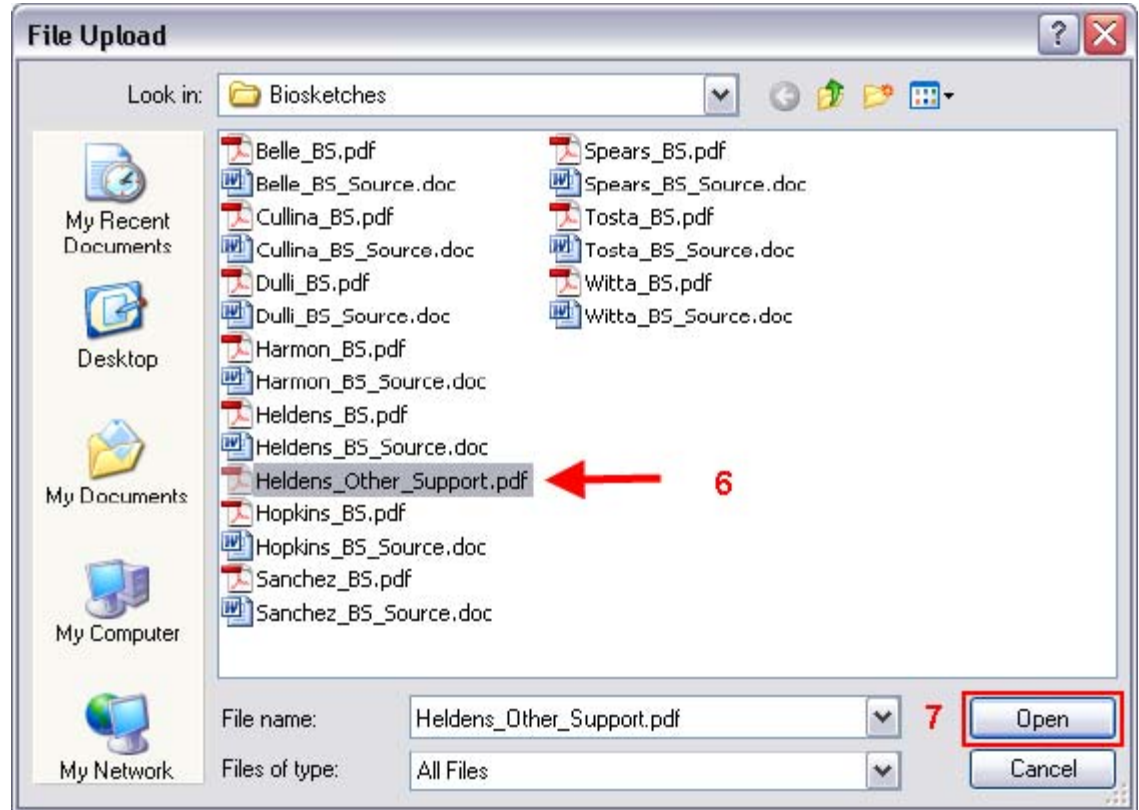
5

Upload Cancel

Attaching Documents

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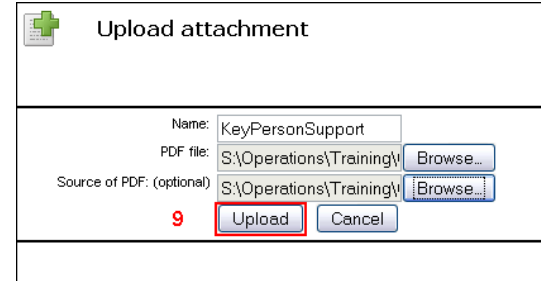
6. Locate the PDF version of the file you wish to attach
7. Click **Open**
8. Repeat for source file



Attaching Documents

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9. Once you've added both files, click **Upload**



Upload attachment

Name: KeyPersonSupport

PDF file: S:\Operations\Training\W Browse...

Source of PDF: (optional) S:\Operations\Training\W Browse...

9 Upload Cancel

10. The files have been uploaded when you see **PDF** and **SRC** in blue



*Attach Biographical Sketch (no pdf) (no src) Add Attachment Delete Attachment

Attach Current & Pending Support KeyPersonSupport pdf src Add Attachment Delete Attachment

10

Using the “Exploder”

1. Take a properly formatted (see the Grants.gov Application Guide SF424 for details) Research Plan and insert a page break at each section header (e.g. Introduction, Specific Aims, Background & Significance, etc)
2. Create a PDF of the Research Plan using a PDF generator.
3. Login to Cayuse424, open your proposal and navigate to the PHS 398 Research Plan section
4. Upload your Research Plan PDF to “0. Composite PDF”
5. Success! Breaking apart the Research Plan succeeded!



In this section you will learn: Proposal Routing, Review and Approval

- ▣ The basic concepts of routing
- ▣ How to initiate the proposal routing process
- ▣ How to approve the proposal

Proposal Approval Process

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- To obtain approval from the OOR, click on Proposal Management in the left Navigation panel, then click on Proposal Approval link. Once you are in the screen you should see the PI's Name, RFS, and then Pattie McNulty's name. The PIs box should be black not gray, the PI simply needs to place a check mark beside his name in the box. A dialogue box will appear, it is the PIs choice if he decides to add Comments to his routing chain. (See below for screen to the above references) Clicking on this box initiates an email to RFS notifying us that your proposal is administratively complete and ready for us to review.

Proposal Approval

Routing Chain ⊕ X ⏪ Edit Chain?

Begin

Akbarian, Shahram () / University of Massachusetts Medical School

RFS, (UMMS RFS REVIEW GROUP) / University of Massachusetts Medical School

McNulty, Patricia (UMMS RFS AOR) / University of Massachusetts Medical School

End

An AOR is on the routing chain, but has not yet approved this proposal. The proposal will not be submittable until an AOR has approved the proposal.

Routing History


username	person	type	date/time	comments
PizzccS1		Modify	2007-12-11 06:43	
PizzccS1		Modify	2007-12-11 06:44	
PizzccS1		Modify	2007-12-11 06:44	

Initiating a Routing Chain


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Routing Chain + X ↓... **Edit Chain?**

1 **Begin**

 Heldens, John (U of C) / University of Cayuse

Spears, Michael (U of C) / University of Cayuse

 Hoff, Andrew (U of C) / Univers

End



Action: Approve

Comments:

2

(as Heldens, John (U of C) / University of Cayuse)

Approving the Proposal

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- Approvers indicate their approval by checking the box adjacent to their name
- Once approved, the next reviewer on the routing chain is notified via email
- As soon as the AOR (or Delegate) checks their box an email is sent to **PI** on the routing chain and electronic submission to Grants.gov can proceed



Routing & Approval ?

Routing Chain + x ↓... [Edit Chain?](#)

Begin

- Heldens, John (U of C) / University of Cayuse
- Spears, Michael (U of C) / University of Cayuse
-   Hoff, Andrew (U of C) / University of Cayuse

End




In this section you will learn: Submit


- ❑ Submit a proposal to Grants.gov
- ❑ View the proposal submission status
- ❑ Review Grants.gov tracking information
- ❑ View status of submitted proposal

Submitting Your Proposal

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1. Once the proposal is open click the **Submission** icon [] located in the upper right hand or lower left hand corner (in the proposal navigation window) of the proposal
2. Click **Validate Proposal**: Cayuse424 will perform a final error check. If errors are found, you must correct them before submitting, otherwise your proposal will be rejected once it is received by Grants.gov
 - The **Validate Proposal** function will automatically be run during the **Submission** process
3. Click **Validate and Submit to Grants.gov '06 Server**
4. After **Submit Now?** prompt click **Submit**

Submitting Your Proposal

 Electronic Submission	
+ Proposal Details	
+ Proposal Submission History	
- Electronic Submission	
Submission Target [More Info]	https://atws.grants.gov:446/app-s2s-server/services/ApplicantIntegrationSoapPort
To submit this proposal electronically, press the button below. Please be prepared to wait for the submission to complete before continuing work on this proposal. Your submission will be recorded in the Proposal Submission History above	
<input type="button" value="Validate Proposal"/>	2 (Run final validation checks - <i>recommended</i> .)
<input type="button" value="Validate and Submit to Grants.gov '06 Server"/>	3

Electronic Submission	
Submit <u>this</u> proposal electronically to Grants.gov?	
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/> 4

Submission Status



Electronic Submission

⊕ Proposal Details

📅 Proposal Submission History

Grants.gov Tracking Number	Date/Time (According to Grants.gov)	Submitter
GRANT00101339	2007-11-13 13:21:07 PST	jcolley

⊖ Electronic Submission

Submission Target[\[More Info \]](#)


https://atws.grants.gov:446/app-s2s-server/services/ApplicantIntegrationSoapPort

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(Run final validation checks - **recommended**.)

View Status of Submitted Proposal

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 Electronic Submission	
⊕ Proposal Details	
📄 ² Proposal Submission History	
Grants.gov Tracking Number	Date/Time
GRANT00101339 3	2007-11-13 1



**An Agency Tracking
Number has been Assigned.**