

Cayuse Submission Reminders

- Cayuse is a system-to-system Grants.gov electronic submission system. It is our preferred method for Grants.gov submissions.
- When creating a Cayuse record, please be sure you are using the correct opportunity for your funding announcement. Please read the entire funding announcement. Cayuse is a tool to help you complete your application, but it doesn't know if all the information is correct.
- Read the full funding announcement and application guidelines. The instructions may tell you to do something specific in Cayuse that you otherwise may not know.
- Remember to grant permissions to those working in the Cayuse application (Campus contact, PI, etc.)
- A professional profile is required to be set up by RSP for those at the UW. For anyone not at the UW, you may create the profile. If you need a new institution or professional profile created, contact cayuse@rsp.wisc.edu.
- If you need a form signed that will be compiled into the Cayuse application, please send an approval via WISPER to someone on the RSP Proposal Team and we will work with you to get the form signed.
- Attachments should be uploaded as PDF documents. Contact RSP if another document type is required
- We suggest the following naming convention for Cayuse applications:
PI name_Sponsor_MSN123456
- When the application is ready to be submitted, the routing chain needs to be initiated and the corresponding WISPER record should be routed at the same time.
- If there are warnings in the application and you know they are okay, please indicate that in the routing chain comments.
- Submit as far ahead of the deadline as possible. Electronic submission times cannot be guaranteed. If you must submit the day of the deadline, especially late in the day, please call the proposal team and speak with someone on the phone.
- After the proposal has been submitted, you can track the application on the Grants.gov tracking website to ensure the application is error-free.

Cayuse Checklist

- ✓ Correct opportunity
- ✓ Zero errors and zero warnings
- ✓ PI signature
- ✓ Routing chain is complete

RSP Proposal Team:

Brenda Egan	262-9029	baegan@rsp.wisc.edu
Darlene Holte	890-3509	johnsonholte@rsp.wisc.edu
Angela Walker	262-9028	avetter2@rsp.wisc.edu