

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 and provide the information required on <https://rsp.wisc.edu/cayuse/>.
- If you need a form signed that will be compiled into the Cayuse application, contact the Proposal Team via the RAMP "Send Email" activity and select the RSP Proposal Team as the recipient.
- We suggest the following naming convention for Cayuse applications: PI name_Sponsor_FP00123456.
- When the application is ready to be submitted, the routing chain needs to be initiated, and the corresponding RAMP 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. While submission times are not guaranteed, the Proposal Team will make every effort to ensure timely submission to the sponsor.
- Although we strongly discourage doing so, if you plan to submit your proposal on the day of the deadline, inform your Dean's Office and the Proposal Team via preaward@rsp.wisc.edu as soon as possible.
- After the proposal has been submitted, you can track the application on the Grants.gov tracking website to ensure the application is error-free and has been received by the sponsor.
- If available, log into the sponsor proposal portal to review your application.

Cayuse Checklist

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

RSP Proposal Team

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