



Module 6: Attaching and Printing Documents

- Welcome to the Cayuse424 **Attaching Documents** Module.

- In this module you will learn how to:
 - Attach documents to your grant proposal.
 - View the grant proposal and attachments in PDF format.



Basic Concepts

- ❑ A complete grant proposal includes many attachments.
- ❑ Make sure all required attachments are added in the proper PDF format to your grant proposal.



The Basic Process

- The basic process for attaching documents is the same for all attachments:
 - Go to the appropriate page on the form set.
 - Scroll to locate where to add the attachment.
 - Click **Add**.
 - Follow system prompts to attach the file.
 - Verify attachment occurred.

Example: Attaching Documents

- Attaching a Budget Justification to the NIH Modular Budget is illustrated in this example.
- Navigate to the Modular Budget page.
- Scroll to the Budget Justifications section.
- Click **Add** adjacent to the justification you are adding.

Budget Period: 1 Start Date: End Date:

A. Direct Costs

		* Direct Cost less Consortium F&A	* Funds Requested (\$)
		Consortium F&A	<input type="text" value="75,000"/>
		* Total Direct Costs	<input type="text" value="75,000"/>

B. Indirect Costs
Don't forget to enter a period start and end date at the top of the page.

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. Basic Research - On Campus	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cognizant Agency (Agency Name, POC Name and Phone Number)

Indirect Cost Rate Agreement Date Total Indirect Costs

C. Total Direct and Indirect Costs (A + B) Funds Requested (\$)

Cumulative Budget Information

1. Total Costs, Entire Project Period

* Section A, Total Direct Cost less Consortium F&A for Entire Project Period	\$ <input type="text" value="275,000"/>
Section A, Total Consortium F&A for Entire Project Period	\$ <input type="text"/>
* Section A, Total Direct Costs for Entire Project Period	\$ <input type="text" value="275,000"/>
* Section B, Total Indirect Costs for Entire Project Period	\$ <input type="text"/>
* Section C, Total Direct and Indirect Costs (A+B) for Entire Project Period	\$ <input type="text" value="275,000"/>

2. Budget Justifications

Personnel Justification	(no pdf) (no src)	Add	Delete
Consortium Justification	(no pdf) (no src)	Add	Delete
Additional Narrative Justification	(no pdf) (no src)	Add	Delete

Attaching Documents

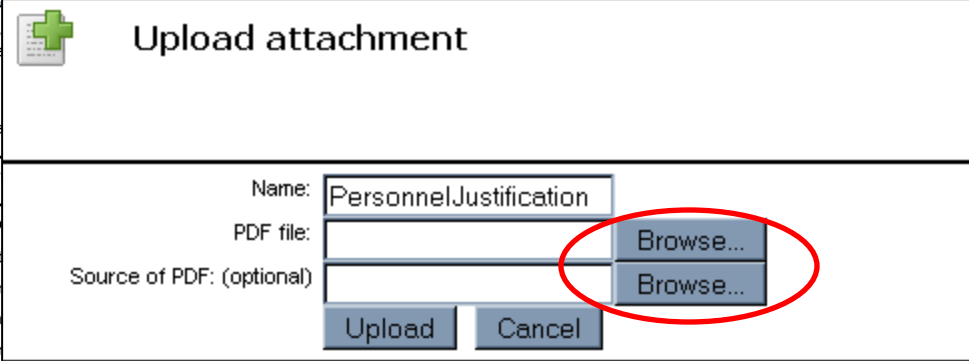
- ❑ The **Upload Attachment** window enables you to attach the PDF and the source (Word) files.
- ❑ It is a good practice to upload both versions. Should the document require editing at a later time the source file is easily found by anyone working on the proposal.
- ❑ Click **Browse** to locate the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

Start Date: End Date:

	* Funds Requested (\$)
* Direct Cost less Consortium F&A	75,000
Consortium F&A	
* Total Direct Costs	75,000

Period start and end date at the top of the page.

	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
- On Campus			



Upload attachment

Name:

PDF file:

Source of PDF: (optional)

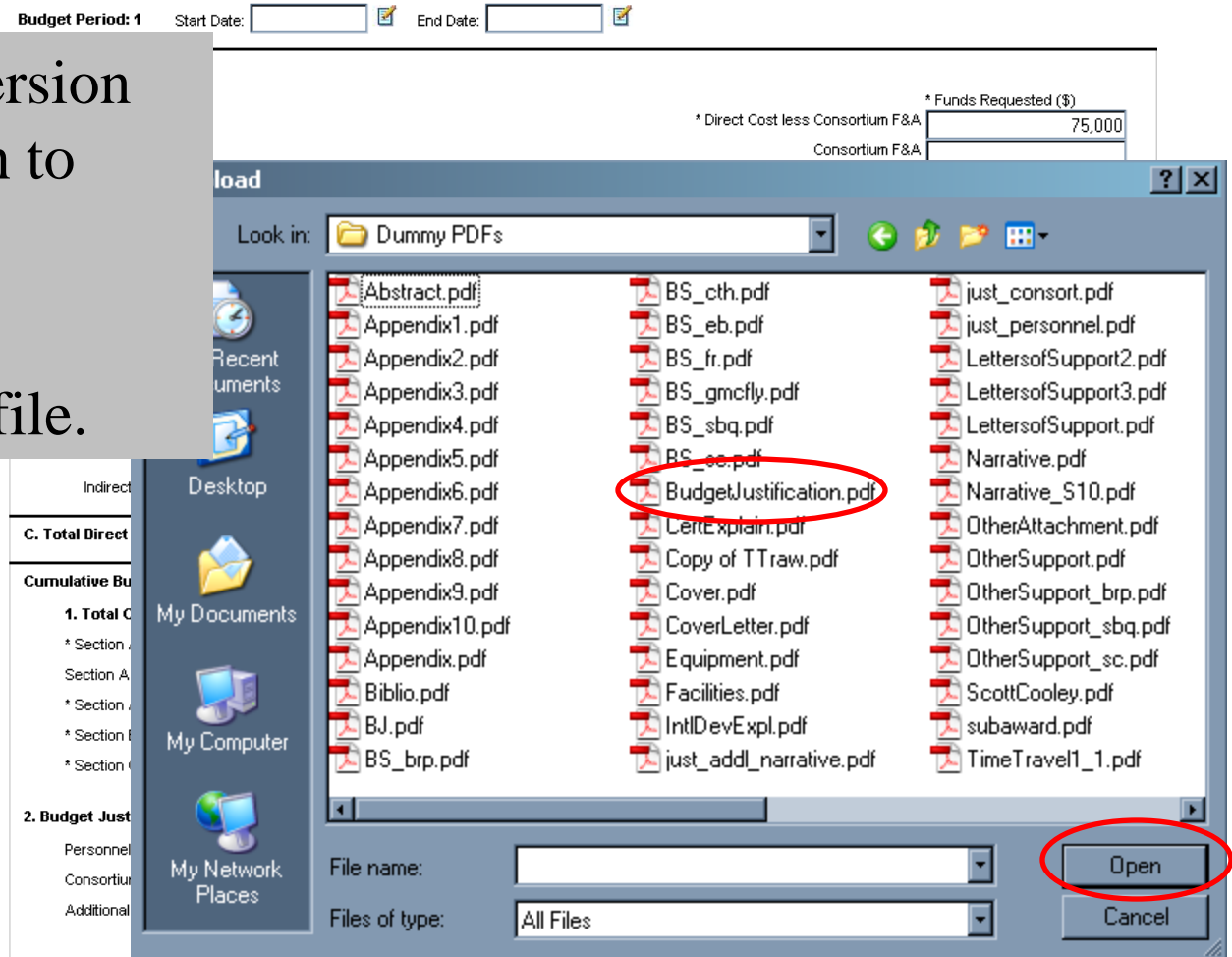
* Section A, Total Dir
Section A, Total Con
* Section A, Total Dir
* Section B, Total Ind
* Section C, Total Dir

2. Budget Justifications

Personnel Justification	(no pdf) (no src)	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
Consortium Justification	(no pdf) (no src)	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
Additional Narrative Justification	(no pdf) (no src)	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Attaching Documents

- ❑ Locate the **PDF** version of the file you wish to attach.
- ❑ Click **Open**.
- ❑ Repeat for source file.



Attaching Documents

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

Budget Period: 1 Start Date: End Date:

A. Direct Costs

* Direct Cost less Consortium F&A	* Funds Requested (\$)
	75,000
Consortium F&A	
* Total Direct Costs	75,000

B. Indirect Costs
Don't forget to enter a period start and end date at the top of the page.

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. Basic Research - On Campus			
2.			
3.			
4.			

C. Total Direct Costs 75,000

Cumulative

1. Total

* Section

Section

* Section

* Section

* Section

2. Budget

Personnel Justification (no pdf) (no src) Add Delete

Consortium Justification (no pdf) (no src) Add Delete

Additional Narrative Justification (no pdf) (no src) Add Delete

Upload attachment

Name: PersonnelJustification

PDF file: S:\brp\ PDFs\BudgetJu: Browse...

Source of PDF: (optional) S:\brp\ Word\Budget\pc Browse...

Upload Cancel

Attaching Documents

- ❑ The files have been uploaded when you see **pdf** and **src** in blue.
- ❑ If you need to edit a document once it has been attached:
 - Click **src** to open.
 - Edit the source file and save to your system.
 - Create a new PDF file from the source on your system.
 - Click **Delete** to remove the previously attached files.
 - Click **Add** to upload revised files.

* Section A, Total Direct Cost less Consortium F&A for Entire Project Period	\$	
Section A, Total Consortium F&A for Entire Project Period	\$	
* Section A, Total Direct Costs for Entire Project Period	\$	
* Section B, Total Indirect Costs for Entire Project Period	\$	
* Section C, Total Direct and Indirect Costs (A+B) for Entire Project Period	\$	
2. Budget Justifications		
Personnel Justification	PersonnelJustification pdf src	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Consortium Justification	(no pdf) (no src)	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Additional Narrative Justification	(no pdf) (no src)	<input type="button" value="Add"/> <input type="button" value="Delete"/>



Attaching Documents


- Use this basic process to attach documents when an attachment is required.
- Always attach a PDF version.
- It is good practice to also attach the Word source document.

Viewing Grant Proposals in PDF Format

□ You can generate a PDF to see how your proposal looks at any time.

■ Click  icon at the top of the proposal

Overview **Proposals** Routing People Institutions Reports Preferences Welcome, Yona Prost (yprost) [signin] [logout]

All Proposals » Effects of Radiation on Humans 

<input checked="" type="checkbox"/> SF424 RR 1	Effects of Radiation on Humans	
<input checked="" type="checkbox"/> SF424 RR Performance Sites 1	APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)	
<input checked="" type="checkbox"/> SF424 RR Other Project Inform 1	2. DATE SUBMITTED <input type="text"/>	Applicant Identifier <input type="text"/>
<input checked="" type="checkbox"/> SF424 RR KeyPersons 1	3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>
<input type="checkbox"/> SF424 RR Budget 1	1. * TYPE OF SUBMISSION <input type="radio"/> Pre-application <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	4. Federal Identifier <input type="text"/>

Viewing Grant Proposals in PDF Format

Check all appropriate sections. You can select as many or as few sections as desired.

Do not select the “Proposal” option

Click **Generate PDF**.

The screenshot shows a web application interface with a navigation bar at the top containing 'People', 'Institutions', 'Reports', and 'Preferences'. The user is identified as 'Welcome, Yona Prost (yprost)'. The browser address bar shows 'https://trainingtest.cayuse424.com:8450 - Print/PDF Options - Mozilla Firefox'. The main content area is titled 'Generate PDF' and contains a list of sections with checkboxes. A red oval highlights the first section, 'SF424 RR', which is checked. Other sections include 'SF424 RR Performance Sites', 'SF424 RR Other Project Information', 'SF424 RR KeyPersons', 'SF424 RR Budget', 'Modular Budget', 'Subaward Budget', 'PHS 398 Cover Page Supplement', 'PHS 398 Research Plan', 'PHS 398 Checklist', 'PHS 398 Cover Letter', and 'Proposal'. Below the list are links for 'select all', 'unselect all', and 'select included forms'. At the bottom, there are two more checkboxes: 'Include any attachments' (checked) and 'Include Subaward Proposals' (unchecked). To the right of the list, there are two buttons: 'Generate PDF' and 'Cancel', both circled in red. The right side of the interface shows a form with fields for 'Applicant Identifier', 'State Application Identifier', and other identifiers, with some values like '23456789' and 'hartford' visible.

Viewing Grant Proposals in PDF Format

- ❑ Cayuse424 will generate a PDF of all selected sections.
- ❑ Use the scrollbar to review the entire proposal.
- ❑ You can save or print the generated PDF version of your grant proposal.

se.com:8080 - printForms.do (application/pdf Object) - Mozilla Firefox

4 / 56 76.3% Find

APPLICATION FOR FEDERAL ASSISTANCE 24 (R&R)	2. DATE SUBMITTED 05/27/2007	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier	
4. Federal Identifier		
* Organizational DUNS:603847393		
* State: MA: Massachusetts		
* ZIP / Postal Code: 01855		
* Country: USA: UNITED STATES		
* First Name: Quentin		
Middle Name: Bugsy		
* Last Name: Ackerman		
Suffix:		
Fax Number:		
Email:		
7. * TYPE OF APPLICANT H: Public/State Controlled Institution of Higher Education	Other (Specify):	
Small Business Organization Type		
<input type="radio"/> Women Owned <input type="radio"/> Socially and Economically Disadvantaged		
9. * NAME OF FEDERAL AGENCY:		
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE: R01 System-to-System Program Announcement		
DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:		
AREAS AFFECTED BY PROJECT (cities, counties, states, etc.)		
14. CONGRESSIONAL DISTRICTS OF:		
a. * Applicant b. * Project		

Done