



Module 8: Submit Proposal

- Welcome to the Cayuse424 **Submit Proposal** module.
- In this module you will learn how to use Cayuse424 to:
 - Submit proposals to Grants.gov.
 - Discern the status of a proposal once it has been submitted to Grants.gov.

Assessing Readiness to Submit

- Your proposal is ready to be submitted when:
 - All required forms have been completed.
 - The required documents have been attached to the proposal.
 - There are no “Errors” on the validation list.
 - All review authorities on the Routing Chain have approved the proposal.
 - It is always a good idea to preview the proposal to see how it will look in finished format.
- Who will submit the proposal?
 - The proposal is ready to submit when the AOR has reviewed and approved it.
 - The Principal Investigator (or delegate) can submit the proposal to Grants.gov
 - If the PI prefers, the Sponsored Program Officer (AOR) can submit the proposal

Submitting a Proposal

- Open the proposal.
- Click the ⚡ icon or select Electronic Submission from the menu.

Overview **Proposals** Routing People Institutions Reports Preferences

All Proposals » Revised triage methodologies for the contemporary ER

Revised triage methodologies for the contemporary ER

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. Federal Identifier	

4. * TYPE OF SUBMISSION

Pre-application
 Application
 Changed/Corrected Application

5. APPLICANT INFORMATION

* Legal Name: The Ohio State University Research Foundation * Organizational DUNS: 071650709
Department: _____ Division: _____
* Street1: 1960 Kenny Road Street2: _____
* City: Columbus County: Franklin
* State/Province: Ohio * Zip/Postal Code: 43210
* Country: United States of America

Person to be contacted on matters involving this application

Prefix: _____ * First Name: Aimee Middle Name: _____ * Last Name: Nielsen-Link Suffix: _____
* Phone Number: 614-292-3143 Fax Number: 614-292-9779 Email: nielsen-link.1@osu.edu

6. * EMPLOYER IDENTIFICATION NUMBER(EN) or (TIN): 1316401599A1

7. * TYPE OF APPLICANT:
 Public/State Controlled Institution of Higher Education
Other (Specify): _____

8. * TYPE OF APPLICATION:
 New
 Resubmission
 Renewal
 Continuation
 Revision

If Revision, mark appropriate box(es).
 A. Increase Award
 B. Decrease Award
 C. Increase Duration
 D. Decrease Duration
 E. Other (specify): _____

9. * NAME OF FEDERAL AGENCY:
National Institutes of Health

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: _____
TITLE: R01 System-to-System PAR

* Is this application being submitted to other agencies?
 Yes No
What other Agencies? _____


Proposal Management


- Permissions
- Approval
- Electronic Submission**

Submitting a Proposal


- On the **Electronic Submission** page:
 - Expand the Proposal Details section
 - Verify that the correct proposal has been selected for the submission process


Revised triage methodologies for the contemporary ER

 **Electronic Submission**

 **Proposal Details**

Opportunity	R01 System-to-System PAR
Opportunity Number	PAR-SS-R01
Competition ID	VERSION-2A
CFDA #	
Opening Date	2006-08-03
Closing Date	2007-12-30
Instructions	http://atapply.grants.gov/opportunities/instructions/oppPAR-SS-R01-cidVERSION-2A-instructions.pdf

 **Proposal Submission History**

 **Electronic Submission**

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


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


Submitting a Proposal


- On the **Electronic Submission** page:
 - Click **Validate Proposal**: Cayuse424 will perform a final error check.
 - This final check is designed to detect errors for Grants.gov validations (not the validations for the sponsor)
 - If errors are found, you must correct them before submitting, otherwise your proposal will be rejected once it is received by Grants.gov.

Revised triage methodologies for the contemporary ER

Electronic Submission

 Proposal Details

 Proposal Submission History

 Electronic Submission

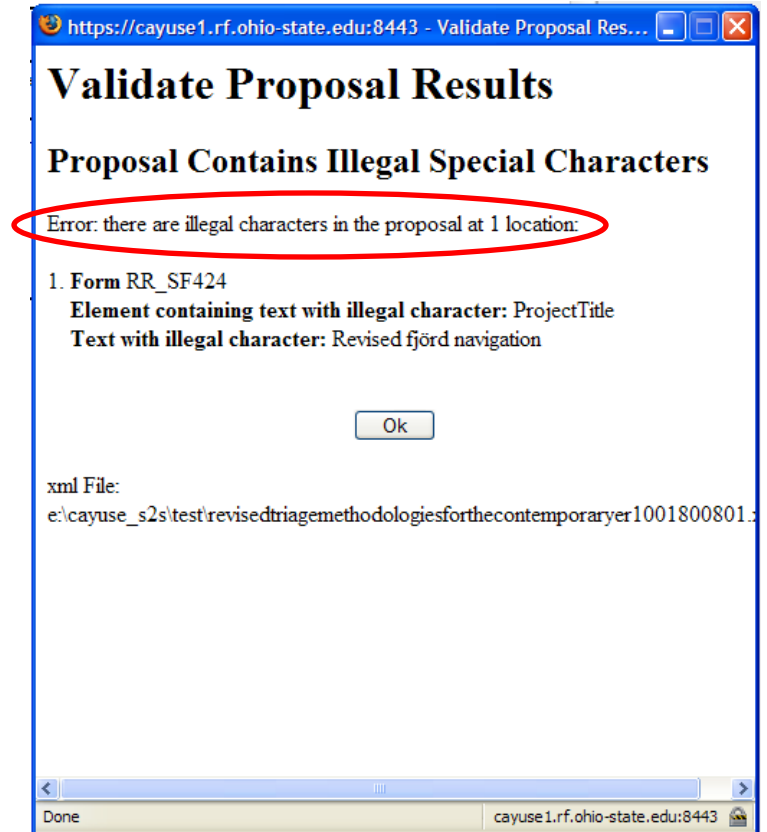
Submission Target	https://atws.grants.gov:446/app-s2s-server/services/ApplicantIntegrationSoapPort
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Submitting a Proposal

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Submitting a Proposal


- Click **Submit to Grants.gov**.

The screenshot displays the Grants.gov web application interface. At the top, there is a navigation bar with tabs for Overview, Proposals, Routing, People, Institutions, Reports, and Admin. The current page is titled 'All Proposals > Effects of Radiation on Humans'. On the left side, there is a sidebar with a tree view of proposal sections, including SF424 RR, SF424 RR Performance Sites, SF424 RR Other Project Inform, SF424 RR KeyPersons, SF424 RR Budget, Modular Budget, Subaward Budget, and PHS 398 Cover Page Supplemer. The main content area shows the details for the proposal 'Effects of Radiation on Humans'. It features a yellow lightning bolt icon and the heading 'Electronic Submission'. Below this, there are expandable sections for 'Proposal Details', 'Proposal Submission History', and 'Electronic Submission'. The 'Electronic Submission' section is expanded, showing a 'Submission Target' field with the URL 'https://atws.grants.gov:446/app-s2s-server/services/ApplicantIntegrationSoapPort'. Below the URL, there is a text block: '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'. At the bottom of this section, there are two buttons: 'Validate Proposal (Run final validation checks - recommended.)' and 'Submit to Grants.gov'. The 'Submit to Grants.gov' button is circled in red.

Overview Proposals Routing People Institutions Reports Admin We

All Proposals > Effects of Radiation on Humans

Effects of Radiation on Humans

 **Electronic Submission**

Proposal Details

Proposal Submission History

Electronic Submission

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

(Run final validation checks - *recommended.*)

Submitting a Proposal

- Click **Submit**

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Overview, Proposals, Routing, People, Institutions, Reports, and Admin. The main content area is titled "Effects of Radiation on Humans" and contains a list of proposal sections on the left, including "SF424 RR", "SF424 RR Performance Sites", "SF424 RR Other Project Inform", "SF424 RR KeyPersons", "SF424 RR Budget", "Modular Budget", "Subaward Budget", and "PHS 398 Cover Page Supplemer".

A modal dialog box is open in the center, titled "Submit now?". The dialog contains the text "Submit this proposal electronically to Grants.gov?" and two buttons: "Submit" and "Cancel". The "Submit" button is circled in red. The dialog also shows a "Validate Proposal" button and a "Submit to Grants.gov" button at the bottom.


The dialog box title bar indicates the URL: "https://trainingtest.cayuse424.com:8450 - Submit now? - Mozilla Firefox". The status bar at the bottom of the dialog shows "Done" and "trainingtest.cayuse424.com:8450".

Submitting a Proposal


- The submission status will be displayed.
- Keep the window open until the tracking number is displayed.


The screenshot displays a web application interface with a navigation menu at the top containing 'Overview', 'Proposals', 'Routing', 'People', 'Institutions', 'Reports', and 'Admin'. The main content area is titled 'All Proposals > Effects of Radiation on Humans'. On the left, a sidebar lists various proposal components, including 'SF424 RR' (with sub-items 1 and 2), 'SF424 RR Performance Sites' (with sub-item 1), 'SF424 RR Other Project Inform' (with sub-item 1), 'SF424 RR KeyPersons' (with sub-item 1), 'SF424 RR Budget' (with sub-items 1, 2, 3, 4), 'Modular Budget' (with sub-item 1), 'Subaward Budget' (with sub-item 1), and 'PHS 398 Cover Page Supplemer' (with sub-items 1 and 2). A red circle highlights a modal window titled 'Submitting to Grants.gov...' which shows the following progress: 'Proposal: Effects of Radiation on Humans', 'Step 1: Validating Proposal' (checked), 'Step 2: Assembling Proposal' (checked), and 'Step 3: Submitting to Grants.gov' (loading). Below the progress bar is a 'Close Window' button and a warning message: 'It is better NOT to Press the Close Window button until it displays the tracking number. Many factors affect the response time, including proximity to a deadline. If you feel you have waited too long, press the Close Window button and check Proposal History before resubmitting.' The status bar at the bottom of the modal window shows 'Done' and the URL 'trainingtest.cayuse424.com:8450'.


Reviewing Tracking Information


- The Electronic Submission page contains:
 - Proposal Details
 - Proposal Submission History
 - Electronic Submission functionality
- Click the  icon for details.

Dominant Expression for New Targets in Candida Albicans

 **Electronic Submission**

 **Proposal Details**

 **Proposal Submission History**

 **Electronic Submission**

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


(Run final validation checks - *recommended.*)



Reviewing Tracking Information

- **View Proposal Submission History**
 - Once the submission is complete a Grants.gov tracking number is displayed along with date, time and submitter. If you click on the Grants.gov tracking number link, the current status will be displayed.
 - Your institution will receive a series of emails from Grants.gov and the federal contracting agency indicating status.
 - Receipt does not mean acceptance. Be vigilant about reviewing status until you are sure it has been accepted by the agency.

Dominant Expression for New Targets in Candida Albicans

 **Electronic Submission**

Proposal Details

Proposal Submission History

Grants.gov Tracking Number	Date/Time (According to Grants.gov)	Submitter
GRANT00086018	2007-01-05 16:38:12 EST	askwith.1

Electronic Submission

Submission Target	https://atws.grants.gov:446/app-s2s-server/services/ApplicantIntegrationSoapPort
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(Run final validation checks - **recommended**.)

Unlikely, *but Possible*, Support Call

Grants.gov has flagged errors in this proposal

GRANT00075257

Processing Error, XMLWELLFORMATERROR, FATAL

XML is not Well-Formed.

DefaultValidationHandler found 1 problems:

1 Errors:

1: (line 161 column 22) cvc-complex-type.2.4.b: The content of element 'rr:Profile' is not complete. One of '{ "http://apply.grants.gov/forms/RR_KeyPerson-V1.1":OtherProjectRoleCategory, "http://apply.grants.gov/forms/RR_KeyPerson-V1.1":BioSketchsAttached }' is expected.

The document is NOT valid!

If you receive an error like this during the proposal submission process, contact your Sponsored Program Officer or the RF Helpdesk immediately.

Submitting Your Proposal

- Once the submission is complete a Grants.gov tracking number is displayed along with date, time and submitter.
- Your institution will receive a series of emails from Grants.gov and the federal contracting agency indicating status.
- Receipt does not mean acceptance. Be vigilant about reviewing status until you are sure it has been accepted by the agency.

The screenshot shows a web application interface with a navigation menu at the top containing 'Overview', 'Proposals', 'Routing', 'People', 'Institutions', 'Reports', and 'Admin'. The main content area is titled 'Effects of Radiation on Humans' and features a left-hand sidebar with a tree view of proposal sections, including 'SF424 RR', 'Performance Sites', 'Other Project Inform', 'Key Persons', 'Budget', and 'Modular Budget'. The main content area displays an 'Electronic Submission' header with a lightning bolt icon. Below this is a 'Proposal Submission History' table with the following data:

Grants.gov Tracking Number	Date/Time (According to Grants.gov)	Submitter
GRANT00097636	2007-08-09 13:45:08 PDT	jcolley

The tracking number 'GRANT00097636' is circled in red. Below the table is another 'Electronic Submission' section.