



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

USDA Overview and Cayuse 101

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Research Navigation Symposium – April 20, 2018



Today's Objectives

- USDA Programs
- Getting started with Cayuse: Tips and Tricks



Office for Research and Graduate Education

Grant Development Support Unit (GDSU)

Our job is to make the proposal development process as straightforward and streamlined as possible.

We offer the following grant-related services:

- Identifying appropriate funding opportunities
- Proposal development and submission
- Editing and proofreading (time permitting)
- Budgeting
- Answering grant-related questions

This service is free to all CFAES employees!



National Institute of Food and Agriculture (NIFA)

NIFA Website: nifa.usda.gov

The screenshot shows the top of the NIFA website. The header includes the USDA logo and the text "United States Department of Agriculture National Institute of Food and Agriculture". Navigation links for "ABOUT", "TOOLS", "DATA GATEWAY", "BUDGET & LEGISLATION", "CONTACT", and "LANGUAGE" are present. A secondary navigation bar contains icons for "TOPICS", "PROGRAMS", "GRANTS", "NEWSROOM", "IMPACTS", and "RESOURCES". Below this is a video player showing a close-up of several wooden crates filled with various types of tomatoes. Handwritten signs in the crates indicate prices: "HEIRLOOM TOMATOES \$3.00 LB", "Grape Tomato \$3.00 each or 2 / \$5", and "Radishes \$2.00 pint". A text overlay on the video reads "USDA's National Institute of Food and Agriculture Invests in Food Safety Outreach and Educational Programs". The video player has standard playback controls and a progress bar.

FEATURED INFORMATION



Data Gateway



RFA List



Farm Bill



Careers



Capacity Grants

FUNDING OPPORTUNITIES SEARCH

Keyword

Keywords



Overview of the Agriculture and Food Research Initiative (AFRI)

AFRI is the Nation's leading competitive grants program for agricultural sciences. NIFA awards AFRI research, education, and extension grants to combat childhood obesity, improve rural economies, increase food production, create new sources of energy, mitigate the impacts of climate variability, address water availability issues, ensure food safety and security, and train the next generation of the agricultural work force.



Overview of the Agriculture and Food Research Initiative (AFRI)

On March 23rd, President Trump signed into law a 2,232 page, \$1.3 trillion spending bill for 2018 that delivered the largest increase in federal research funding in a decade.

The USDA's Agricultural and Food Research Initiative that funds competitive grant programs for universities and other institutions received a \$25 million or 6.7% increase to \$400 million.

Overall, the \$176.8 billion in research funding, which is an increase of \$20.8 billion or 12.8% above 2017.



AFRI Challenge Areas (additional RFP's)

- Childhood Obesity Prevention
- Food Safety
- Resilient Agroecosystems in a Changing Climate
- Sustainable Bioenergy and Bioproducts
- Water for Food Production Systems



Challenge Areas

- Mostly integrated programs
- Research component is more applied
- Often change markedly from year to year
- Larger grant size, typically >\$1 million
- Multiple investigators or large teams



AFRI Foundational Program: Program Areas aligned with Farm Bill Priorities

- Plant health and production, plant products
- Animal health and production, animal products
- Food safety, nutrition, and health
- Bioenergy, natural resources, environment
- Agriculture systems and technology
- Agriculture economics and rural communities



Foundational Program

- Mostly single function, fundamental research
- Don't change markedly from year to year
- Smaller grant size, \$500,000 maximum
- Individual investigators or small teams



Beginning Farmer and Rancher Development Program

- Helps beginners with entering, establishing, building and managing successful farm and ranch enterprises.
- \$300,000-\$600,000 maximum grant
- Matching Funds Requirement (25% of total project costs)



Rural Cooperative Development Grant Program

- Improves economic condition of rural areas
- Helps to start, expand, or improve rural cooperatives
- \$200,000 maximum grant
- Matching Funds Requirement of 25% of total project costs
- Conduct feasibility studies, develop business plans, facilitate strategic planning, and provide leadership and improvement training
- Current funded proposal “Improving the rural economy of Ohio and West Virginia through cooperative development”



Cayuse 101

<https://cayuse.rf.ohio-state.edu/308/login.do>



Research

[Go to Cayuse.com](#)

The Ohio State University Office of Sponsored Programs

Cayuse424/v8.2.1

Username:

schlegel.33|

Password:

●●●●●●●●

SIGN IN ►

**If you need assistance please contact
orhelpdesk@osu.edu.**

First time signing in
and need a
password?
[Click here](#)

Forgot username or
password?
[Click here](#)

Need compatible
browser info?
[Click here](#)



Cayuse 424 is a fast and easy to use web application created specifically to simplify the creation, review, approval, and electronic submission of grant proposals.

- Automates proposal preparation (preview and print)
- Error Validation (monitored throughout the process)
- Copy and transform proposals
- Automates sub-awards
- Document Repository (pdf)
- Available for USDA, NIH, and *NSF



Cayuse 424 Three Components

1. Reviewing and updating Professional Profile (only Senior Key Personnel)
2. Completing the SF424 (R&R) Forms
3. Routing and submitting



Step by Step Access to Cayuse

- Request access to Cayuse 424 through the RF Help Desk
 - rfhelpdesk@osu.edu
- Review getting started guide to configure browser
 - Allow cookies and pop-ups for Cayuse 424; enable javascript
 - Mozilla Firefox is the recommended browser
- Access: <https://cayuse.rf.ohio-state.edu:8443/v8/>
 - Login = OSU Internet User Name (name.#);
 - password – “password”; be sure to change password




The Ohio State University Office of Sponsored Programs

Cayuse424/v8.2.1

 [Opportunities](#)

 [Proposals](#)

 [Routing & Approval](#)

 [Professional Profiles](#)

 [Institutional Profiles](#)

 [Reports](#)

 [Settings](#)

If you need assistance please contact orhelpdesk@osu.edu.

[Compatible browser info](#)

37399/Cayuse424/v8.2.1

 [Support](#)



Tabbed Navigation

Opportunities tab

- Browse downloaded opportunities
- Download new opportunities
- Create new proposals from downloaded opportunities

Proposals tab

- Create/edit a grant proposal
- Create edit a subaward proposal
- Import a subaward proposal



Tabbed Navigation

People tab

- Create/edit a professional profile
- View a professional profile

Institutions tab

- View the primary institutional profile
- Create profiles for subcontracting institutions



Tabbed Navigation

Settings/Admin tab

- Change your password and email address

Support link (on the **Overview** tab)

- Latest documentation (under Cayuse424)
- User Reference Manual
- Cayuse listserv
- Data Integration Tools
- Training modules




The Opportunity

- An opportunity is a grant application package that is downloaded, completed and routed for review prior to submitting to Grants.gov
- New proposals can be built once the Opportunity (i.e. FOA) has been downloaded into Cayuse424
- Before you start to build your proposal you need to determine if the opportunity you are applying for has already been downloaded
- You do this by reviewing the Opportunity List



Reviewing the Opportunity List

- Click the Opportunities Tab
- Cayuse424 displays a list of opportunities already downloaded
- Simply select the opportunity using the green plus symbol. 

Overview **Opportunities** Proposals Routing People Institutions Reports Settings (schlegel.33) [Sign ou

Opportunities

usda Search Show All ☐ Show Closed Opportunities

25 Page 1 of 1 Displaying 1 to 15 of 15 items

| | Opportunity Number | Title | Comp. ID | Comp. Title ^ | Agency | CFDA # | Opens | Closes | Downloaded |
|---|------------------------|---|----------|---------------|--|--------|------------|------------|------------|
| + | USDA-FS-UCF-01-2019 | 2019 National Urban and Community Forestry Grant Program | | | Forest Service | 10.675 | 01-31-2018 | 04-30-2018 | 04-17-2018 |
| + | USDA-NIFA-OP-006510 | Agriculture in the Classroom (AITC) | | | National Institute of Food and Agriculture | 10.500 | 02-09-2018 | 05-01-2018 | 04-17-2018 |
| + | USDA-NIFA-RHSE-006542 | Rural Health and Safety Education Competitive Grant Program | | | National Institute of Food and Agriculture | 10.500 | 03-22-2018 | 05-24-2018 | 04-17-2018 |
| + | USDA-NIFA-SLBCE-006537 | AgrAbility - Assistive Technology Program for Farmers with Disabilities | | | National Institute of Food and Agriculture | 10.500 | 02-26-2018 | 04-30-2018 | 04-17-2018 |
| + | USDA-NIFA-SLBCE-006539 | 1994 Tribal Colleges Extension Grant Program | | | National Institute of Food and Agriculture | 10.500 | 03-09-2018 | 05-21-2018 | 04-17-2018 |
| + | USDA-NIFA-SLBCE-006546 | 1994 Tribal College Extension Special Emphasis | | | National Institute of Food and Agriculture | 10.500 | 04-05-2018 | 05-21-2018 | 04-17-2018 |
| + | USDA-NIFA-ARPA-006535 | Agriculture Risk Management Education | | | National Institute of Food and Agriculture | 10.500 | 02-23-2018 | 04-27-2018 | 04-17-2018 |
| + | USDA-NIFA-SLBCE-006451 | Smith-Lever 3B, 3C, & 3D Programs - Supplement | | | National Institute of Food and Agriculture | 10.500 | 10-01-2017 | 12-31-2018 | 04-17-2018 |



Creating a New Proposal



Create Grants.gov/Research.gov Proposal

Opportunity: **USDA-NIFA-RHSE-006542** ⓘ

Select A Different Opportunity

Proposal Name:



Search for PI

[Show recent](#) | [Show all](#)

Principal Investigator:

Organization:

Default IDC Rate:

of Budget periods:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Due Date:



Validation Type:

Create Proposal

Cancel



Navigating the Proposal

| | | | | |
|---|--|--|---|--|
| <div><input checked="" type="checkbox"/> SF424 RR</div> <div>1</div> <div>2</div> <div><input checked="" type="checkbox"/> RR Performance Sites</div> <div>1</div> <div><input checked="" type="checkbox"/> RR Other Project Information</div> <div>1</div> <div><input checked="" type="checkbox"/> RR Key Persons</div> <div>1</div> <div><input checked="" type="checkbox"/> RR Personal Data</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> <div><input checked="" type="checkbox"/> RR Fed NonFed Budget</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div><input type="checkbox"/> RR Fed NonFed Subaward Budget</div> <div>1</div> <div><input checked="" type="checkbox"/> Supplemental Information</div> <div>1</div> | 2018 Miller CPPM Resubmission | | | |
| | APPLICATION FOR FEDERAL ASSISTANCE SF 424 R&R | | 2. DATE SUBMITTED <input type="text"/> | Applicant Identifier <input type="text"/> |
| | | | 3. DATE RECEIVED BY STATE <input type="text"/> | State Application Identifier <input type="text"/> |
| | 1. TYPE OF SUBMISSION <input type="radio"/> Pre-application <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application | | 4. a. Federal Identifier <input type="text"/> | b. Agency Routing Number <input type="text"/> c. Previous Grants.gov Tracking ID <input type="text"/> |
| | 5. APPLICANT INFORMATION | | | |
| | Legal Name: <input type="text" value="The Ohio State University"/> | | Organizational DUNS: <input type="text" value="832127323"/> | |
| | Department: <input type="text"/> | | Division: <input type="text"/> | |
| | Street1: <input type="text" value="1960 Kenny Road"/> | | Street2: <input type="text"/> | |
| | City: <input type="text" value="Columbus"/> | | County/Parish: <input type="text" value="Franklin"/> | |
| | State/Province: <input type="text" value="Ohio"/> | | Zip/Postal Code: <input type="text" value="43210-1016"/> | |
| Country: <input type="text" value="United States of America"/> | | | | |
| Person to be contacted on matters involving this application | | | | |
| Prefix: <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/> | | | | |
| Position/Title: <input type="text"/> | | | | |



Navigating the Proposal

- All forms are listed in the navigation bar on the left side of the screen
- The checkboxes control which forms are submitted electronically to the agency
 - Mandatory forms are automatically checked and cannot be unchecked
 - Optional forms can be checked to include in the proposal submission (e.g. Detailed vs. Modular Budget pages)
- The page numbers are links to form pages

The screenshot shows a navigation bar for a proposal system. It features a list of forms on the left, each with a checkbox and a page number. The forms are: SF424 RR (checked, page 1), RR Performance Sites (checked, page 1), RR Other Project Information (checked, page 1), RR Key Persons (checked, page 1), RR Personal Data (checked, pages 1-5), RR Fed NonFed Budget (checked, pages 1-4), RR Fed NonFed Subaward Budget (unchecked, page 1), and Supplemental Information (checked, page 1). On the right side of the bar, there are labels for different sections: APPL SF, 1.1, C, C, C, 5.1, S, Per, and Pre. The 'Pre' label is highlighted with a grey box.



Validation and Error Tracking

- 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
- Any items labeled “Info” are special pieces of information and advice that we believe might be useful to the application submission process.



Getting Help

- Work with your Sponsored Program Officer
- Send questions to the Research Foundation Help Desk at 688-8288 or rfhelpdesk@osu.edu
- Contact GDSU



Grant Development Support Unit

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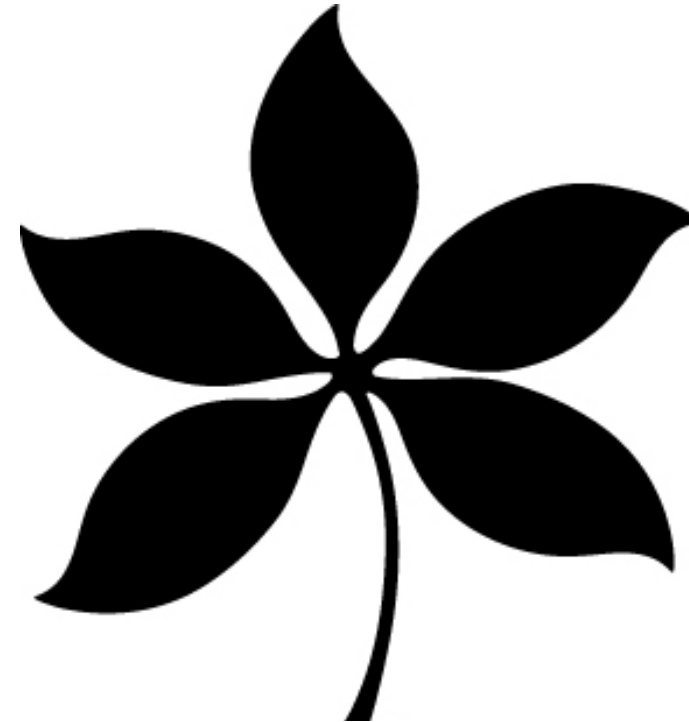
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Questions??