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.

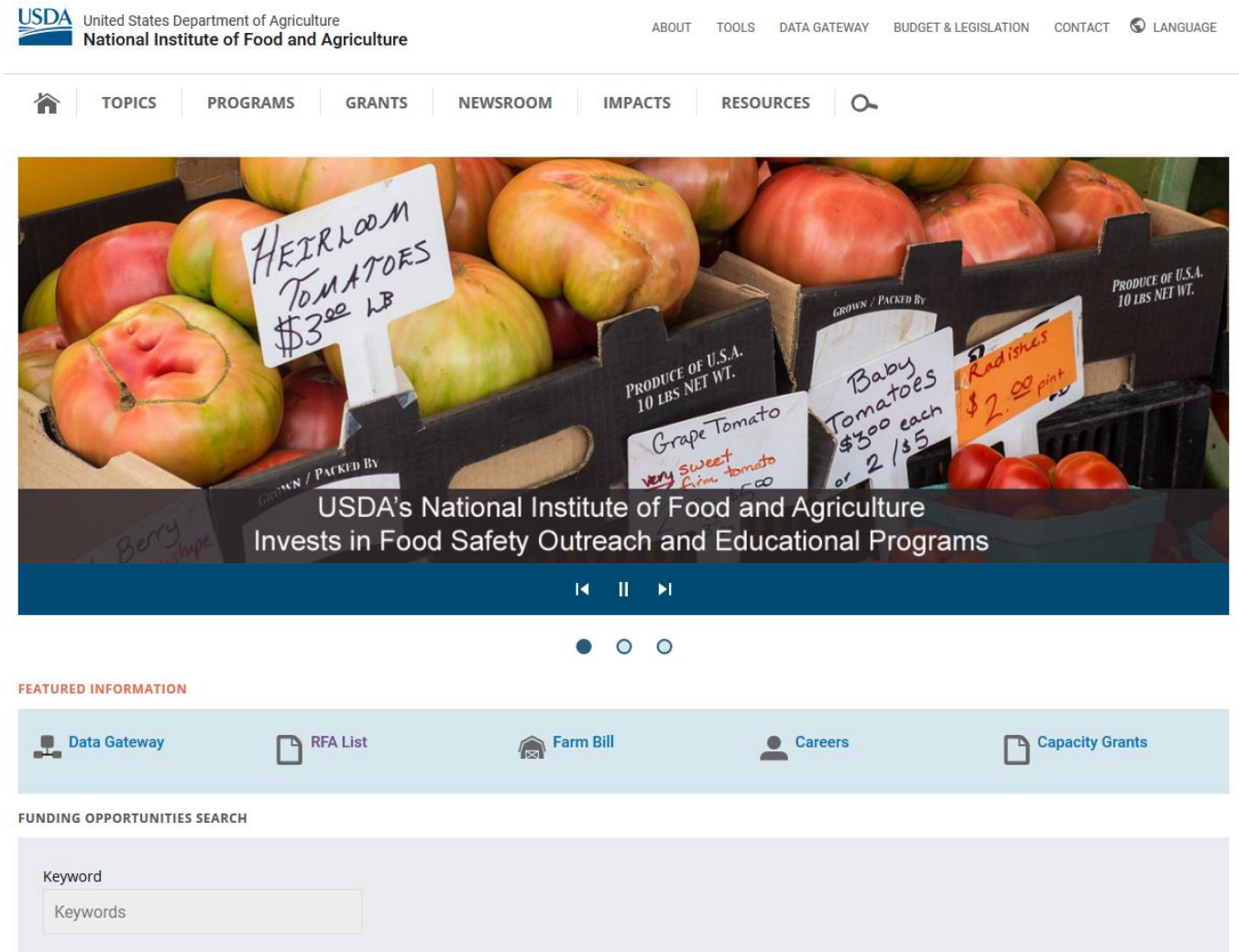
We offer the following grant-related services:

- 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



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

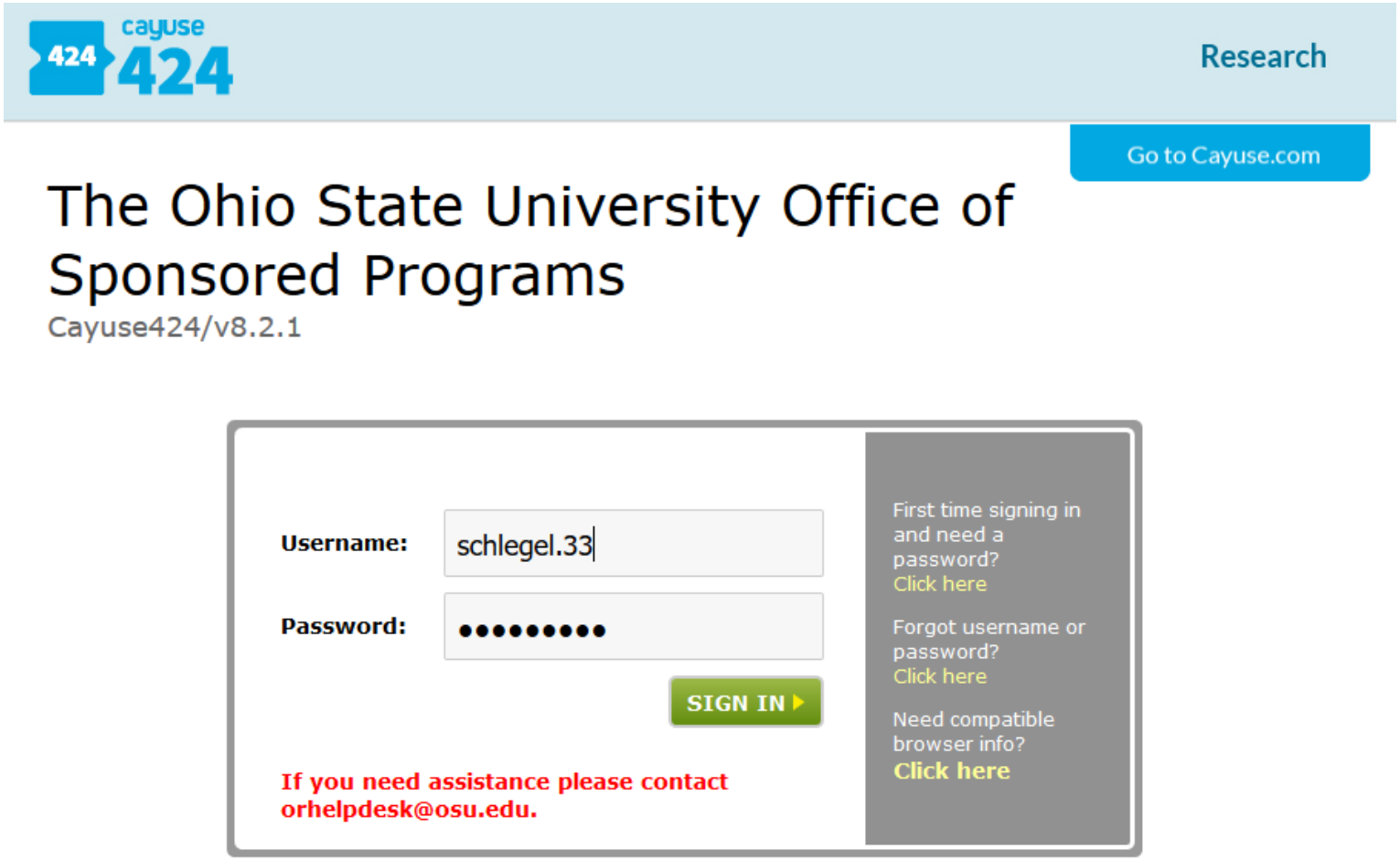
- Helps beginners with entering, establishing, building and managing successful farm and ranch enterprises.
- $300,000-$600,000 maximum grant
- Matching Funds Requirement (25% of total project costs)

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 feasability 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


cayuse 424
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

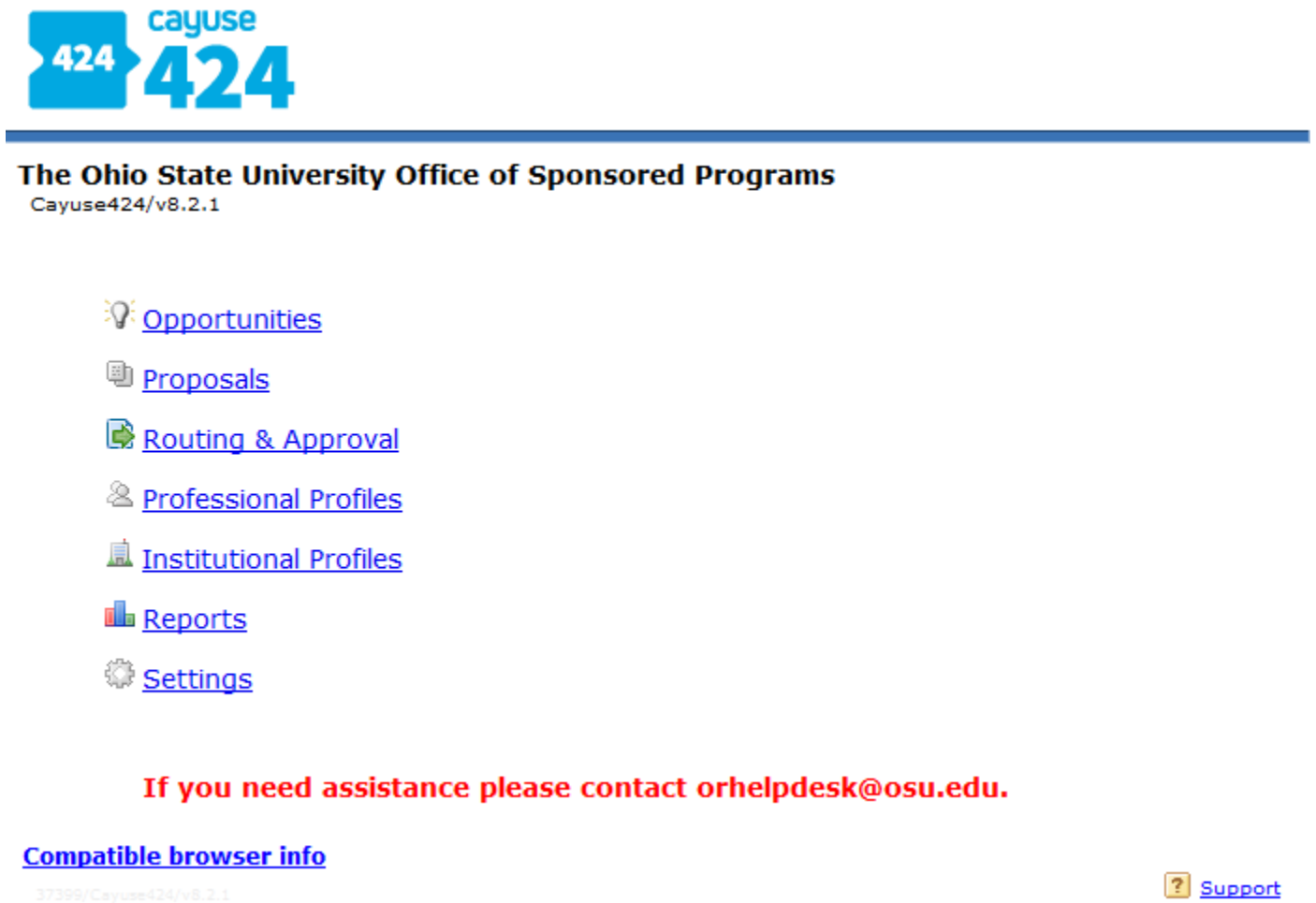
1. Reviewing and updating Professional Profile (only Senior Key Personnel)

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


cayuse 424
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
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)

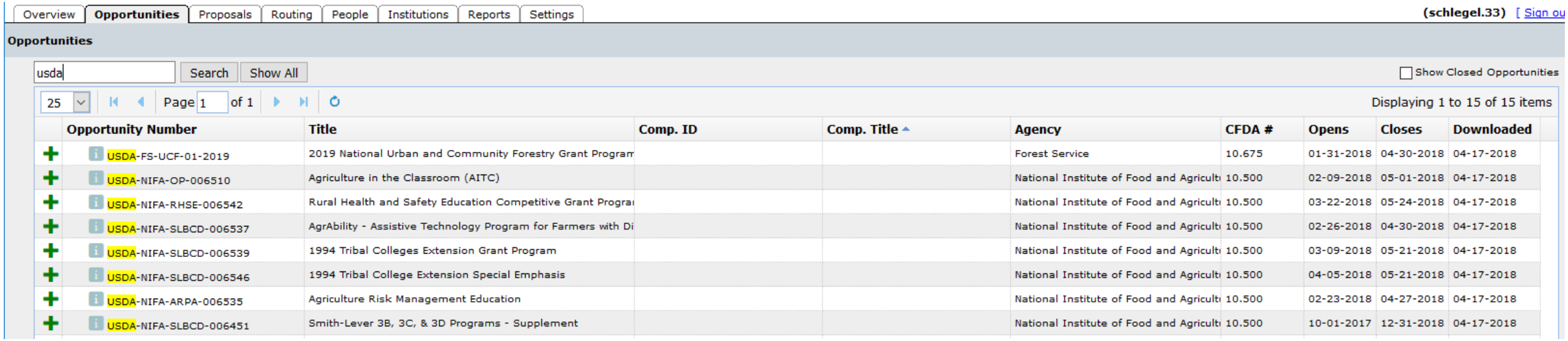
- Latest documentation (under Cayuse424)
- User Reference Manual
- Cayuse listserv
- Data Integration Tools
- Training modules

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

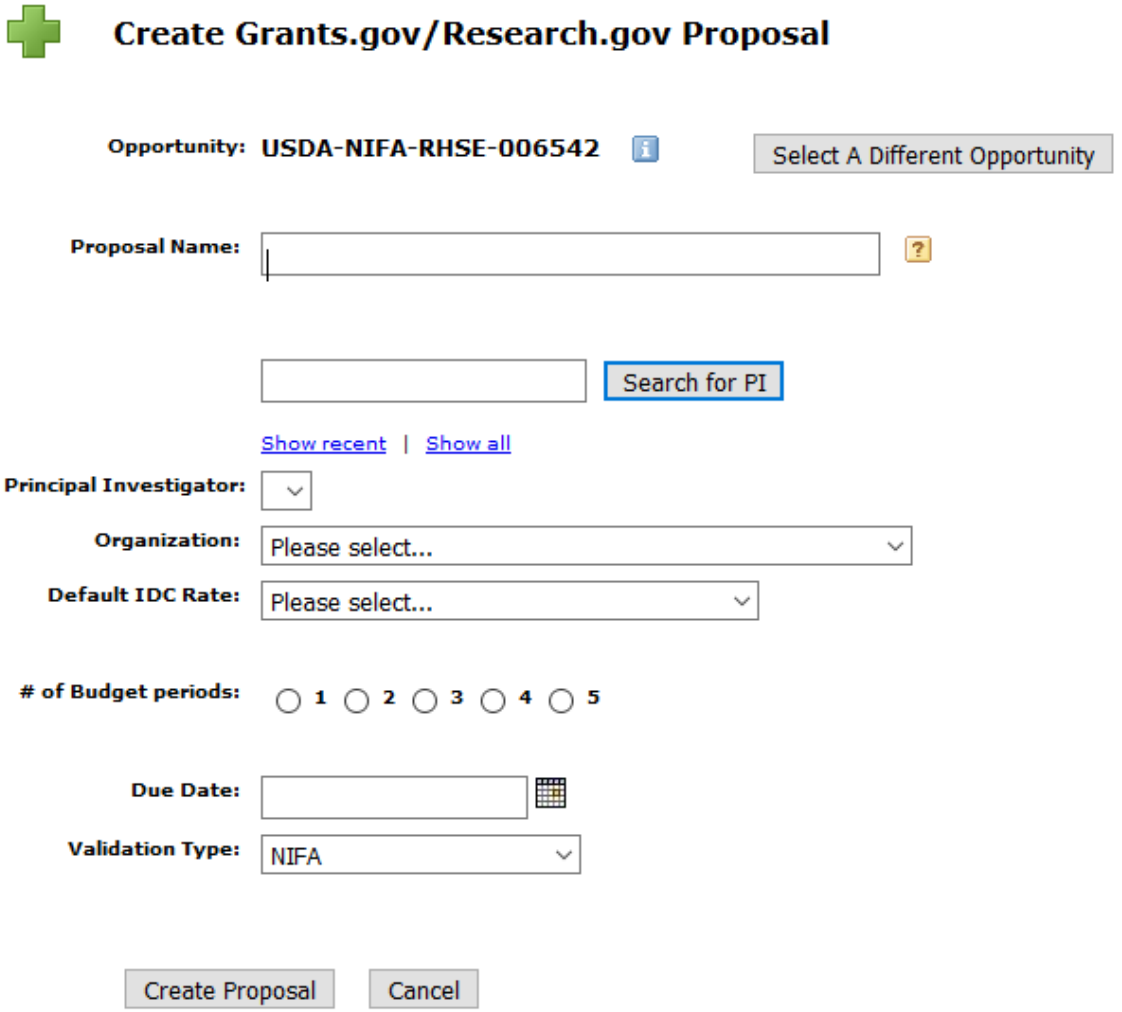
Reviewing the Opportunity List

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

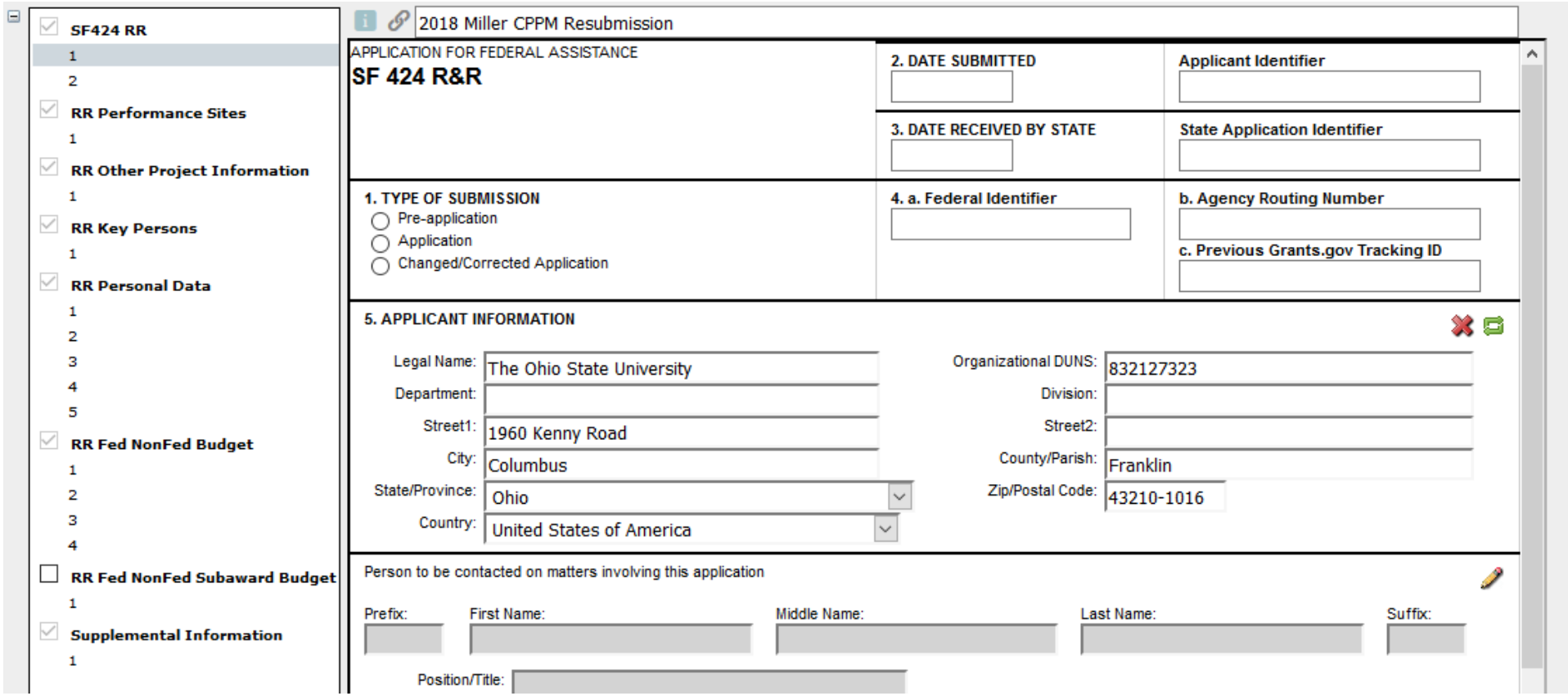


Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	Opens	Closes	Downloaded
USDA-FS-UCF-01-2019	2019 National Urban and Community Forestry Grant Program			Forest Service	10.675	01-31-2018	04-30-2018	04-17-2018
USDA-NIFA-OP-006510	Agriculture in the Classroom (AITC)			National Institute of Food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

Creating a New Proposal

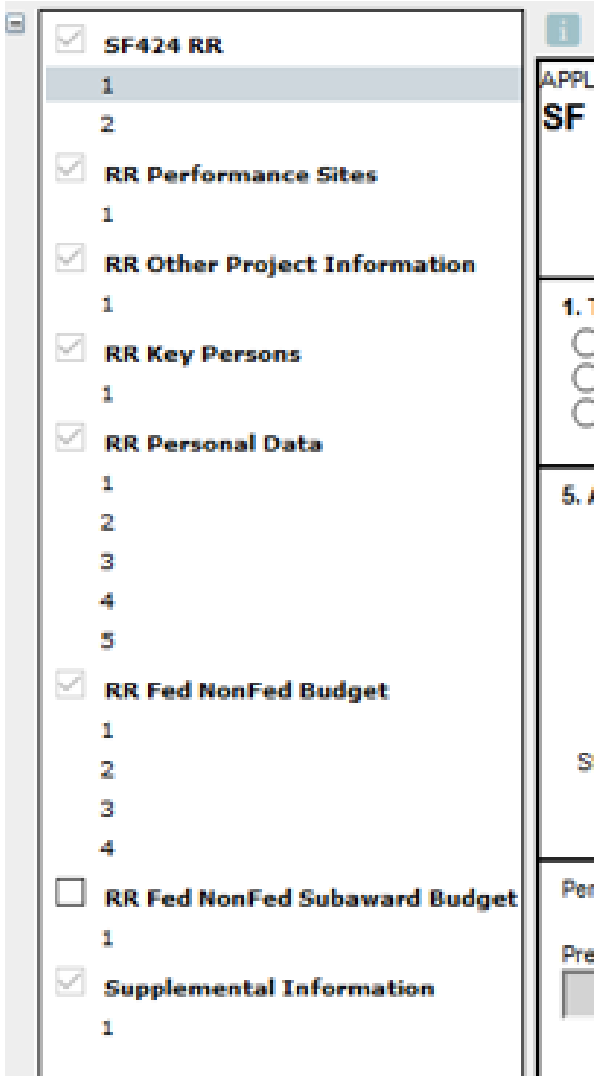


Navigating the Proposal



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



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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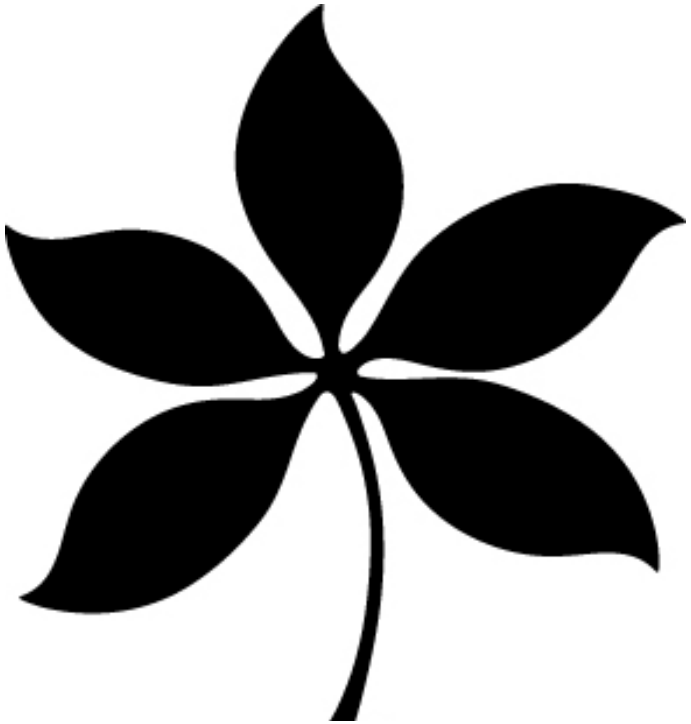

Questions??