**QUICK GUIDE to using CAYUSE 424**

1.) Check your browser [configurations to ensure compatibility](#). You will only have to do this one time. CAYUSE 424's recommended browser is Firefox.

The browser pop up exception URL for MSU CAYUSE 424 is: https://montclair.cayuse424.com

Interested in using CAYUSE 424 to submit your <u>FEDERAL</u> opportunity?

1. Using your MSU Net ID, log into CAYUSE 424 at: https://montclair.cayuse424.com
   (If you are not able to log in, please contact OSP, information listed below.)
2. Choose "CAYUSE 424" under "Research Administration Modules.".
3. Click on the opportunities link at the "Welcome to CAYUSE 424" page, or the white "Opportunities" tab above the blue menu bar if you are already in CAYUSE 424.
4.
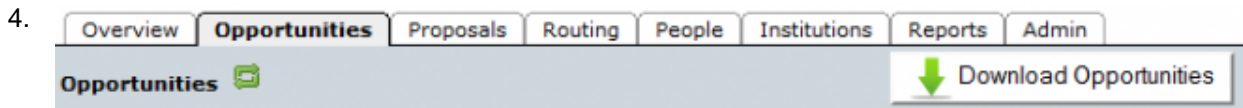
5. Click on "Download Opportunities." A dialog box will open. Enter the Federal "Catalog of Federal Domestic Assistance" (CFDA) number found in the federal agency's proposal guidelines/RFP, OR, the RFP/Solicitation number exactly as it is written in the federal agency's guidelines. E.g.., the NIH's solicitation number for the "Research Project Grant (R01)," found in the program announcement, is PA-13-302, and the CFDA number is 93.361.
6. Click on "Download Opportunities."
7. Once your opportunity is downloaded, you will see it appear in your list of available opportunities by clicking on the opportunities tab. Click on the sign, to create a new proposal. A dialog box will open:
   a. Enter a "working title" for your proposal. (This is not the official title of your submission, it is simply an internal identifier.)
   b. Select the Principal Investigator. Type the PI's last name and click the Search for PI button (easiest), or click on "search all" and scroll down to select. If the PI does not appear, contact OSP (see below).
   c. Choose "Montclair State University as the organization.
   d. Select the estimated number of budget periods (years) in which project will take place.
   e. Enter the Sponsor's due date (deadline) for the submission.
   f. For indirect cost type choose "salary and wages." (OSP will make any necessary adjustments.)
   g. The "Validation Type" is automatically selected. You need not make any changes here.
   h. Click on "Create Proposal."

<u>TIP: CLICK the FLOPPY, EARLY and OFTEN!</u>

 IMPORTANT NOTE: ANY CHANGES to your proposal (no matter how minimal) must be saved by clicking on the blue "floppy icon" in the blue shaded menu bar at the top of your browser, or by switching between proposal sections via the Navigation Screen on the left hand side of your proposal.

Additional training materials can be found on [OSP's CAYUSE 424 website](#). Of course, OSP will be offering training sessions, both individually and campus wide. Please contact OSP to set up a training session, or to answer your questions at osp@montclair.edu, or ext. 3223.