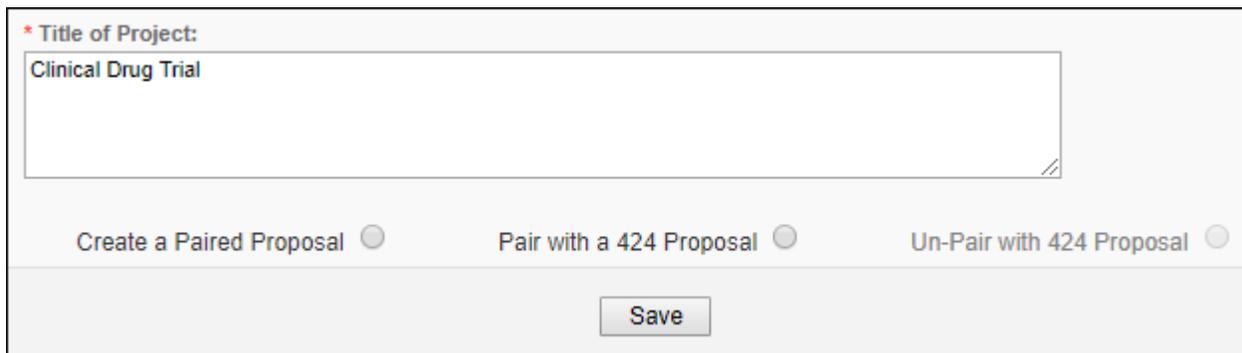


Linking or Pairing a Cayuse 424 Proposal in CAYUSE SP

Upon filling out General and Sponsor Information when creating your proposal, you will see an option to pair your Cayuse SP proposal with a Cayuse 424 proposal. During proposal creation, only one of these options is active: **Create a Paired Proposal**. Upon saving this page, **Pair with a 424 Proposal** will also be active.



* Title of Project:
Clinical Drug Trial

Create a Paired Proposal Pair with a 424 Proposal Un-Pair with 424 Proposal

Save

We recommend building your proposal in Cayuse SP, but proposals can also be paired after creation.

When the proposals are linked, routing in Cayuse 424 is turned off and handled through Cayuse SP. If the proposal is a federal proposal, the Cayuse 424 proposal will be the proposal submitted to Grants.gov.

Creating a New Paired Proposal

1. Once you have filled out all the basic information required to create your proposal, click **Create a Paired Proposal**.



2. Depending on your settings, Cayuse 424 will open in a new window or tab, and the **Create Proposal** dialog box will pop up.

Create Proposal

Grants.gov
Proposals for federal opportunities downloaded from and submittable to Grants.gov.

Other Proposal
Other proposal formats not electronically submitted to Grants.gov, including other federal proposals, or opportunities from non-federal sponsors. Also includes internal opportunities.

Research Subaward Proposal
Subaward proposal for internal use or for sending to other Cayuse424 sites; uses the 424 RR Budget.

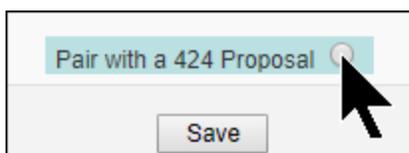
Training Subaward Proposal
Subaward proposal for internal use or for sending to other Cayuse424 sites; uses the PHS 398 Training Budget.

3. The Cayuse SP Proposal's **Short Project Name** becomes the Cayuse 424 proposal's **Proposal Name**, and the **Sponsor Deadline** is the **Due Date**. This information is carried over from Cayuse SP for your convenience, and you can change it as you would for any Cayuse 424 proposal. This will not affect the linkage between the proposals.
4. Follow the steps for [creating a Cayuse 424 proposal](#).

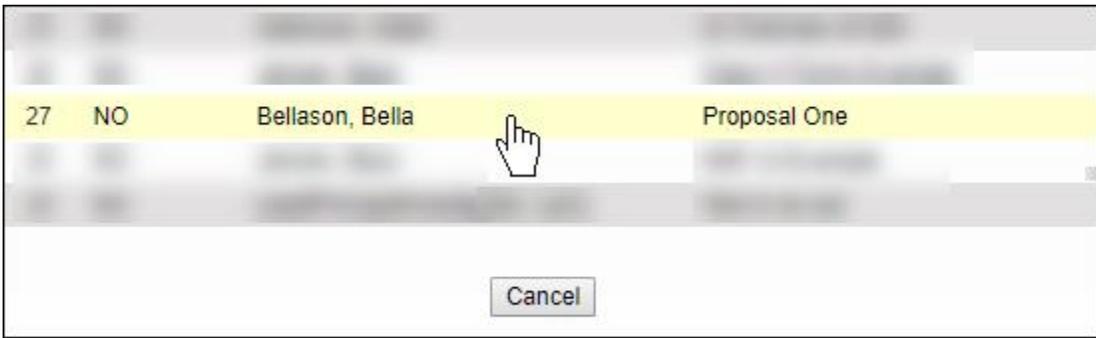
Once you have completed the proposal creation in Cayuse 424, you'll see your newly-created proposal with  next to the proposal name at the top. Clicking on the icon will direct you back to Cayuse SP.

Pairing an Existing Cayuse 424 Proposal

1. If you know that there is already an existing Cayuse 424 proposal for your Cayuse SP proposal, click **Pair with a Cayuse 424 Proposal** after saving the General Information page.



2. A dialogue window will show you a list of 424 proposals that you can pair with. Click on the proposal you want to link.

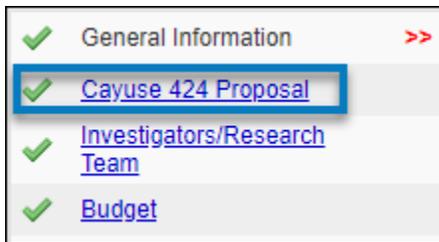


A screenshot of a table with a yellow highlighted row. The row contains the text '27 NO Bellason, Bella Proposal One'. A mouse cursor is pointing at the row. Below the table is a 'Cancel' button.

27	NO	Bellason, Bella	Proposal One
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Cancel

You will now be able to access the 424 proposal by clicking on **Cayuse 424 Proposal** in the side menu.



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