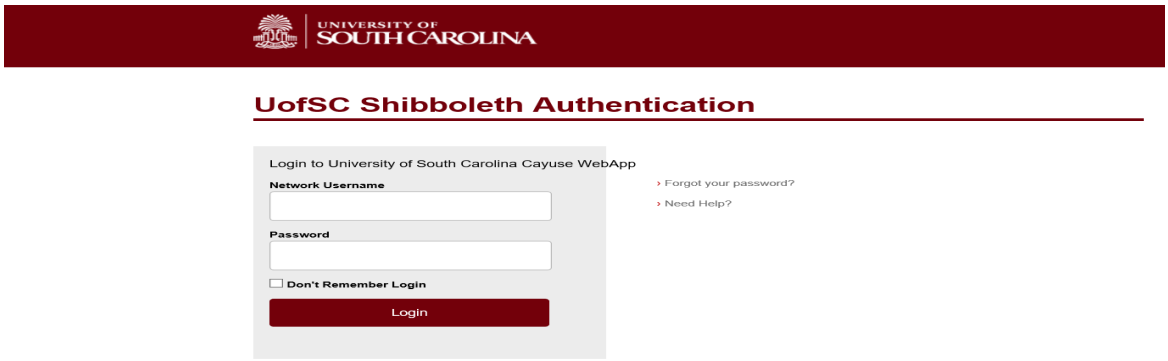
Cayuse 424 – Incoming Subaward Quick Guide: USC will Receive a Subcontract

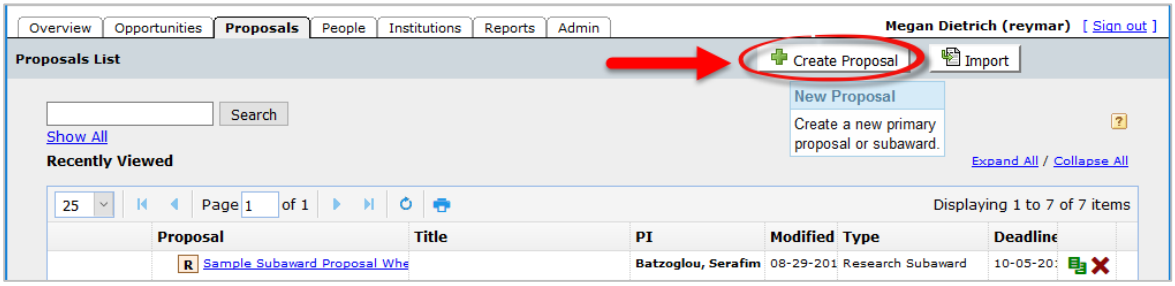
Scenario #1: USC will be issued a subcontract, and the pass through institution uses Cayuse 424

The USC PI will create a standalone subaward proposal within Cayuse, export the proposal and send it to the pass through institution via email. The pass though institution will then import our subaward proposal into their prime proposal.

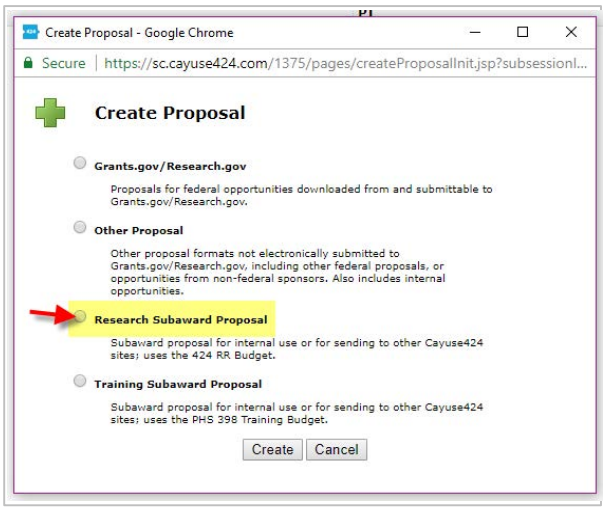
1. Navigate to Cayuse 424 from https://sc.cayuse424.com



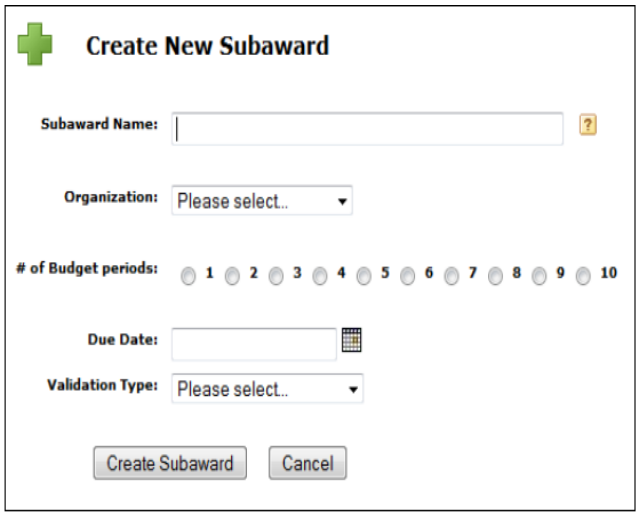
2. Click on the Proposals tab
3. Click on Create Proposal



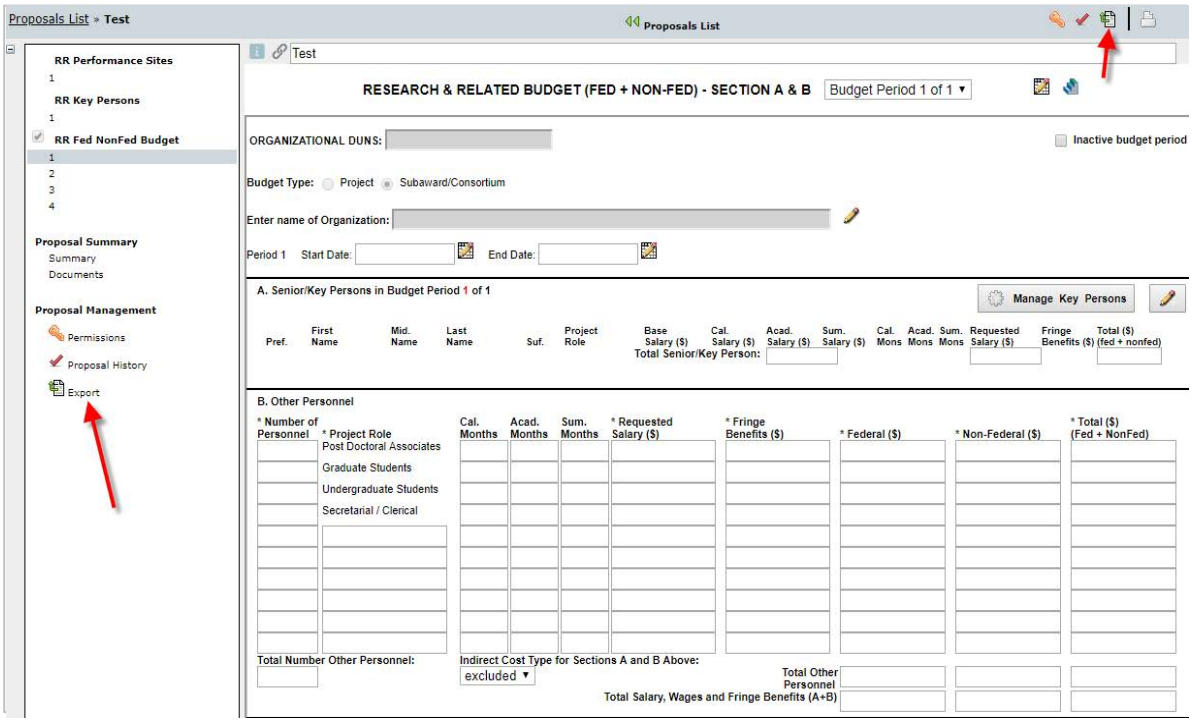
4. Click on Research Subaward Proposal



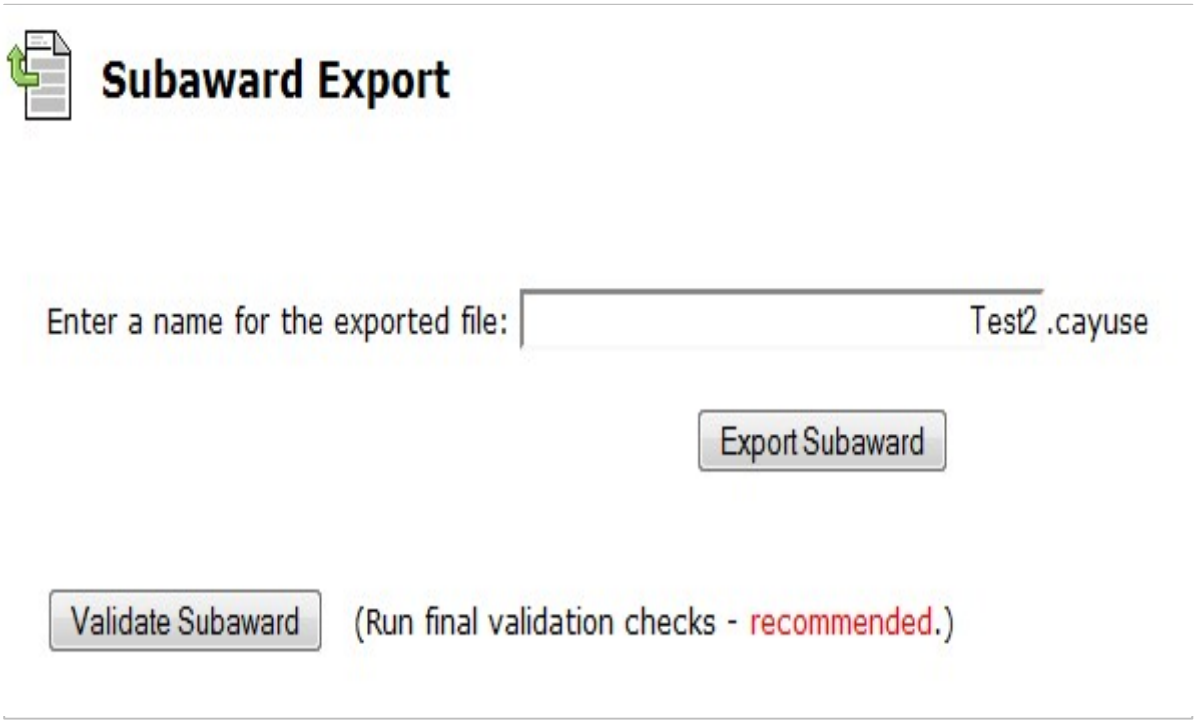
5. The Create New Subaward dialog box will appear. Enter a name for the Subaward.



6. Select the University of South Carolina as the Organization from the dropdown menu.
7. Select the number of Budget Periods.
8. Enter a Due Date for the Subaward.
9. Select the validation type. If you do not see the federal sponsor to which you are applying in the drop down list, select "Other Federal Agency".
10. Click Create Subaward. You will be taken into the subaward and will be able to edit the subaward and add data.
11. Once you have completed the subaward proposal click on the export icon either in the upper right or on the left hand navigation menu



12. You will be navigated to the Proposal Export page. Click on Validate to ensure your subaward proposal conforms with the selected sponsor.



13. Click on Export and save the .cayuse file somewhere convenient. You can then attach this file to an email to send to your pass through institution.

For additional detailed guidance:

www.sc.edu/about/offices_and_divisions/sponsored_awards_management/

external_proposal_preparation/proposal_submission/cayuse/index.php

Scenario #2: USC will be issued a subcontract, and the pass through institution does NOT use Cayuse 424

Option #1: We request that the flow through institution extract the subaward pages of the proposal from Grants.gov Workspace as PDFs, send them to us for completion, we complete them and return them for uploading into their Workspace prime proposal .

Option #2: We provide the pass through institution with the requisite information and attachments for them to complete the subaward pages within their own Grants.gov Workspace prime proposal.