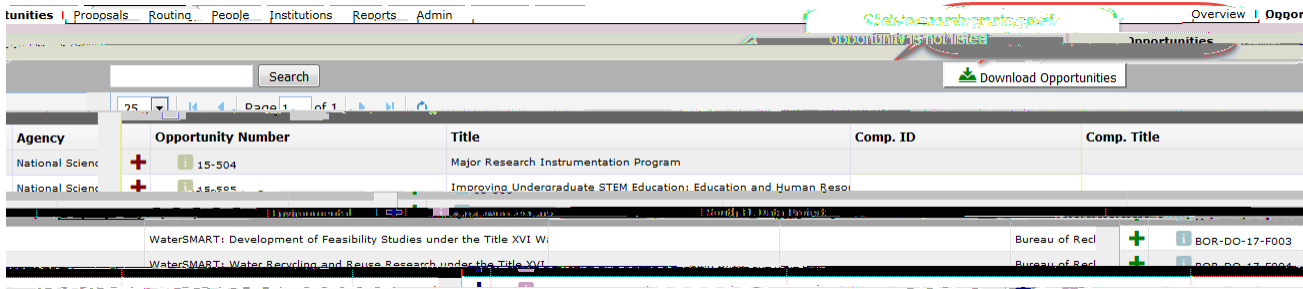


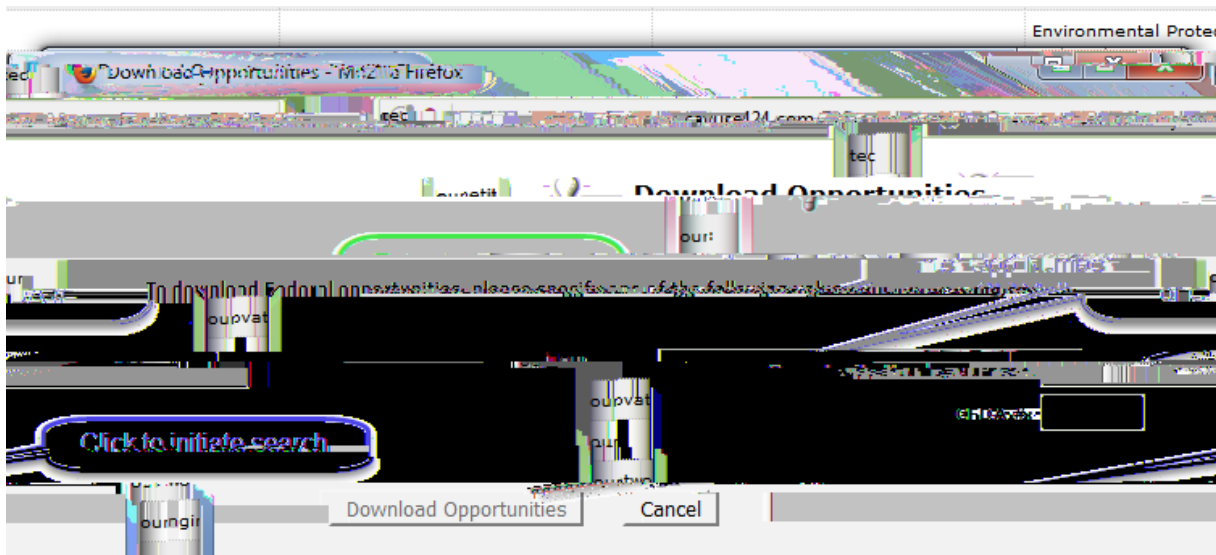
# PICTURE GUIDE #1: CREATE THE PROPOSAL IN CAYUSE 424

## Create Federal Proposals submitted via Grants.gov:

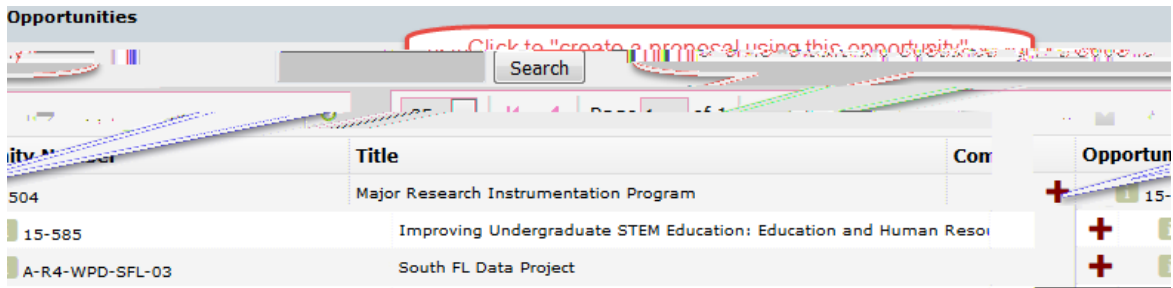
- #1: Open “opportunities” page via list or tab.
- #2: Review list for CFDA # or Title of Grant Opportunity; if listed select and skip to #8
- #3: If opportunity not present, click “Download Opportunities”



- #4: Enter Opportunity Number or CFDA number
- #5: Click “Download Opportunities” button in search box



- #6: Cayuse produces a list from its Grants.gov search
- #7: Find the Opportunity
- #8: Click the green cross icon on opportunity line (“Create a proposal using this Opportunity”)



#9: Enter Proposal Name

#10: Select PI from search box, "Show all," OR list

#11: Select FLC as the Organization

#12: Enter number of Budget years

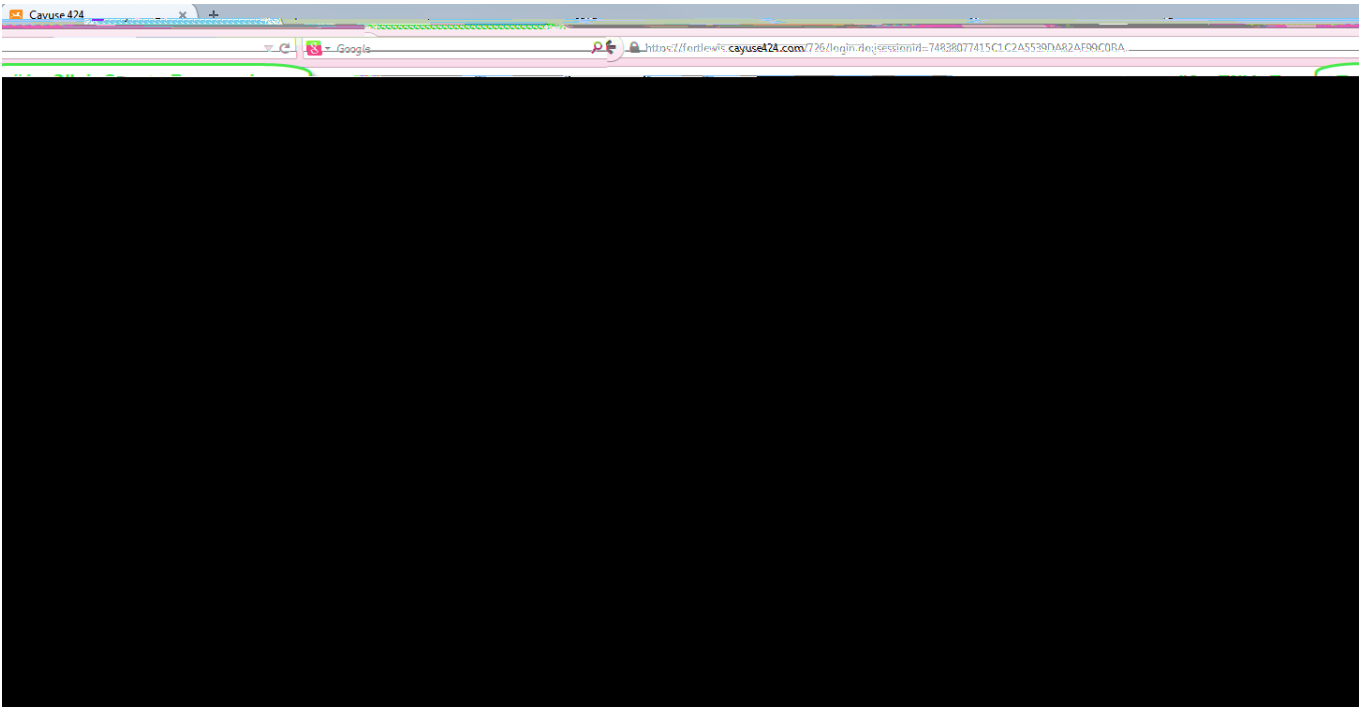
#13: Enter proposal due date

#14: Click "Create proposal"

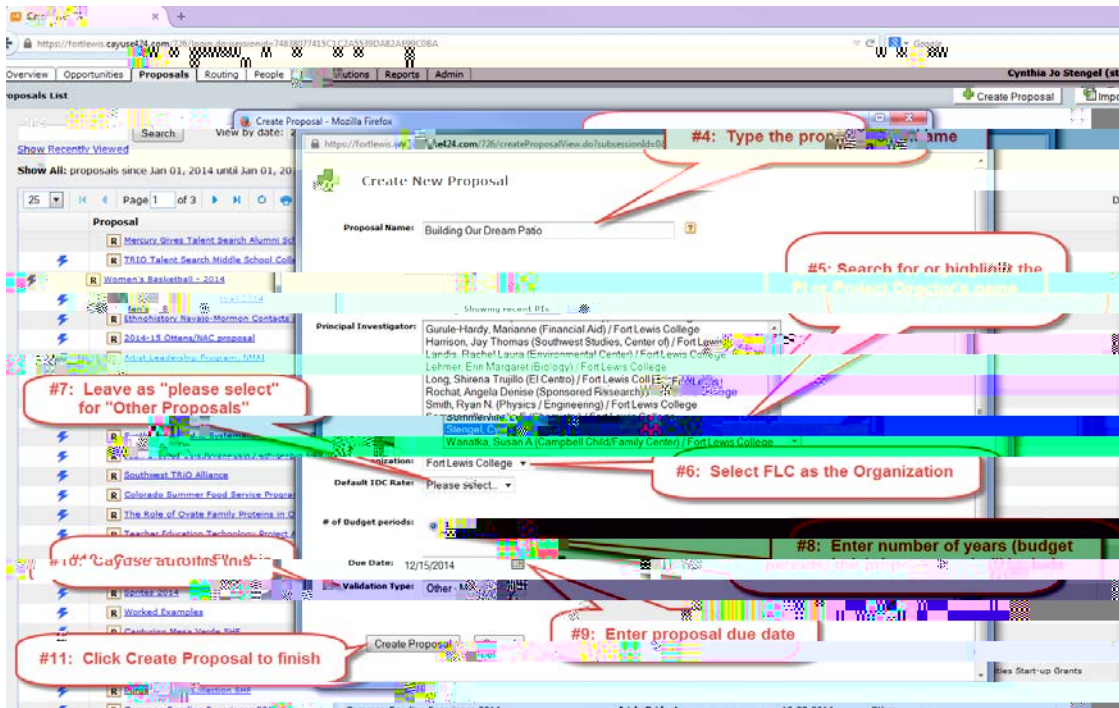


## Create All Other Proposals not being submitted via Grants.gov:

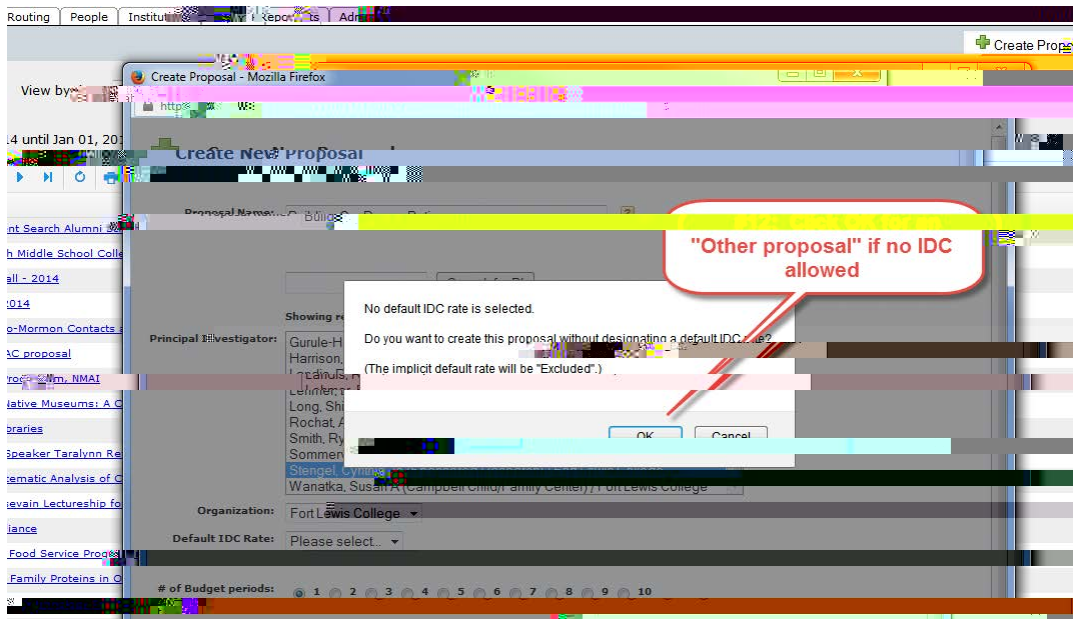
- #1: Open "Proposals" page via list or tab. Click "create proposal"
- #2: Choose "Other Proposal" ONLY
- #3: Click "Create"



- #4: Type Proposal Name
- #5: Select PI from search box, "Show all," OR list
- #6: Select FLC as the Organization
- #7: Leave as "please select" for Other Proposals
- #8: Enter number of budget years
- #9: Enter proposal due date
- #10: Leave "Validation Type" alone
- #11: Click "Create Proposal" to finish



#12: Click OK if "no IDC" dialog box appears



Your new proposal appears on a list with other proposals you've created before.