Cayuse and UFIRST Fact Sheet

Cayuse will continue to be available until phase two of the UFIRST implementation takes place in October. Until that time Cayuse should be used for all Grants.gov submissions for which it is available.

To ensure consistency in how Cayuse information is transmitted within UFIRST follow the steps below.

Steps

1. Create the UFIRST Proposal record by completing the asterisked items on the Proposal Smartform. Once you complete this you will land in your proposal workspace.

2. Navigate to Cayuse and create the package you plan to complete. The Cayuse package does not have to be complete in order to generate a Cayuse link.

3. Generate the Cayuse Link by clicking the image of two rings.
4. Copy the link provided in the Proposal Quick Link pop up.

5. Navigate back to your UFIRST proposal and open the Proposal Smart Form by clicking the **Edit Proposal SmartForm** button.

6. Scroll to the bottom of the General Information page (the first page of the SmartForm) and paste the Cayuse Link in the box for Question 13.

7. Click the **Exit** link within the navigation bar of the page to return to the Proposal Workspace.

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