

Tips for AORs Using Cayuse424

Set up your Professional Profile

AORs will automatically have full access to all Professional Profiles.


You must first set up a Professional Profile for yourself and link to HJF at “Institutional Sub-profiles.”

At the “General Personal Information” panel, you only have to enter your name and NIH Commons ID. You do not need to enter any other personal information.

In “Contact Info” panel, enter OSP’s main phone number, 301-294-1276, and OSPNGA email address.

In “eRA Role” panel, check both “Administrative Official” and “Signing Official/AOR” boxes.

Leave “Salary and Fringe Worksheet” panel blank.

Once your professional profile is created, click the “Permission” icon  to give “User” group access to “List,” and “Autofill” by checking the boxes underneath them.

Set up Institutional Profile


AORs will automatically have full access to all Institutional Profiles.

PI or SPA will contact you when they need an institutional profile to be set up. After you set up the profile, you must give “User” group access to “List,” “Read,” and “Autofill.”

Proposal

AORs will automatically have full access to all proposals expect the “permission” ability. If you need to have the ability to grant access to other users, ask the initiator of the proposal to grant you full access to the proposal.

Lock an application before submission

Once HJF and USU approve the administrative parts of the proposal, including the budget, you can lock the application so the data can not be altered. To lock an application, click the “Approval” icon  at the bottom of the left hand navigation panel or the upper right hand corner of the application.

Note: the PI/SPA can still change attachments after you lock the proposal, i.e. Research Plan.