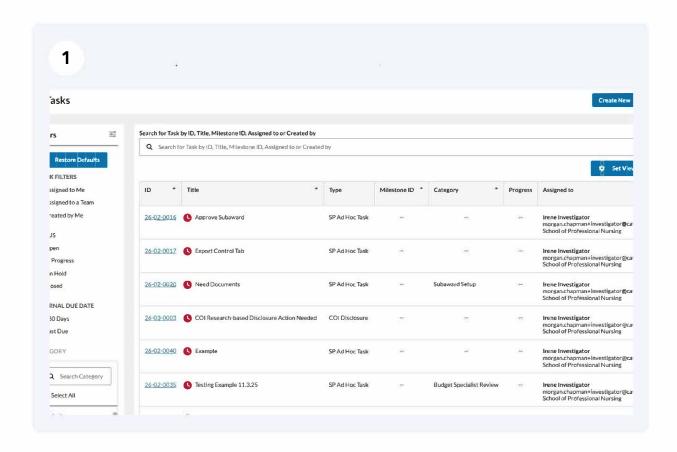
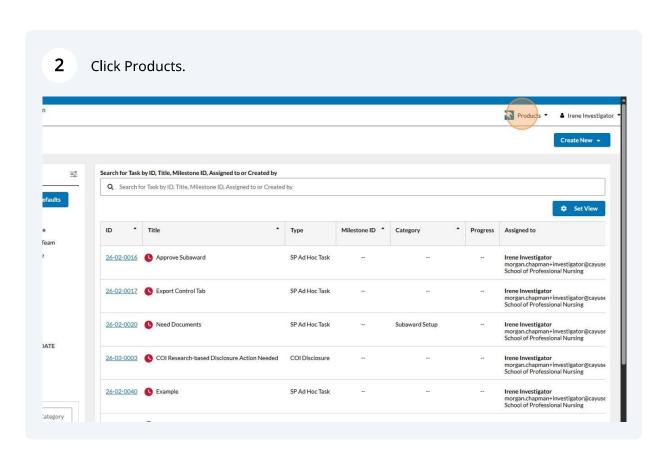
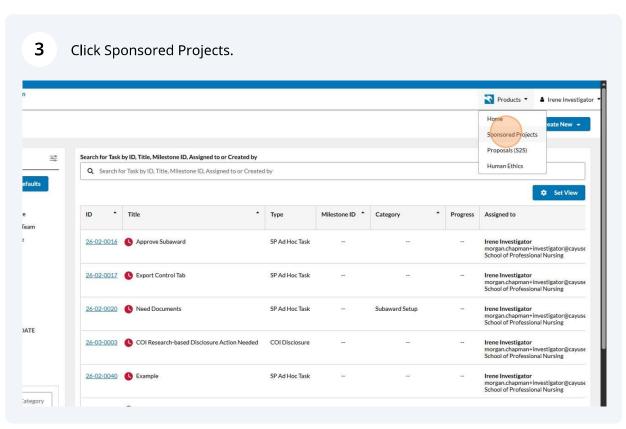
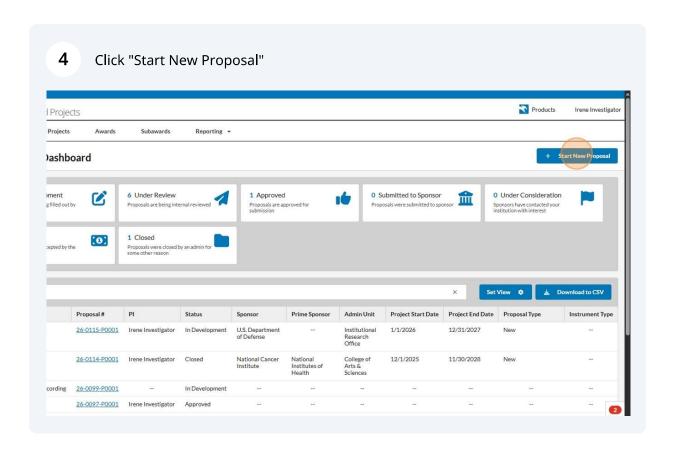
Starting a Proposal







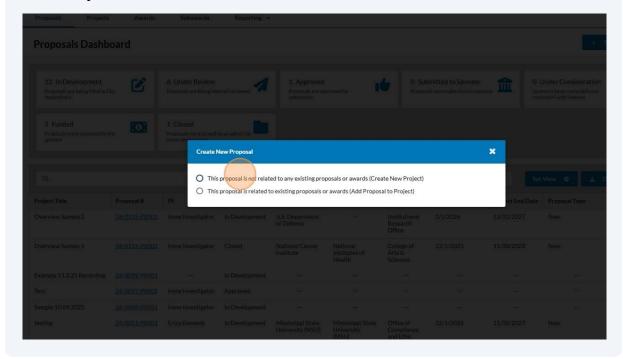




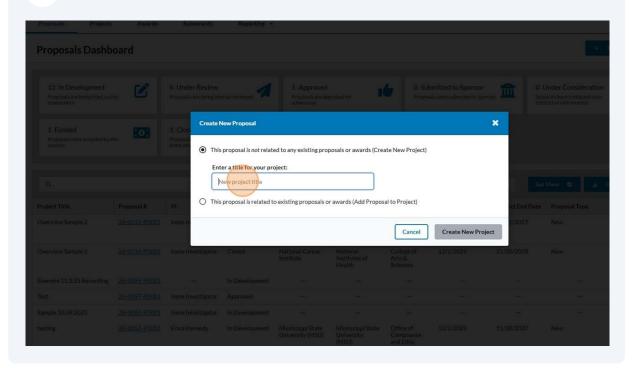
Click "This proposal is not related to any existing proposals or awards (Create New Project)" if there is not an existing project related to this proposal.

Click "This proposal is related to existing proposals or awards (Add Proposal to Project)" if there is an existing project that directly relates to this proposal. Cayuse will group all proposals and awards by the project number.

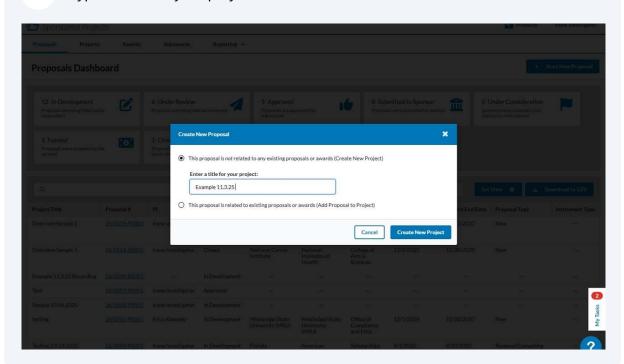
For this example, we will create a proposal that is not related to another record in Cayuse.



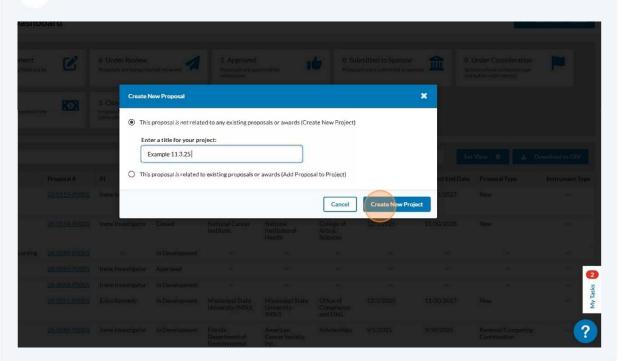
6 Click the "Enter a title for your project:" field.



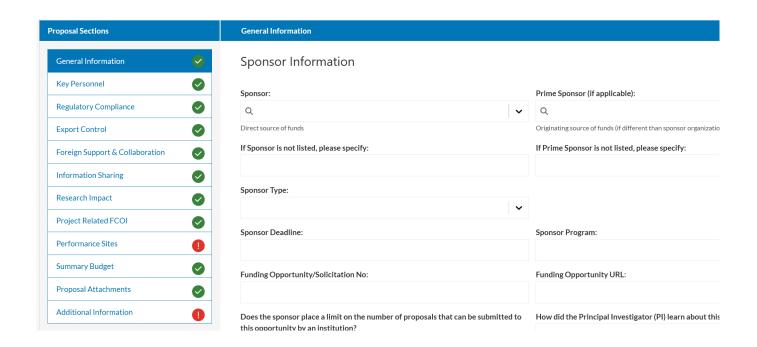
7 Type the title of your project.



8 Click "Create New Project".



- While completing the proposal form, skip any field you are unsure on. Your Pre-Award Admin will work collaboratively with you to ensure the form is completed accurately.
- You will be brought to the Proposal Form. The first tab is General
 Information. Begin entering all the information that you know on this page.
 Move through all remaining tabs under General Information to Summary Budget.



Contact your Pre-Award Admin upon completion of the proposal form. They will work with you to verify the information and begin routing. Please note that only ORA staff should initiate routing for a proposal.