

## Instructions to download a Proposal from Cayuse

Log into Cayuse 424 – <https://uri.cayuse424.com>

1. Click “Show All” under the Search box

The screenshot shows the Cayuse Proposals (S2S) interface. At the top, there are navigation tabs: Opportunities, Proposals (selected), Routing, People, Institutions, Reports, and More. A user profile for Theodore Myatt is visible in the top right. Below the navigation, there are buttons for '+ Create Proposal' and 'Import'. The main content area is titled 'Proposals List' and features a search box with a 'Search' button. Below the search box, there is a 'Show All' link. A red arrow points from a red callout box containing the text '1. Select "Show All"' to the 'Show All' link. Below the search box, there is a 'Recently Viewed' section and a table of proposals. The table has columns for Proposal, Title, PI, Modified, Type, and Deadline. The first row shows a proposal titled 'CELS: Faubert: Insect and disease monitor' by Faubert, Heather, modified on 01-27-2021, with a deadline of 11-16-2020. Other proposals include 'VPR: Huttenhower: RI Small Business Deve', 'GSO-CI/Lohmann/SERDP/2019/Developm', 'Library: DataSpark: Pierson: I OPC FY2R1', 'EGR: Matos: Nautilus Defense/DoD: STTR:', 'EGR: Matos: DOD: STTR Phase I: Feasibil', and 'EGR: Hashemi: NFEW: Dune and Habitat f'.

2. Use the Search box and other search features (e.g., View by Date) to identify the Proposal you wish to download.
3. Make sure the check boxes next to Include Submitted Proposals is Checked and the check box next to Make Show All the default view is Checked.

The screenshot shows the Cayuse Proposals (S2S) interface with search filters applied. A red arrow points from a red callout box containing the text '2. Use Search box and search features to identify proposal' to the search box. The search filters include 'View by date: 2019', 'Include submitted proposals' (checked), and 'Show only locked proposals' (unchecked). Below the search filters, there is a 'Show All' link and a table of proposals. The table has columns for Proposal, Title, PI, Modified, Type, and Deadline. The first row shows a proposal titled 'Pharm: Bertin: NIH/ NIEHS ONES' by Bertin, Matthew, modified on 01-28-2021, with a deadline of 02-28-2020. Other proposals include 'CELS: Prada: 2019 STAC: Surviving climat', 'Arts & Sciences: Electron Transport throug', 'CELS: McGreevy: 2019: WMI: Service Con', 'NURS: Sullivan: NIH: RPPR: Y1: Allostatic', 'GSO-CI/Lohmann/SERDP/2019/Developm', and 'GSO-CI/NIEHS - STEEP Year 3 Budget Re'.

4. Click on the name of the proposal
5. Click Print icon
6. Select all
7. Check include PDF
8. Generate PDF

The screenshot displays the Cayuse Proposals (S2S) web application. The main interface shows a list of proposals on the left and a detailed view of a proposal titled "APPLICATION FOR FEDERAL SF 424 R&R" in the center. A "Generate PDF" dialog box is open in the foreground, listing various document components to be included in the PDF, such as "SF424 RR", "RR Performance Sites", and "RR Budget". The dialog includes a "select.all" link and a "Generate PDF" button. Red callout boxes with arrows provide instructions: "5. Click on Print Icon" points to a print icon in the top right corner of the application; "6. Select All" points to the "select.all" link in the dialog; and "8. Generate PDF" points to the "Generate PDF" button in the dialog. A "Cancel" button is also visible in the dialog. The user's name, Theodore Myatt, is visible in the top right corner of the application.