GETTING STARTED WITH CAYUSE424

Step 1: BROWSER

Cayuse424 supports Internet Explorer and Firefox. Mac users should plan to use Firefox. Your browser should be configured as follows:

- JavaScript Enabled
- Cookies Enabled
- Pop-ups Allowed

Follow the instructions on the Cayuse424 Support website to configure your browser.

Step 2: PRODUCTION URL

The production URL for Cayuse424 is http://uthsch.cayuse424.com. Bookmark or save this site as a Favorite. This will bring you to a site that lists UT System institutions. Select “University of Texas Health Science Center at Houston” from the list and change the frequency to “Remember for a week”. Click “Select”. This will then bring you to a single-sign-on screen (below) where you will enter your UTHealth UserID and password.
Logging in will bring you to the Cayuse424 Overview front page.

Step 3: PROFESSIONAL PROFILE

Because Cayuse424 provided a Shibboleth interface single-sign-on with our UTHealth LDAP, every UTHealth employee has the beginning of a Cayuse424 Professional Profile and it is already linked to our Institutional Profile.

1. Select Professional Profile to access your profile.
2. One correction must be made here. The address under Contact Information came over as one field. Manually separate that address into Street, City, State and Zip code.
3. Complete your Professional Profile. Biosketches can be uploaded at this time.
4. Select the applicable role under eRA Role.

5. If salary and fringe benefit rates are entered in the Salary and Fringe Worksheet, Cayuse 424 will automatically calculate personnel costs on subsequent proposal budgets. Enter “12” Calendar Months, Institutional Base Salary, and Fringe Benefit Rate determined from the current tier based on total compensation. (This can be viewed in the Institutional Profile).

Permissions:
Access to the Professional Profile can be controlled by clicking the “key” icon in the upper right corner of the Professional Profile screen. By default the owner of the Professional Profile is the only user who can access it. However, All Users also have List access so that your name will come up in lists based on your eRA Role you selected in Step 4 above. This is necessary for when your grant administrator needs to add you as the Principal Investigator or Co-Principal Investigator on a proposal.
Other persons can be added individually and their permissions assigned. You can add or take away All Users permissions as well.

Assigning a Delegate:

In order for a grants administrator to assist the Principal Investigator (PI) in working on a proposal, that individual can be selected as a Delegate under the Routing Profile in the PI’s Professional Profile.

If you have additional questions, please contact William Mitchell at 713-500-3374.