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Sent:	Tuesday, March 06, 2018 9:58 AM
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Cc:	Sponsored Research Dept; Seligman, Richard P.
Subject:	Cayuse and Grants.gov/Workspace

Dear Proposal Preparers:

The purpose of this e-mail is to re-emphasize and clarify comments I made at the February Research Administration Forum regarding using Cayuse versus the new Grants.gov/Workspace.

> Workspace is a *government-built* application for preparation and submission of proposals via Grants.gov to federal agencies; it does not yet allow for preparation/submission of *all* proposal opportunities available in Grants.gov.

> Cayuse is a *privately developed* application to which Caltech subscribes and which allows for preparation and submission of proposals via Grants.gov to federal agencies; Cayuse is able to handle all Grants.gov opportunities to which Caltech would apply.

OSR does not support the use of Workspace at this time, so please do not attempt to prepare proposals in Workspace. To transition to Workspace would require significant testing and training of all Caltech proposals preparers in the new system. Such an effort is not practical given how many Caltech proposals are submitted so close to the deadline, and the fact that Cayuse fulfills our needs at this time and Caltech proposal preparers are already very familiar with Cayuse. If at some time in the future Cayuse becomes unavailable or in some way does not fulfill Caltech's needs, then we would consider transitioning the campus to another system, such as Workspace.

You may see some Grants.gov opportunities that indicate submission must be via Workspace. This is an inaccurate statement. What the agencies *mean* is that you can no longer use the Adobe Formsets for submission, but Caltech has

not used the Formsets since it started using Cayuse in 2009. Most federal agencies, however, are not aware of privately developed applications such as Cayuse, therefore they mention only the official government application – Workspace. **The important thing to note is that if you can download an opportunity into Cayuse you can submit the proposal to Grants.gov.**

As a reminder, all Grants.gov opportunities are not automatically pre-loaded into Cayuse – there are thousands of active opportunities at any one time and to load them all would make the list within Cayuse ungainly. If you go into Cayuse to prepare a proposal and do not find the opportunity available, all that means is that no one else from Caltech has yet download the opportunity. Simply click on the "Download Opportunities" button at the top/center on the Opportunities tab, enter the opportunity number on the pop-up screen, and then click the "Download Opportunities" button on the pop-up screen. You should see a response that one or more opportunities have been downloaded.

If you have any questions please feel free to contact OSR.

Thanks,

David

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