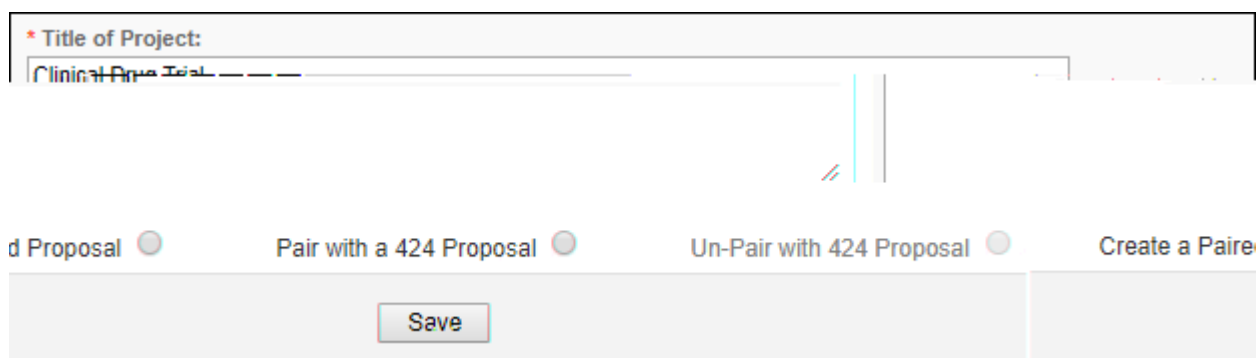


# Linking or Pairing a Cayuse 424 Proposal in CAYUSE SP

Upon filling out General and Sponsor Information when creating your proposal, you will see an option to pair your Cayuse SP proposal with a Cayuse 424 proposal. During proposal creation, only one of these options is active: **Create a Paired Proposal**. Upon saving this page, **Pair with a 424 Proposal** will also be active.



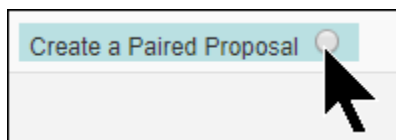
The screenshot shows a web form for creating a proposal. At the top, there is a text input field labeled '\* Title of Project:' with the text 'Clinical Pre-Trial' entered. Below the input field, there are four radio button options: 'Create a Paired Proposal', 'Pair with a 424 Proposal', 'Un-Pair with 424 Proposal', and 'Create a Paired Proposal'. The 'Create a Paired Proposal' option is selected. Below the radio buttons, there is a 'Save' button.

We recommend building your proposal in Cayuse SP, but proposals can also be paired after creation.

When the proposals are linked, routing in Cayuse 424 is turned off and handled through Cayuse SP. If the proposal is a federal proposal, the Cayuse 424 proposal will be the proposal submitted to Grants.gov.

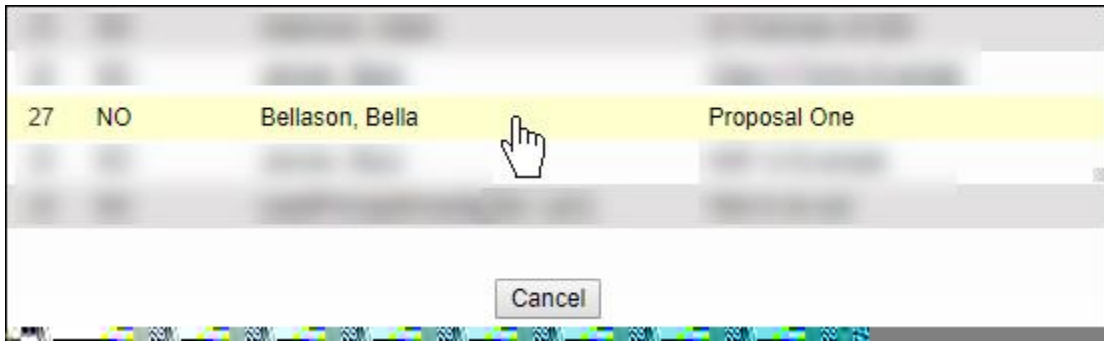
## Creating a New Paired Proposal

1. Once you have filled out all the basic information required to create your proposal, click **Create a Paired Proposal**.



2. Depending on your settings, Cayuse 424 will open in a new window or tab, and the **Create Proposal** dialog box will pop up.

3. The Cayuse SP Proposal's **Short Project Name** becomes the Cayuse 424 proposal's **Proposal Name**, and the **Sponsor Deadline** is the **Due Date**. This information is carried over from Cayuse SP for your convenience, and you can change it as you would for any Cayuse 424 proposal. This will

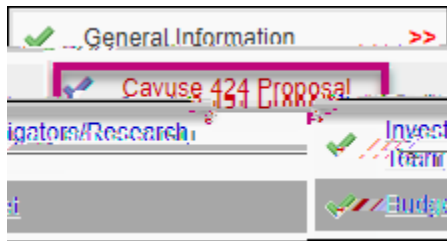


A screenshot of a web application interface showing a table with a highlighted row. The row contains the following data: '27', 'NO', 'Bellason, Bella', and 'Proposal One'. A mouse cursor is pointing at the 'Bellason, Bella' cell. Below the table, there is a 'Cancel' button.

27	NO	Bellason, Bella	Proposal One
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Cancel

You will now be able to access the 424 proposal by clicking on **Cayuse 424 Proposal** in the side menu.



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