

Cayuse 424: Adding Non-University of Utah Personnel

Overview

- Non-University of Utah personnel can be added to a proposal or subaward proposal.
- Cayuse requires that all individuals have an institutional affiliation. This process uses a temporary, proxy institution to add the person to the proposal.

To add non-University of Utah key personnel

- Navigate to the RR Key Persons section of the proposal or subaward proposal.
 - Click the **Add a Key Person** button (the pencil icon).
 - Click **Create New Professional Profile**.
 - Enter the person's First Name and Last Name and click the **Create New Profile** button.
 - From the Institution dropdown box, select the proxy institution "Pick and change later."
 - Click **Save Key Person**.
 - Complete or close the **Manage Key Person** dialog box that appears. You can edit this information later if you need to revise or include additional information.
- The record for the new Senior/Key Person you created will appear in the RR Key Persons list in your proposal [and in the RR Budget as well; you can delete this person from the budget manually by clicking the red X to the right of his/her record if s/he should not appear in the budget (e.g., a consultant)].
 - Open the new person's profile.
 - Retype the **Organization Name** to reflect the individual's correct non-U of U institution's name (for example "Utah State University").
 - Complete the rest of the items (data entry boxes, biosketch attachment).

For additional assistance with adding non-University of Utah personnel

- Contact your OSP Grants and Contracts Officer.
- Email cayuse@osp.utah.edu.