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.