Module 3

Funding Opportunities

Objectives

- In this module you will learn how to:
  - Understand what an "opportunity" is
  - Determine if an opportunity has already been downloaded into Cayuse424
  - Download opportunities from Grants.gov into Cayuse424
  - Manage opportunities

The Opportunity

- An opportunity is a grant application package that is downloaded, completed and routed for review prior to submitting to Grants.gov

- New proposals can be built once the Opportunity (i.e. FOA) has been downloaded into Cayuse424

- Before you start to build your proposal you need to determine if the opportunity you are applying for has already been downloaded

- You do this by reviewing the Opportunity List

Reviewing the Opportunity List

- ☐ Click the Opportunities Tab

- ☐ Cayuse424 displays a list of opportunities already downloaded

Overview	**Opportunities**	Proposals	Routing	People	Institutions	Reports	Admin

Opportunities 🔁   💡 Retrieve Opportunities

88 Opportunities / Showing 85   Keyword filter: [   ]   Show closed opportunities: ☐

		▲Opportunity Number	Title	Comp. ID	Agency	CFDA #	Opens	Closes	Retrieved	
➕	🛈	PA-BB-C06	G.g AT07 and NIH Ext-UAT Test FOA (C06)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-10-05	2012-10-05	2010-02-18	✖
➕	🛈	PA-BB-D43	G.g AT07 and NIH Ext-UAT Test FOA (D43)	ADOBE-FORMS-B	National Institutes of Health Stage	93.838	2009-12-09	2012-12-09	2010-02-18	✖

The Opportunity List

- Filter the list using the Keyword Filter

- Sort the list by clicking any of the column headings

- Click the Info Button for Opportunity Details

Managing Opportunities

- If you locate the opportunity you are applying for in Cayuse424, you do not need to download that opportunity again

- If your opportunity has not been previously downloaded, if must be before you can proceed

Finding Opportunities

☐ To retrieve an opportunity from Grants.gov you must know the Opportunity Number or CFDA#

☐ You can obtain the Funding Opportunity number by going to www.grants.gov and using the **Find Grant Opportunities** link
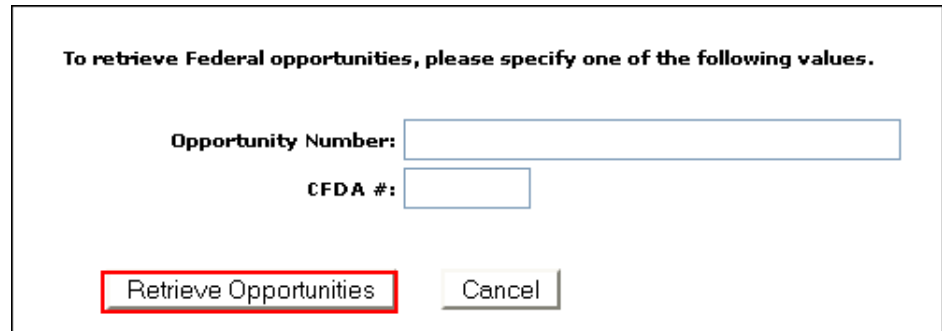
How to Download an Opportunity

1. Click the **Opportunities** tab

2. Click the **Retrieve Opportunities** button

Overview	**Opportunities**	Proposals	Routing	People	Institutions	Reports	Settings

Opportunities   Retrieve Opportunities

3. Enter the Opportunity Number or CFDA # into the respective fields

4. Click **Retrieve Opportunities**

To retrieve Federal opportunities, please specify one of the following values.

Opportunity Number: _____

CFDA #: _____

Retrieve Opportunities   Cancel

Using Opportunities

- Simply select the opportunity using the green plus symbol.

- Refer to Module 4 module for more details on creating the proposal.

Conclusion

- ☑ In this module you learned how to use Cayuse424 to:

  - ☑ Understand what an "opportunity" is

  - ☑ Determine if an opportunity has already been downloaded into Cayuse424

  - ☑ Download opportunities from Grants.gov into Cayuse424

  - ☑ Manage opportunities