



Technical Product Notice

TPN 01-23-07.1

Covered Products: Cayuse424 v3.0

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Background

A usage scenario has been identified in Cayuse424 v3.0 that may result in proposals containing incorrect data when submitted. This usage scenario has an associated workaround that allows for successful proposal preparation and submission.

Applicability

All users who find themselves working on a proposal that falls into the described scenario must employ the workaround described in this TPN in order to submit a proposal that includes only the intended information.

Scenario: Exceeding, then falling under, the budget personnel overflow threshold

Description

Cayuse424 allows an arbitrary number of people to be added to a proposal budget. When the number of budget personnel exceeds 8 (the “overflow threshold”), additional personnel are grouped together in the Overflow Budget category. It is possible to go over the threshold by adding people, and then drop below the threshold by deleting people, any number of times.

Issue & Symptoms

There is a flaw in Cayuse424 triggered by this scenario that is related to internal management of budget personnel data. If you add enough budget personnel to cross the overflow threshold, and then delete enough budget personnel to subsequently fall below the overflow threshold, you may see the following symptoms:

- When local PDF printouts are generated, the Overflow Budget attachment may still list the deleted personnel
- When the proposal is submitted to Grants.gov, the Overflow Budget attachment may still list the deleted personnel

Workaround

This defect is only triggered by first exceeding the overflow threshold, and then subsequently falling below it. To avoid triggering this defect, do not delete personnel from a budget if you have exceeded the overflow threshold. If this has already occurred, the following steps must be performed to recover and continue with a correct proposal:

- Log on to Cayuse424
- Click on the Proposals tab
- Find the affected proposal, and click the “Copy/Duplicate Proposal” icon at the right end of the line for that proposal
- In the verification dialog that pops up, click “Copy Proposal”
- In the “Copy Proposal?” window that appears:

- Ensure the Copy Type is set to “Duplicate”
- Edit the name for the copied proposal; it must be different from the original proposal name
- Ensure the “Copy Attachments?” box is checked
- Click the Copy button
- After the list of proposals is updated, scroll to find the new copy of the proposal
- Click on the name of the proposal to open it
- Ensure that the budget personnel page and attachments are as you expect

Planned Response

Cayuse plans to fix this defect in a maintenance release sometime after the 2/5/2007 NIH submission deadline.