



## Cayuse to HGA Transition Plan

### Overview

The UT System is transitioning from the Cayuse platform to the DASH Research - Huron Grants & Agreements (HGA) module for sponsored projects. While the transition will temporarily disrupt normal business operations, OSP and SPA have developed a plan to make the transition as smooth as possible. Key elements include:

- **Data Import:** At HGA go-live, the only data imported into the new HGA system will be fully processed active awards, migrated from the DASH - Project Portfolio Management (PPM) module. A “stub” proposal record will be created using data from DASH PPM. Cayuse records **will not be imported** due to irreconcilable technical mismatches between the systems (i.e., Cayuse vs. DASH); however, Cayuse data will remain accessible through a data repository. As awards are received for currently pending proposals, OSP and SPA will re-enter those proposals into HGA as part of the award setup process, creating a complete record in DASH Research - HGA.
- **Transition & “Dark Period”:** To prepare for the transition and award import, OSP and SPA will pause data entry ahead of the transition to ensure no records are lost. In addition, there will be a production cutover period, or “Dark Period” production cutover period between Cayuse going dark and the DASH Research - HGA going live. The timeline below outlines a detailed continuity plan to support operations throughout the production cutover period.
  - **Cayuse During the Dark Period (June 30- July 13)** – There will be no routing or record system available. Cayuse will go-dark on June 30 and HGA will not go-live until July 13. During this time, proposals cannot be electronically routed or approved. Awards cannot be recorded.
  - **DASH PPM During the Dark Period (June 30- July 13)** – DASH PPM will be unavailable for the following activities:
    - Creation of new Awards or SPNs
    - Modification of Award or SPN elementsExpenses, including labor distributions and cost transfers, can still be processed.

## **Proposal Timeline**

June 8 (Close of Business)	<a href="#">Proposal Intake Questionnaire</a> (PIQ) deadline for any proposals due before July 20, including: <ul style="list-style-type: none"> <li>• Proposals due to the prime sponsor,</li> <li>• Subaward proposals due to the lead organization, or</li> <li>• Collaborative proposals due to UTK or another UT campus.</li> </ul>
June 15	New PIQ launches for compatibility with HGA.
June 25 (COB)	All proposals due prior to July 20 must be in Cayuse routing. <ul style="list-style-type: none"> <li>• Budget and justification must be final.</li> </ul>
June 29 (COB)	All Grants.gov S2S (Cayuse 424) proposals due prior to July 20 must be submitted.
June 30 (COB)	Cayuse is no longer available.
July 13	HGA goes live. <ul style="list-style-type: none"> <li>• Orientation and last-minute training</li> </ul>
July 15	New proposal records can be created in HGA.
June 9 – July 14	PIQs received during this time (for proposals due July 20 or later) will be assigned to a Coordinator for budget and document development. Proposals will not be routed, entered into a system, or submitted to the sponsor.
July 15-July 20	New proposals (due July 20 or later) can be created and routed in HGA but will not be submitted to the sponsor.

## **Exception process:**

If the above proposal timeline cannot be met, an exception can be requested using [Proposal Acceptance / Submission Exception Request Form](#). Appropriate circumstances for an exception include:

- NOFO released or agency request received after June 1.
- Invitation to be part of a collaborative proposal received after June 1.
- Unexpected illness or hardship.

OSP will route the exception request form for approval by the Department Head, Dean, and Director of OSP.

## **Exception Proposal Timeline**

June 15	New PIQ launches for compatibility with HGA.
June 30 (COB)	Cayuse is no longer available.
July 13	HGA goes live. <ul style="list-style-type: none"> <li>• Orientation and last-minute training.</li> </ul>
July 15	New proposal records can be created in HGA. OSP staff will begin entering excepted proposals into HGA for documentation purposes. Expedited routing will be done to enable moving the proposal to the appropriate status.
June 25 – July 20	Proposals granted an exception will be routed by OSP for standard internal approvals via DocuSign. If the submission mechanism is Grants.gov, the proposal will be manually entered by OSP staff and submitted via Grants.gov workspace. There will be no Cayuse entry. These proposals will be entered in HGA after go-live.

## **Award Timeline**

June 26 (COB)	All awards received prior to June 15 should be fully executed, processed in Cayuse, and forwarded to SPA for DASH award/SPN setup.
June 30 (COB)	Cayuse is no longer available.
July 13	HGA goes live. <ul style="list-style-type: none"><li>• Orientation and last-minute training.</li></ul>
July 15	New award records can be processed in HGA. New awards/SPNs can be created in DASH via Financial System Integration (FSI).
June 15-July 14	Awards received during this time will be reviewed, negotiated, and signed, but DASH award/SPN setup will be held. HGA records will not be created until after July 15.

### **Exception process:**

There is no exception process available for awards, as new awards cannot be set up in DASH between June 30 and July 15.

## **Award Modification Requests (e.g. NCEs, budget revisions) Timeline**

June 15 (COB)	Deadline for receipt of <a href="#">Award Action Forms</a> . AAFs received after this date will not be processed in DASH prior to July 15.
June 20 (COB)	All award modification requests received prior to June 15 should be in DocuSign routing for signature and approval.
June 26 (COB)	All award modifications approved (by sponsor and/or OSP) received prior to June 15 should be fully executed, processed in Cayuse, and forwarded to SPA for DASH award/SPN revision.
June 30 (COB)	Cayuse is no longer available.
July 13	HGA goes live. <ul style="list-style-type: none"><li>• Orientation and last-minute training.</li></ul>
July 15	Award modifications can be created in HGA. OSP staff will begin entering award mods into HGA for documentation purposes.
June 25-July 14	Award modification requests received during this time can be reviewed and requests can be sent to the sponsor for approval (if applicable). However, any approved request cannot be processed.

### **Exception process:**

There is no exception process available for award modifications, as DASH Awards and SPNs cannot be modified between June 30 and July 15.

### **Agreements (\$0; e.g. NDAs and MTAs) Timeline**

June 25-July 14	Agreements can be reviewed, negotiated, and signed as usual. Expect longer processing time due to staff bandwidth.
June 30 (COB)	Cayuse is no longer available.
July 13	HGA goes live. <ul style="list-style-type: none"><li>• Orientation and last-minute training.</li></ul>
July 15	New agreements will be requested, processed, and routed in HGA.
June 25-July 14	Agreements received during this time will be reviewed, negotiated, and signed, but no HGA record will be created until after July 15.

To notify OSP of an upcoming proposal, **complete our online [Proposal Intake Questionnaire](#), as soon as you start planning**, to provide preliminary information about your prospective proposal. This information does not have to be final at this time; it will be used by the assigned OSP Coordinator to provide detailed guidance for development, routing, and submission of your proposal.