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.
    - ***DASH PPM Dark Period (November 25 – December 7) –*** DASH PPM will be unavailable for the following activities between November 25 and December 7:
        - Creation of new Awards or SPNs
        - Modification of Award or SPN elements

      Expenses, including labor distributions and cost transfers, can still be processed.
    - ***Cayuse Dark Period (December 4 – December 7) –*** There will be no routing or record system available. Cayuse will go-dark on December 4 and HGA will not go-live until December 7. During this time, proposals cannot be electronically routed or approved. Awards cannot be recorded.

Questions? Contact aggrant@utk.edu.

Proposal Timeline

November 9 (Close of Business)	Proposal Intake Questionnaire (PIQ) deadline for any proposals due before December 15, including: • Proposals due to the prime sponsor, • Subaward proposals due to the lead organization, or • Collaborative proposals due to UTK or another UT campus.
November 10	New PIQ launches for compatibility with HGA.
November 25 (COB)	All proposals due prior to December 15 must be in Cayuse routing. • Budget and justification must be final.
December 3 (COB)	All Grants.gov S2S (Cayuse 424) proposals due prior to December 15 must be submitted.
December 4 (COB)	Cayuse is no longer available.
December 7	HGA goes live. • Orientation and last-minute training
December 8	New proposal records can be created in HGA.
November 10 – December 8	PIQs received during this time (for proposals due December 15 or later) will be assigned to a Coordinator for budget and document development. Proposals due December 15 or later will not be routed, entered into a system, or submitted to the sponsor during this period.
December 8 – December 14	New proposals (due December 15 or later) can be created and routed in HGA but will not be submitted to the sponsor until December 15 or later.

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 November 2.
- Invitation to be part of a collaborative proposal received after November 2.
- 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

November 10	New PIQ launches for compatibility with HGA.
December 4 (COB)	Cayuse is no longer available.
December 7	HGA goes live. • Orientation and last-minute training.
December 8	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.
November 25 – December 8	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.

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.*

Award Timeline

November 18	All awards (including modifications/amendments) received prior to November 10 should be fully executed, processed in Cayuse, and forwarded to SPA for DASH award/SPN setup.
November 25 (COB)	DASH data freeze. DASH PPM will be unavailable for the creation of new Awards or SPNs or the modification of Award or SPN elements.
December 4 (COB)	Cayuse is no longer available.
December 7	HGA goes live. • Orientation and last-minute training.
December 8	New award records can be processed in HGA. New awards/SPNs can be created in DASH via Financial System Integration (FSI).
November 18 – December 7	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 December 8 or later.

Exception process:

There is no exception process available for awards, as new awards cannot be set up in DASH between November 25 and December 7.

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

November 9 (COB)	Deadline for receipt of Award Action Forms. AAFs received after this date will not be processed in DASH prior to December 8.
November 13 (COB)	All award modification requests received prior to November 10 should be in DocuSign routing for signature and approval.
November 18 (COB)	All award modifications approved (by sponsor and/or OSP) prior to November 13 should be fully executed, processed in Cayuse, and forwarded to SPA for DASH award/SPN revision.
November 25 (COB)	DASH data freeze. DASH PPM will be unavailable for the creation of new Awards or SPNs or the modification of Award or SPN elements.
December 4 (COB)	Cayuse is no longer available.
December 7	HGA goes live. • Orientation and last-minute training.

December 8	Award modifications can be created in HGA. OSP staff will begin entering award mods into HGA for documentation purposes.
November 9 – December 7	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 until December 8 or later.

Exception process:

There is no exception process available for award modifications, as DASH Awards and SPNs cannot be modified between November 25 and December 7.

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

November 18 – December 4	Agreements can be reviewed, negotiated, and signed as usual. Expect longer processing time due to staff bandwidth.
December 4 (COB)	Cayuse is no longer available.
December 7	HGA goes live. • Orientation and last-minute training.
December 8	New agreements will be requested, processed, and routed in HGA.
November 18 – December 7	Agreements received during this time will be reviewed, negotiated, and signed, but no HGA record will be created until December 8 or later.