Cayuse - "Exploding Document"

The "Exploding Document" will allow you to upload one single .pdf document into Cayuse and then explodes the individual pdf documents into the correct sections of the application package. Here is a link to the Cayuse "Exploding Document" instructions: http://www.cayuse.com/424/C424_Exploder_Training_Tool_March2008.pdf

The "exploder" will only work for the following documents located in the two forms or sections of Cayuse entitled: PHS 398 Research Plan and SF424 RR Other Project Information:

PHS 398 Research Plan

1. Introduction to Application (for RESUBMISSION or REVISION only)
2. Specific Aims
3. Research Strategy – Significance, Innovation, Approach
5. Progress Report Publication List
6. Protection of Human Subjects
7. Inclusion of Women and Minorities
9. Inclusion of Children
10. Vertebrate Animals
11. Select Agent Research
12. Multiple PI Leadership Plan
13. Consortium/Contractual Arrangements
15. Resource Sharing Plan(s)

SF424 RR Other Project Information

9. Bibliography & References Cited

The "exploder" will NOT work for the following documents to be uploaded in the PHS 398 Research Plan section:

4. Inclusion Enrollment Report (IER)
8. Targeted/Planned Enrollment Table
14. Letters of Support
16. Appendices:

Additional information regarding the "Exploding Document"

The items can be assembled into the composite document in a different order, but section headings should be listed **EXACTLY** as they appear in the 424 forms. You can

use alpha or numeric characters before the headings. (example: 1. Specific Aims or A. Specific Aims) If you explode a document, and then go back and edit the composite and re-upload it, it automatically deletes ALL attachments generated from previous explosions and replaces them. There is no need to individually delete each of the exploded PDFs nor the composite PDF-they will all automatically replace themselves. NOTE: you can't do two separate explosions in a proposal using different sections in each explosion. If you do a second explosion, it will delete all the PDFs that were generated from the first explosion, regardless of whether the new composite PDF includes those sections or not. If there is ever a need to revise the composite PDF and repeat the explosion in a proposal, the user should be certain that the new PDF includes every section that appeared in the first composite PDF so nothing is lost.

Every page included in the composite document will be exploded somewhere-there will not be any pages/sections that are left out altogether, even if they are misnamed or are sections that don't work in the exploder. If a section does not explode as its own PDF for any reason, it will appear within the PDF of whatever section preceded it in the composite document.

Please note: The PI should check the proposal prior to clicking submit or forwarding to OSP for submission to assure that the different sections of the proposal appear where they are intended. You can print a PDF of your proposal prior to submission by clicking the printer icon located in the upper right corner. Furthermore, once you receive notification that an NIH proposal has made it to the Commons the PI should log into the Commons and view the final PDF of the document for any errors that may occur during transmission.