Naming Conventions for Files Attached to Cayuse eRA Records

New Proposal Documents

To ensure consistency in recordkeeping, both in the Cayuse eRA system but also on the shared drive and other file storage locations, please follow these conventions in naming all new documents related to proposals or awards. Except for budgets, which are to be saved as Excel files, all other proposal-related documents must be saved as PDFs before being uploaded to Cayuse. There are different naming conventions for documents loaded into Cayuse and for documents stored elsewhere. Those conventions are described in the table below:

File Location	Filename Convention	Example
Cayuse eRA	Proposal#_Tag	19-0001_Award
Shared drive	PILastName_Sponsor_Tag	Roth_AHA_Budget

All documents in Cayuse must begin with the proposal number assigned when the proposal was created. If this proposal number is known when documents are being prepared before loading into Cayuse, the Cayuse convention may be followed even for documents in process (i.e., which have not yet been submitted to the sponsor). Similarly, as long as the proposal number is added to the beginning of the file name when a file is loaded into Cayuse, the name given to a shared-drive file may still be used (e.g., combining examples from the table above, 19-0001_Roth_AHA_Budget would be acceptable, as it still correctly identifies the type of document contained in the attachment, and also the proposal with which it is associated).

Note: Except for budgets, budget justifications, and subaward documentations, there is no need to upload components or documents that are already contained in the final proposal that was submitted to the sponsor. If a sponsor requires submission of proposal documents in multiple files (e.g., specific aims, research narrative, biosketches, etc.), and the system used for submission of the proposal does not allow downloading of a single document containing all of the proposal components, then combine the separate component files into a single PDF, in the same order in which they appear on the sponsor's site, before uploading the file to Cayuse.

Documents Related to Subawards/Subrecipient Institutions

For documents relating to subawards or subrecipient institutions, before adding the applicable tag to the end of the filename, first add the name (or a reasonable or common abbreviation thereof) of the subrecipient institution to the tag (e.g., 19-0001_MSU_SSJ, or 19-0001_ColoState_IACUC). This allows anyone unfamiliar with the project to distinguish quickly between documents related to OU and those related to other institutions. Follow all other naming conventions applicable to the document type.

Revisions of Existing Documents

While you are working with the proposal team on documents, you may use any versioning conventions that are convenient (e.g., Filenamev1, FilenameModDate, etc.). Only the final version needs to be uploaded to Cayuse eRA for inclusion in the proposal record; rename the file to suit the new proposal documents conventions described above.

However, if any document that has already been submitted to the sponsor needs to be modified for any reason (such as discovering an error, or in response to a request from the sponsor, a subrecipient, the proposal lead institution, etc.), the filename should be changed to reflect the revision, and also to allow anyone reviewing the proposal record to determine, quickly and accurately, which is the most recent version of any document. To do this, simply add this tag to the end of the original filename when saving the final revision: _RevisionDate(YYYYMMDD)_Revised (e.g., 19-0001_Budget_20180927_Revised).

Tags

Document Type / Notes	Tag	Attachment Location
Addition of Subaward Documents submitted to sponsor post-award to add a subaward	_AddSub	
Additional Pay Form	_APF	
Agreement and Modification No. (subs)	_Institution_Mod# (_Mod00, Mod01, etc.)	
Agreement Without Funds (E.g., center bylaws, center membership agreements, collaboration agreements, consortium agreements, education partnership agreements, export control acceptability agreements, university master design materials agreements)	_AWOF	
Animal Care and Use documents	_IACUC	
Approvals, not otherwise specified	_Approval	
Approval, contract language, by General Counsel	_ApprovalCounsel	
Approval, contract language, Export Control Officer	_ApprovalExport	
Approval, contract language, Technology Transfer Officer	_ApprovalTTO	
Award notice/document	_Award	
Bailment agreement	_BA	
Bio-Safety/recombinant DNA documents	_IBC	
Budget	_Budget	
Budget deviation (request)	_BDeviation	
Budget deviation (approval)	_BDeviationApp	
Budget justification	_BJust	
China Assurance Form (NASA)	_CA	
Carry forward funds from one budget period to another (request)	_CarryForward	

Document Type / Notes	Tag	Attachment Location
Carry forward funds from one budget period to another (approval)	_CarryForwardApp	
Checklist for Subawards	_SubCK	
Closeout documents (including final report)	_Closeout	
Confidential Disclosure Form (see Non-Disclosure Agreement)		
Confirmation of submission (Use for submission receipts from Grants.gov, FastLane, Research.gov, or other submission systems; also emails/letters from sponsors acknowledging receipt for other submission methods)	_CON	
Consultant, request to add (request)	_ConsultantAdd	
Consultant, request to add (approval)	_ConsultantAddApp	
Course release approval	_CourseRelease	
Cost/Price Analysis for Subawards	_CP	
Cooperative Research and Development Agreement (CRADA)	_CR	
Cost Share Form/Documentation	_CSF	
Cost Accounting Standards Exception Form	_CAS_Date (Add date of approval to end of filename extension, as YYYY.MM.DD)	
Data Access Request Form	_DataAccess	
Data Transfer/Access Agreement	_DT	
Deliverables, other than final report	_Deliverable# (E.g., Deliverable01, Deliverable02, etc.)	
Denial, notification of	_DENIAL	
Department Contact Change	_DeptContactChg	
Effort Reduction Request	_EffortReduction	
Effort Reduction Approval	_EffortReductionApp	

Document Type / Notes	Tag	Attachment Location
Environmental Health and Safety documents	_EHS	
Exceptions Letter (contracts)	_EL	
Email or other correspondence	_Email_YYYY.MM.DD_OptionalDescriptor	
Equipment purchase request	_Equipment	
Equipment purchase approval	_EquipmentApp	
Exchange rate documentation	_ExchRate	
Export Control Documents	_Export	
Federal Demonstration Partnership forms	_FDP	
FFATA Attachments, if submitted separately from proposal	_FFATA	
Foreign Exchange Risk Acceptance Form	_ExchRisk	
Funding Opportunity Announcement, Proposal Solicitation, Proposal Guidelines	_FOA	
Facilities Use Agreement	_FacilUse	
Funds transfer between accounts	_FundsTransfer	
Indirect cost MOU	_IDCMOU	
Indirect cost rate agreement (subs)	_IDCRA	
Indirect cost recovery split agreement	_ICRSplit	
Indirect cost waiver and documentation	_IDCWaiver	
Inter-Campus Agreement/MOU	_IA	
Intergovernmental Personnel Agreement (Includes interagency agreement)	_IPA	
Invoice template, sponsor (When a sponsor requests invoices be in a certain format)	_SampleInvoice	

Document Type / Notes	Tag	Attachment Location
Joint Appointment Agreement	_JAA	
Just-in-Time Report & documentation (Includes other documents requested by sponsor after submission but prior to award – does not include revised documents)	_JIT	
License Agreement (Includes lease agreements)	_LA	
Master Agreement (Includes master task order agreements & BOAs)	_MA	
Materials Transfer Agreement	_MTA	
No-Cost Extension (request)	_NCERequest	
No-Cost Extension (approval)	_NCEApproval	
Non-Disclosure Agreement (Includes confidential disclosure forms)	_NDA	
Organizational Prior Approval	_OPAS	
Organization Number Change (request)	_OrgCh	
Organization Number Change (approval)	_OrgChApprove	
Petty Cash Request	_PettyCash	
Principal Investigator Approval (Dean/Director/Chair approval for individuals to be PI who are not otherwise eligible)	_PIApprove	
PI Change (request)	_PIChange	
PI Change (approval)	_PIChangeApprove	
PI Transfer (Communications regarding transfer of an award into OU)	_PITransfer	
Purchase Order and Mod#	_PO# (E.g., PO00, PO01, PO02, etc.)	
Progress Report	_ProgRept# (E.g., ProgRept01, ProgRept02, etc.)	

Document Type / Notes	Tag	Attachment Location
Proposal Budget, sponsor format (Used when sponsors require budgets on their own forms, or Excel budgets with multiple breakdowns)	_SFBudget	
Proposal Submitted to Sponsor (May include SOW, Budget, Budget Justification, LOC, Grants.gov, FastLane, eRA Commons, or Research.gov package, etc.)	_Proposal	
Participant Support Cost Transfer (request)	_PSCTransfer	
Participant Support Cost Transfer (approval)	_PSCTransferApprove	
Relinquishment (Transfer of a funded project to another institution)	_Relinquish	
Reports, other than final	_Report# (E.g., Report01, Report02, etc.)	
Representations and Certifications	_REPS	
Scope/statement of Work Change	_SOWChange	
Sole Source Justification	_SSJ	
Special Conditions Justification	_SpC	
Special Instructions (Instructions received separately from the sponsor)	_SI	
Sponsor Approval (Use when a formal mod is not issued)	_SponApprove	
Sponsor Policies (Use when sponsor issues separate policies, manuals, etc., at award stage; use _FOA for normal sponsor guidelines)	_SponPolicy	
Sponsor Request (Use when sponsor does not issue a formal mod)	_SponRequest	
Subcontract Proposal (Must include at least SOW, Budget, Budget Justification)	_Institution_SP	

Document Type / Notes	Tag	Attachment Location
Subcontract Proposal Budget (Save in Excel format; if sponsor requires a different form, save that with the tag _Institution_SubSFB)	_Institution_SubBudg	
Subcontract Small Business Subcontracting Plan	_SSBP	
Subrecipient contract review record	_SCRR	
Subrecipient Commitment Form	_SCF	
Subrecipient Letter of Commitment (FDP Expanded Clearinghouse)	_Institution_SubLOC	
Subrecipient Risk Analysis	_Institution_RA	
System of Award Management (subs)	_SAM	
Teaming Agreement (Includes Technical Assistance Agreement)	_TA	
Transmittal of proposal/award documents (Use when submitting documents via email, postal mail, courier, etc., as documentation that they were sent)	_Trans	
Travel, request to add	_Travel	
Travel, approval to add	_TravelApprove	
Visiting Scientist Agreement	_VS	
Withdrawal, notification of proposal	_Withdraw	