

BEBG GRANT SUPPORT QUICK REFERENCE GUIDE

GRRS - <http://oregonstate.edu/budget/bfp-online-systems>

The Grant Reporting, Reimbursement, and Scholarship system (GRRS) is a web-based application available university-wide to grant funded researchers, business center accountants, and other users to provide current financial status of grant funds.

- On the webpage above click “Grant Reporting and Foundation Reimbursement Systems (GRRS)”
- Enter ONID credentials
 1. Select “Grant Reporting” to see a listing of all active grant indices.
 - Tab navigation - includes Inception-to-date summary, Period Detail, Transaction Detail, and Document Archive
 - Drill down on hyperlinked fields (highlighted in blue) to see additional data, including document images
 2. Use the “Index Search” feature to see a summary of funds by index or activity code
 - Tab navigation – Activity summary or Index summary

Ad-hoc Reports

Reports for faculty/administrators can be provided upon request. Some custom reports are created for circumstances when GRRS reporting doesn't provide enough detail or accurate information. These include research expenditures by calendar year (used for Promotion & Tenure), payroll distribution, fund balances, etc. See your business center accountant for information regarding any custom or ad-hoc reports.

Cayuse SP - <https://oregonstate.cayuse424.com/>

Cayuse SP is Oregon State University's electronic proposal system and is used for all proposals. Cayuse 424 is the Federal form set for both Grants.gov and Research.gov, and can also be used to prepare proposal budgets for proposals going to non-Federal sponsors. Login using ONID credentials. Access must be requested from the Office of Sponsored Programs, and a temporary password will be assigned. You should personalize this password once you have gained access to the system. Proposals are viewable under the “Proposals” tab once you are added as a user or PI to a specific proposal record. Professional Profile should be reviewed and updated if necessary.