

## **This Week's Cayuse424 Topic: Opportunity Retrieval**

Federal opportunities are downloaded into Cayuse 424 using the Retrieve Opportunities button on the Opportunities tab. A common question into our help desk is, "Why didn't my opportunity download?" In the vast majority of cases, the reason is one of the two below.

**Reason #1:** You have a space or typo in the opportunity number. No opportunity number on Grants.gov contains spaces. The opportunity number you enter must match exactly as it is posted on Grants.gov. One reliable way to enter the correct number is to copy it from Grants.gov and paste it into Cayuse 424.

**Tip:** Since the opportunity number you enter must match an opportunity number on Grants.gov, try the advanced Google site search feature to ensure you have the right opportunity number. For example, type "PA-11-260 site:grants.gov" into Google to search only Grants.gov for PA-11-260. Then copy and paste the funding opportunity number from Grants.gov into Cayuse 424.

**Reason #2:** There is no application for the opportunity on Grants.gov. Some grants are listed on Grants.gov but cannot be applied for electronically. You can verify whether the opportunity is electronically submittable by going to the Application section of the opportunity on Grants.gov. If there is no downloadable Adobe package, it is not electronically submittable. If there is an Adobe package for the grant, it is very likely supported by Cayuse 424.