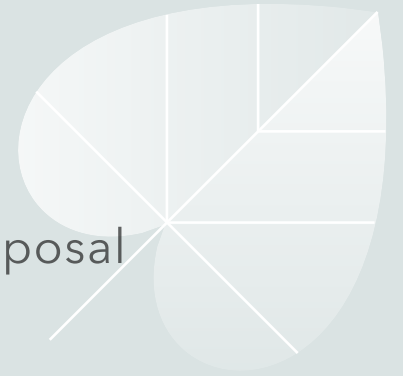# SPO Awards

April 24,2024

After-the-Fact Awards

- After-the-Fact Cayuse proposals are required when an award is received when a proposal was submitted to the sponsor without receiving SPO review.

- Prepare and submit the proposal materials to SPO in Cayuse SP for review following the same steps as all other proposals. However, complete the following fields as indicated below.

  Project Name:"ATF for Awards"

  Proposal Type: After-the-Fact

  Submission Method: Paper

    - *Provide sponsor contact information in the pop-up box.*

- Special Interest tab: Indicate that a "draft agreement was received"

- Proposal Attachments: Upload the draft agreement and all other required documents (internal budget) for a proposal submission

Award Modification Requests

SEND THESE REQUESTS TO AWARDS@UCDAVIS.EDU

CARRYFORWARD REQUESTS

NO-COST EXTENSION REQUESTS

REBUDGETING REQUESTS

OTHER SPONSOR PRIOR APPROVAL REQUESTS

———

SEE HTTPS://RESEARCH.UCDAVIS.EDU/PROPOSALS-GRANTS-CONTRACTS/SPO/AWARDS/

PI or Admin Dept Change Requests

ROUTE A NEW CAYUSE IPF FOR THE PI OR DEPT CHANGE

- *new institutional approvals are necessary for these changes*

SUBMIT AN INTERNAL PROCESSING FORM IN CAYUSE SP AND COMPLETE THE FOLLOWING FIELDS AS INDICATED.

Short Project title: ATF for Awards/ [Cayuse project number] PI change   OR

ATF for Awards/ [Cayuse project number] Admin Dept change

Proposal Type: Select Amendment

If the Admin Unit is changing, select the new Admin Unit

If the PI or other personnel are changing, include the new personnel

Do not include the original personnel if they are being removed from the grant

Only complete the required fields on the Budget tab

Indicate any changes to cost-sharing

Enter 0 in all other amount fields

Thank you