Cayuse SP – UC Davis
Quick Start Guide for Department Contract & Grant Staff and Principal Investigators

Getting Started

- Use Mozilla Firefox for best results
- Login to: https://ucdavis.cayuse424.com with your Kerberos ID and Password; Select Cayuse SP
- Help guides and other resources are available at: http://spark.ucdavis.edu/training/

Quick Reference

1. Start a Proposal (PI/Dept admin)
2. Complete or view the status of a Proposal you started (PI/Dept admin)
3. View Proposals in your unit (requires appropriate access/permissions) (Dept admin)
4. View Advance Accounts requests for Proposals in your unit (Dept Chair and/or Dean)
5. View status of Awards and Subawards associated with Proposals you initiated (PI/Dept admin)
6. View status of Awards in your unit associated with Proposals initiated by someone else (Dept admin)
7. Certify/Sign a Proposal (PI)
8. Approve Proposals submitted from your unit (Dept Chair and/or Dean)
Start a Proposal

1. Complete the General Information page
2. Once the General Information page is completed and saved, the following tabs will display. Complete each one. When all tabs are completed (each displays a green check mark), select Submit for Routing

View the Status of a Proposal

1. Select My Proposals or Proposal in My Unit
   a. The status is listed to the far right
Request an Advance Accounts

1. Find the associated Proposal through the My Proposals or Proposals in My Unit tab

2. Select the Proposal Number

3. Go to the Add Advance Account tab and select Add Advance Account Request to Proposal
View the Status of an Award

1. From My Awards or Awards in My Unit, select the Proposal Number under the Awards tab

![Awards table showing search functionality and example entries]

**Note:** This Search can be sorted by any column heading.

View the Status of a Subaward

1. From My Awards or Awards in my Unit, select the Active Projects tab

![Active Projects table showing search functionality and example entries]

**Note:** This Search can be sorted by any column heading.

2. Select the Project Number associated with the Subaward

![Active Projects table showing search functionality and example entries]
3. Select the Subcontracts tab

4. Select the Subcontract Number