

Cayuse SP and 424 – UC Davis

Handbook for Submitting a Proposal with Subawards

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Overview

An outgoing subaward is an agreement with a third-party organization performing a portion of a UC Davis research project or program. The terms of the subaward are influenced by the prime agreement, detailing the award to UC Davis. Review the [Subrecipient, Contractor/Vendor, Consultant table](#) to determine if a subaward is the appropriate type of agreement. If a vendor relationship is required, facilities and administrative costs will need to be charged on the entire amount of the transaction.

If the subrecipient does not have a current federally negotiated F&A rate in place **at the time of proposal**, they may:

1. Use a de minimis F&A rate of 10% MTDC (Note: The 10% rate will apply to ANY subsequent subawards to this institution until it obtains a Federally negotiated F&A rate or elects to negotiate an F&A rate with UCD) **or**
2. Elect not to charge F&A.

Required Elements

Upload the following documents as **two PDF attachments per each Subrecipient** in Cayuse SP as Proposal Attachments:

1. First PDF – Appropriate subrecipient commitment form:
 - a. [FDP Subrecipient Pilot – Supplemental Project Information Form](#), if the Subrecipient is participating institution in the FDP Expanded Clearinghouse;
 - b. [Multiple Campus Award \(MCA\) Commitment form](#), if the Subrecipient is a UC campus; or
 - c. [Subrecipient Commitment Form](#), if the Subrecipient is neither a non-UC campus or participating institution in the [FDP Expanded Clearinghouse](#).
2. Second PDF – Subaward documents
 - a. Subrecipient's scope of work (SOW, including a clear and detailed description of the work to be performed, the proposed timelines and deliverables;
 - b. Subrecipient's Budget and Budget Justification, including direct and F&A/indirect costs, calculated in accordance with sponsor guidelines using the subrecipient's approved F&A and fringe benefit rates and verifying any committed cost sharing;
 - c. [Sole Source Justification Form](#), if the Prime Award is a Federal contract; and
 - d. Additional elements that may be required by UC Davis's sponsor (Prime Sponsor) for inclusion in the proposal.

Instructions

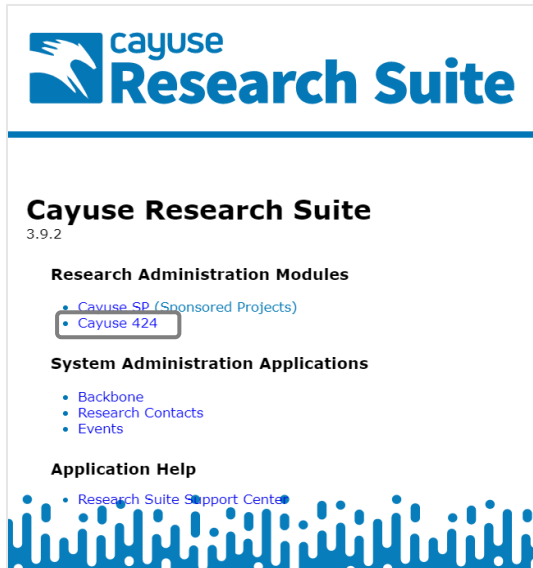
Step I. Login to Cayuse

- A. Login to: <https://ucdavis.cayuse424.com> with your Kerberos

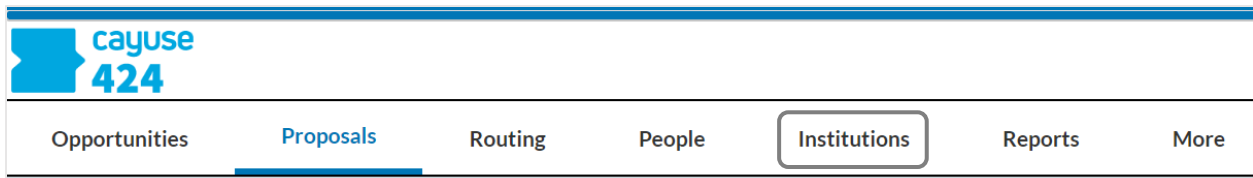
Step II. Look for Institution in Cayuse 424, if applicable

If you are submitting the Prime Proposal to the sponsor in Cayuse 424, confirm the institution and their F&A (indirect) cost base are included in Cayuse 424 to avoid duplicated effort. If not applying in Cayuse 424, [skip to 3](#).

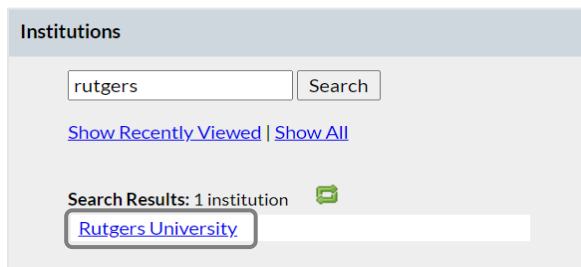
- A. Select “Cayuse 424”.



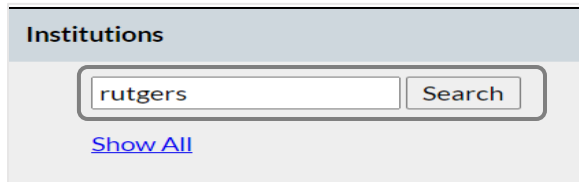
- B. Select “Institutions”.



- C. Enter part of the Subrecipient institution’s name in the text field and select “Search”.



D. Select the institution name to open their Institutional Profile if listed. If not listed, [skip to E.](#) below.

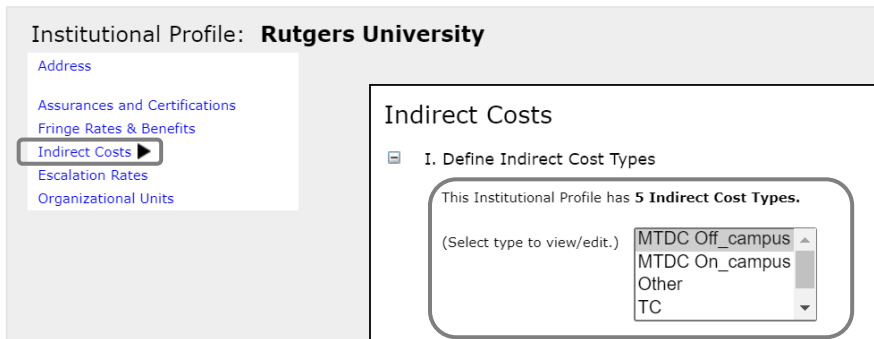


Institutions

rutgers Search

[Show All](#)

- i. Select “Indirect Costs” and ensure **at least the correct F&A/Indirect Cost Types** are listed. If the institution and F&A/Indirect Cost Types are included, proceed to [Step 2 below.](#) If not, [proceed to E.](#) below.



Institutional Profile: **Rutgers University**

Address

Assurances and Certifications

Fringe Rates & Benefits

Indirect Costs

Escalation Rates

Organizational Units

Indirect Costs

I. Define Indirect Cost Types

This Institutional Profile has **5 Indirect Cost Types.**

(Select type to view/edit.)

MTDC Off_campus

MTDC On_campus

Other

TC

- E. If the institution and/or F&A/Indirect Cost Types are not listed, email ORCayuseHelp@ucdavis.edu to request the institution be added to Cayuse 424, providing the following information:
- Subrecipient institution
 - Contact name
 - Email address
 - Phone number
 - Mailing address
 - F&A Cost Policy: Attach the written F&A Cost Rate and Bases policy of the Subrecipient institution.

Step III. Complete the Cayuse SP Proposal

Complete the Cayuse SP Proposal/Internal Processing Form as usual, paying attention to the notes below for each of the Proposal tabs. See *Cayuse SP Handbook for PIs, Department C&G Staff and Approvers* for detailed instructions.

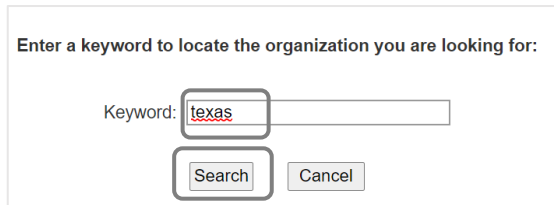
A. Complete the Subrecipients tab.

- i. Place your cursor and select in the Subcontractor text field.



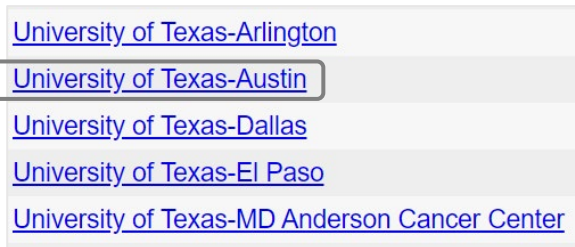
The screenshot shows a form titled "Add Subcontractor". It has a label "Subcontractor:" followed by a text input field. The input field is highlighted with a red box. To the right of the input field is a button labeled "Add Subcontractor".

- ii. Enter part of the Subrecipient's name and select "Search".



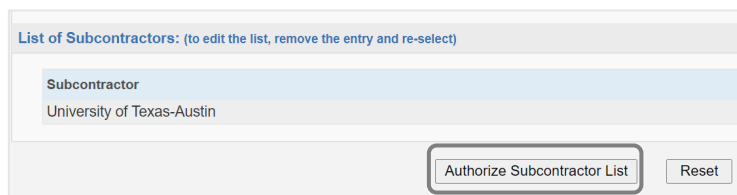
The screenshot shows a search interface with the text "Enter a keyword to locate the organization you are looking for:". Below this is a "Keyword:" label followed by a text input field containing the word "texas". Below the input field are two buttons: "Search" and "Cancel". The "Search" button is highlighted with a red box.

- iii. Select the Subrecipient institution. If not listed, select "Miscellaneous Institution".



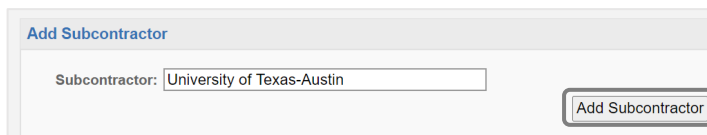
The screenshot shows a list of subrecipient institutions. The list items are: "University of Texas-Arlington", "University of Texas-Austin", "University of Texas-Dallas", "University of Texas-El Paso", and "University of Texas-MD Anderson Cancer Center". The "University of Texas-Austin" item is highlighted with a red box.

- iv. Select "Add Subcontractor".



The screenshot shows a "List of Subcontractors" interface. It has a header "List of Subcontractors: (to edit the list, remove the entry and re-select)". Below the header is a table with one row: "Subcontractor" and "University of Texas-Austin". Below the table are two buttons: "Authorize Subcontractor List" and "Reset". The "Authorize Subcontractor List" button is highlighted with a red box.

- v. Once all Subrecipients are listed, select "Add Subcontractor".



The screenshot shows the "Add Subcontractor" form. The "Subcontractor:" label is followed by a text input field containing "University of Texas-Austin". To the right of the input field is a button labeled "Add Subcontractor". The "Add Subcontractor" button is highlighted with a red box.

- B. Upload the Subrecipient Proposal Attachments.
- i. Upload the [Required Elements](#) for each Subaward.

Add Attachment

Click Browse to select a file: No file chosen

Document Type:

Attachment	File Type	Upload Type	Attachment Type	Access
RFP.pdf Uploaded by: Amie Admin On: 06/03/2020 At: 3:57 PM PDT	RFP or Sponsor Guidelines, etc.	IPF	Proposal	All Parties
BudgetJustification.pdf Uploaded by: Amie Admin On: 06/03/2020 At: 3:57 PM PDT	Budget Justification	IPF	Proposal	All Parties
budget.xlsx Uploaded by: Amie Admin On: 06/03/2020 At: 3:56 PM PDT	Budget	IPF	Proposal	All Parties
Scope.pdf Uploaded by: Amie Admin On: 06/03/2020 At: 3:58 PM PDT	Abstract	IPF	Proposal	All Parties
UTA_Sub.pdf Uploaded by: Amie Admin On: 06/03/2020 At: 3:56 PM PDT	Subcontractor Documents	IPF	Proposal	All Parties
Subaward-CommitmentForm.pdf Uploaded by: Amie Admin On: 06/03/2020 At: 3:55 PM PDT	Subrecipient Commitment Form	IPF	Proposal	All Parties

- C. Complete the Submission Notes tab, if applicable.
- i. If the Subrecipient institution was not listed, provide the following information:
- ii. Subrecipient institution name
- iii. Program Contact name and email
- iv. Subrecipient institution address
- v. F&A rate and base policy link (or upload as a Proposal attachment).

>> Submission Notes

Please add any additional information that may be pertinent to processing this proposal.

Submission Note:

Subawardee: Louisiana Tech; Program Contact: Amie Admin, Email: aadmin@latech.edu; Address: 1234 Louisiana Ave, Sulfur, LA 71446; ICR information available at <http://finance.latech.edu/comptroller/fb1benefitsrates201617final.pdf>

Step IV. Complete the Cayuse 424 Proposal, if applicable

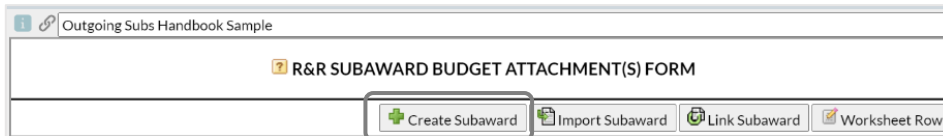
Complete the Cayuse 424 proposal as usual, then either manually enter or import a Cayuse424 (or Subawards.com) file from the Subrecipient. Remember to check the box for all forms to include in the sponsor proposal/application.

A. Select the Subaward entry method:

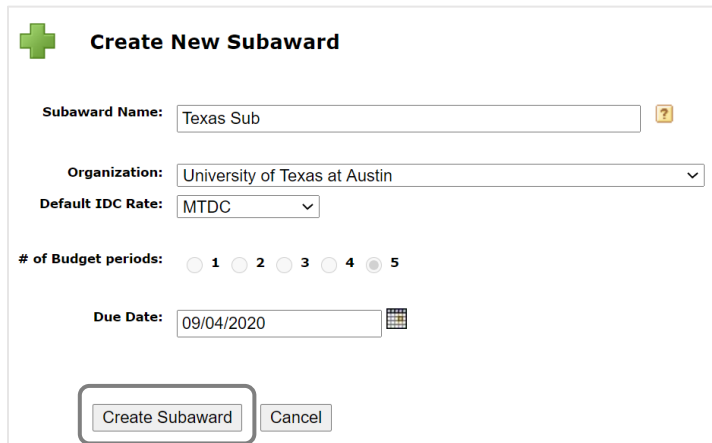
- i. [Manually enter a Subaward](#)
- ii. [Import a Cayuse424 \(r Subawards.com\) file](#)

Manually Enter a Subaward

A. Select "Create Subaward".



B. Complete the pop-up screen and select "Create Subaward". (Note: Enter the Sponsor deadline for the Prime Application as the due date.)

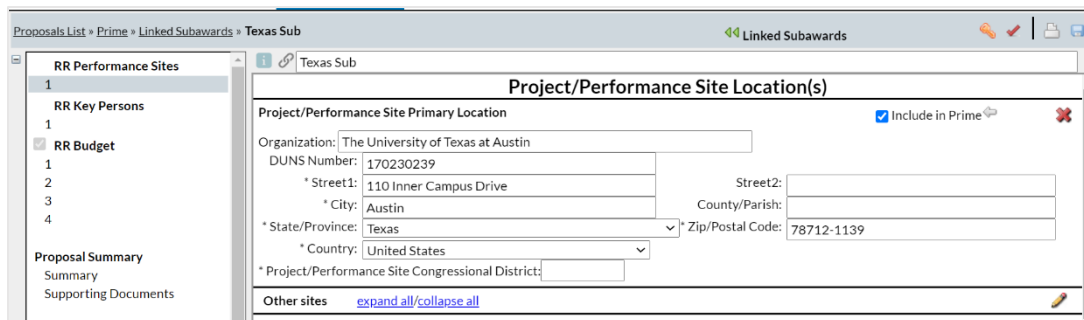
A screenshot of a "Create New Subaward" pop-up form. The form has a green plus icon in the top left corner. It contains the following fields:

- Subaward Name:** A text input field containing "Texas Sub".
- Organization:** A dropdown menu showing "University of Texas at Austin".
- Default IDC Rate:** A dropdown menu showing "MTDC".
- # of Budget periods:** Radio buttons for 1, 2, 3, 4, and 5. The "5" option is selected.
- Due Date:** A date input field showing "09/04/2020".

At the bottom of the form, there are two buttons: "Create Subaward" and "Cancel". The "Create Subaward" button is highlighted with a red rectangular box.

C. Complete the RR Performance Sites form

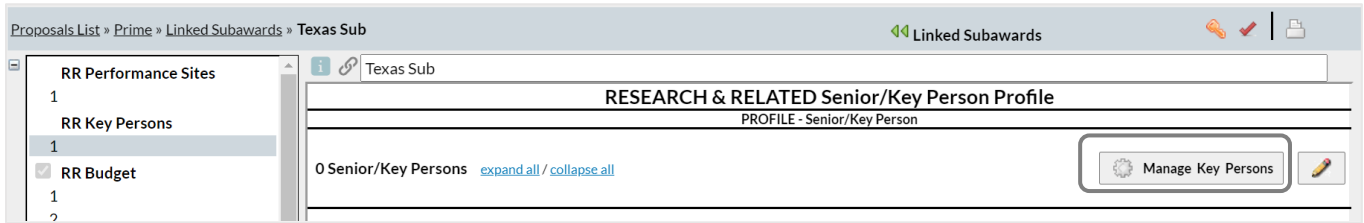
- i. Select the checkbox to include the location in the Prime Proposal/Application
- ii. DUNS Number
- iii. Address; including the 9-digit Zip Code
- iv. Congressional District

A screenshot of a web application interface showing the "RR Performance Sites" form. The breadcrumb trail is "Proposals List > Prime > Linked Subawards > Texas Sub". The main heading is "Project/Performance Site Location(s)". There is a checkbox labeled "Include in Prime" which is checked. The form contains the following fields:

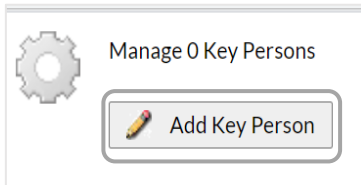
- Organization:** "The University of Texas at Austin"
- DUNS Number:** "170230239"
- * Street1:** "110 Inner Campus Drive"
- * City:** "Austin"
- * State/Province:** "Texas"
- * Country:** "United States"
- * Project/Performance Site Congressional District:** (empty field)
- Street2:** (empty field)
- County/Parish:** (empty field)
- Zip/Postal Code:** "78712-1139"

At the bottom, there is a link "Other sites expand all/collapse all". The "Include in Prime" checkbox is highlighted with a red rectangular box.

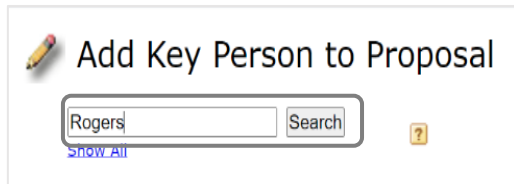
- D. Complete the RR Key Persons form
- i. Select “Manage Key Persons”.



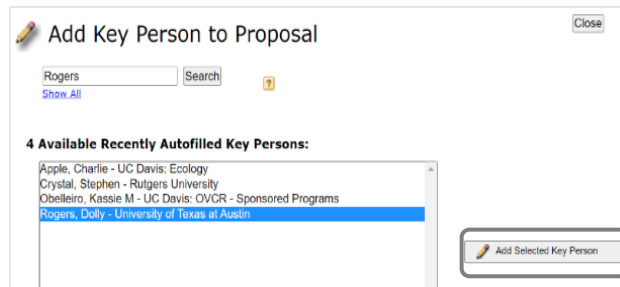
- ii. Select “Add Key Person”.



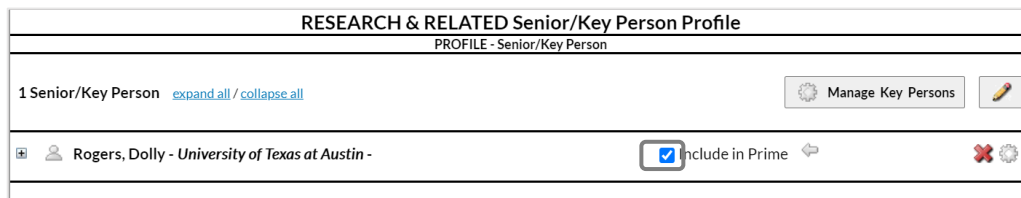
- a. Enter the person’s last name in the text field and select “Search”.



- b. If listed, select their name and “Add Selected Key Person”. If not listed, follow the steps for creating a profile in the [Cayuse Professional Profiles user guide](#).



- iii. Select the checkbox to include the person in the Prime Proposal/Application.



iv. Select the plus sign (“+”) to complete the Subrecipient PD/PI’s information.

RESEARCH & RELATED Senior/Key Person Profile	
PROFILE - Senior/Key Person	
1 Senior/Key Person expand.all / collapse.all	Manage Key Persons
Rogers, Dolly - University of Texas at Austin -	<input checked="" type="checkbox"/> Include in Prime

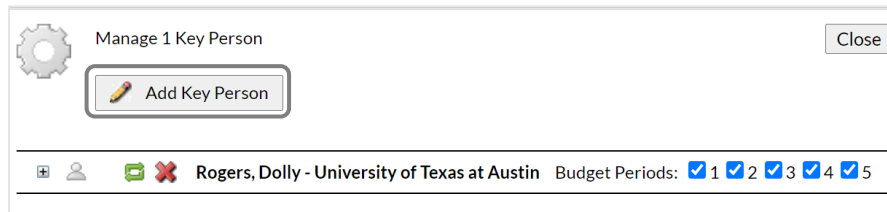
- Complete the Subrecipient PI’s name
- Subrecipient’s PI position at their institution
- Subrecipient institution’s address, including the 9-digit zip code
- Subrecipient PI’s phone number and email address
- Select “Other” as the Project Role
- Enter “Site PD/PI” or something similar as the Other Project Role Category

Prefix Dr.	* First Name Dolly	Middle Name 	* Last Name Rogers	Suffix
Position/Title: Professor	Organization Name: University of Texas at Austin		Department: Ecology	
* Street1: 110 Inner Campus Drive	* City: Austin		Division: 	
* State/Province: Texas	* Country: United States		Street2: 	
* Phone Number 555-555-5555	Fax Number 	* Zip/Postal Code: 78712-1139		
* E-Mail srogers@uta.edu		Credential, e.g., agency login: 		
* Project Role: Other (Specify)	Other Project Role Category: Site PD/PI			
Degree Type: 				
Degree Year: 				

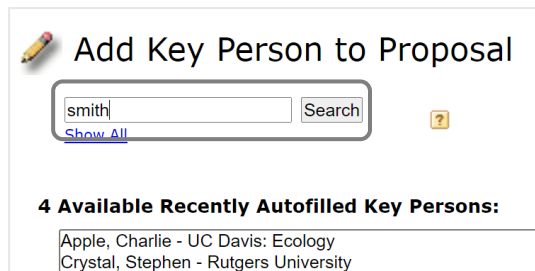
1. Upload their Biosketch and Current & Pending, as required.

	Final	Draft	
* Attach Biographical Sketch	Rogers-bio 1PI PDF 85.13KB	No draft --	<input type="button" value="Manage"/> <input type="button" value="Delete"/>
Attach Current & Pending Support	No final --	No draft --	<input type="button" value="Add"/> <input type="button" value="Delete"/>

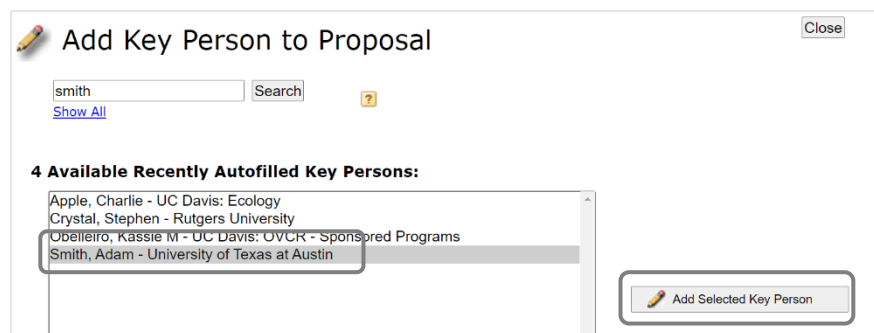
- v. Select “Manage Key Persons” to add other Subrecipient Key Personnel. (Note: Repeat the following steps for each additional Key Personnel member.)
 - a. Select “Add Key Person”



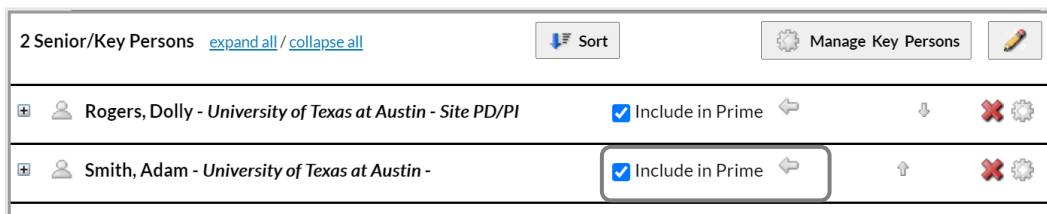
- b. Find and select their Professional Profile. (Note: Check the “Recently Autofilled” list before searching. See [Setting up Your Professional Profile](#) for instructions.)
 - 1. Enter their last name in the text box and select “Search”.



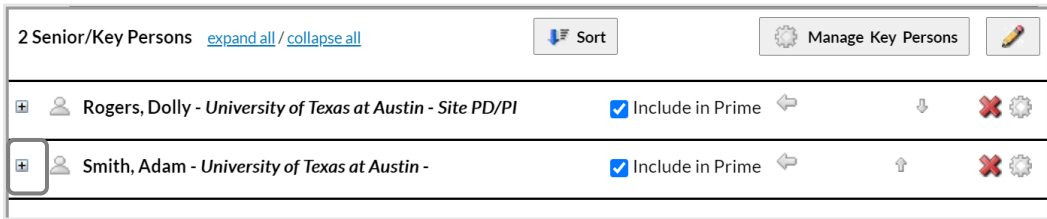
- 2. Select their name and then “Add Selected Key Person”.



- vi. Select the checkbox to include the person in the Prime Proposal/application, if applicable.



vii. Select the plus sign (“+”) to complete the newly added person’s information as follows.



- a. Their position at the Subrecipient institution.
- b. Their address, including the 9-digit zip code
- c. Their phone number and email address
- d. Select “Other” as the Project Role
- e. Enter the appropriate title as the Other Project Role Category.

The screenshot shows a detailed form for 'Smith, Adam - University of Texas at Austin'. The form includes the following fields and values:

- Prefix: (empty)
- * First Name: Adam
- Middle Name: (empty)
- * Last Name: Smith
- Suffix: (empty)
- Position/Title: Associate Professor
- Department: Ecology
- Organization Name: University of Texas at Austin
- Division: (empty)
- * Street1: 110 Inner Campus Drive
- Street2: (empty)
- * City: Austin
- County/Parish: (empty)
- * State/Province: Texas
- * Zip/Postal Code: 78712-1139
- * Country: Please Select...
- * Phone Number: 555-555-5555
- Fax Number: (empty)
- * E-Mail: asmith@uta.edu
- Credential, e.g., agency login: (empty)
- * Project Role: Other (Specify)
- Other Project Role Category: Site co-PD/PI

1. Upload their Biosketch and Current & Pending, as applicable.

	Final	Draft	
* Attach Biographical Sketch	Smith-bio 1P PDF 85.13KB	No draft --	Manage Delete
Attach Current & Pending Support	No final --	No draft --	Add Delete

E. Complete the RR Budget forms. (Note: If the Subaward is not participating in all years of the project, select "Inactive budget period" on the relevant form.)

i. Complete Page 1.

a. Complete the Senior Key Persons information.

1. Enter Salary, effort and fringe benefits.

First Pref. Name	Mid. Name	Last Name	Suf.	Project Role	Base Salary (\$)	Cal. Salary (\$)	Acad. Salary (\$)	Sum. Salary (\$)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary (\$)	Fringe Benefits (\$)	Funds Req. (\$)
Dr. Dolly		Rogers		Site PD/PI	133,333	0	100,000	33,333		1.200	0.000	13,333	0	13,333
Adam		Smith		Site co-PD/PI	133,333	0	100,000	33,333		1.200	1.000	24,444	0	24,444
Total Senior/Key Person													37,777	

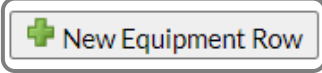
a. Enter the Other Personnel salary and benefits and select the F&A/Indirect Cost Types for Sections A and B.

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary (\$)	* Fringe Benefits (\$)	* Funds Requested (\$)
2	Post Doctoral Associates	7.00			70,000	24,000	94,000
	Graduate Students						
	Undergraduate Students						
	Secretarial / Clerical						
Total Number Other Personnel:							94,000
2	Indirect Cost Types for Sections A and B Above:					Total Other Personnel	
	Req. Salary		Fringe		Total Salary, Wages and Fringe Benefits (A+B)		
	MTDC		MTDC		131,777		

- ii. Complete Page 2.
 - a. To add Equipment, select "+ New Equipment Row".

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000



1. Enter the description and funds requested.
2. Select the correct F&A/Indirect cost Type/Base.

List items and dollar amount for each item exceeding \$5,000

Equipment item	* Funds Requested (\$)
1 MRI	25,000 ✘
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; margin-bottom: 10px;">  </div>	
Indirect Cost Type MTDC	Total Equipment 25,000

- b. Complete all sections, indicating the correct F&A Indirect Cost Type/Base for each section.

D. Travel		Funds Requested (\$)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)		2,500
2. Foreign Travel Costs		5,000
Indirect Cost Type MTDC	Total Travel Cost	7,500
E. Participant/Trainee Support Costs		Funds Requested (\$)
1. Tuition/Fees/Health Insurance		
2. Stipends		
3. Travel		
4. Subsistence		
5. Other 		
Number of Participants/Trainees 0	Total Participant/Trainee Support Costs	
Indirect Cost Type MTDC		

iii. Complete Page 3.

a. Complete Section F, indicating the correct F&A/ Indirect Cost Type/Base for each line item.

F. Other Direct Costs	Indirect Cost Type	Funds Requested (\$)
1. Materials and Supplies	MTDC	2,000
2. Publication Costs	MTDC	800
3. Consultant Services	excluded	
4. ADP/Computer Services	excluded	
5. Subawards/Consortium/Contractual Costs	
> Allocated IDC Base	excluded	
6. Equipment or Facility Rental/User Fees	excluded	
7. Alterations and Renovations	excluded	
8. <input type="text"/>	excluded	
9. <input type="text"/>	excluded	
10. <input type="text"/>	excluded	
Total Other Direct Costs		2,800

b. Sections G-K will auto-calculate based on previous entries and F&A/Indirect Cost Type Base selected. (Note: Any manual entries in the auto-calculating fields are indicated by a red star.)

G. Direct Costs		Funds Requested (\$)	
Total Direct Costs (A thru F)		167,077	
H. Indirect Costs			
<small>Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. Bring any profile changes into budget by refreshing Applicant Organization.</small>			
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1. MTDC	54.000 *	167,077	90,222
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Indirect Costs			90,222
Cognizant Federal Agency <input type="text"/>			
<small>(Agency Name, POC Name, and POC Phone Number)</small>			
I. Total Direct and Indirect Costs		Funds Requested (\$)	
Total Direct and Indirect Institutional Costs (G + H)		257,299	
J. Fee		Funds Requested (\$)	
		<input type="text"/>	
K. Total Costs and Fee		Funds Requested (\$)	
Total Costs and Fee (I + J)		257,299	

c. Upload the Budget Justification.

	Final	Draft
L. * Budget Justification (Only attach one file)	BudgetJust 1P PDF 85.13KB	No draft --
	<input type="button" value="Manage"/>	<input type="button" value="Delete"/>

1. Select the staircase icon to replicate and escalate budget line items from to other budget periods.



- a. Select the checkboxes next to the appropriate line items.
- d. If escalating, indicate the % to increase by.
- e. Select the budget period to copy from (Start Period) and the budget period(s) to which to add the line items (Ending Period).
- f. Indicate if the escalation should be applied to the Budget Period 1 salaries.
- g. Select “Escalate Selected Categories” or “Replicate Selected Categories”. (Note: First replicate the line items, then return to the staircase icon and escalate as appropriate.).

Enabled	Budget Category to Escalate/Replicate	Rate (%)
<input checked="" type="checkbox"/>	A.) Senior/Key Persons - Salary	3
<input checked="" type="checkbox"/>	Senior/Key Persons - Fringe Benefits	3
<input checked="" type="checkbox"/>	B.) Other Personnel - Salary	3
<input checked="" type="checkbox"/>	Other Personnel - Fringe Benefits	3
<input checked="" type="checkbox"/>	D.) Travel	
<input type="checkbox"/>	E.) Participant/Trainee Support Costs	
<input checked="" type="checkbox"/>	F.1) Materials and Supplies	
<input checked="" type="checkbox"/>	F.2) Publication Costs	
<input type="checkbox"/>	F.3) Consultant Services	
<input type="checkbox"/>	F.4) ADP/Computer Services	
<input type="checkbox"/>	F.5) Replicate Indirect Cost Type for Subaward Costs Allocated to IDC Base	
<input type="checkbox"/>	F.6) Equipment or Facility Rental/User Fees	
<input type="checkbox"/>	F.7) Alterations/Renovations/Construction	
<input type="checkbox"/>	F.8) Other 1	
<input type="checkbox"/>	F.9) Other 2	
<input type="checkbox"/>	F.10) Other 3	

Start Period: Budget Period 1 thru End Period: Budget Period 5

Pre-Escalate Budget Period 1 Salaries

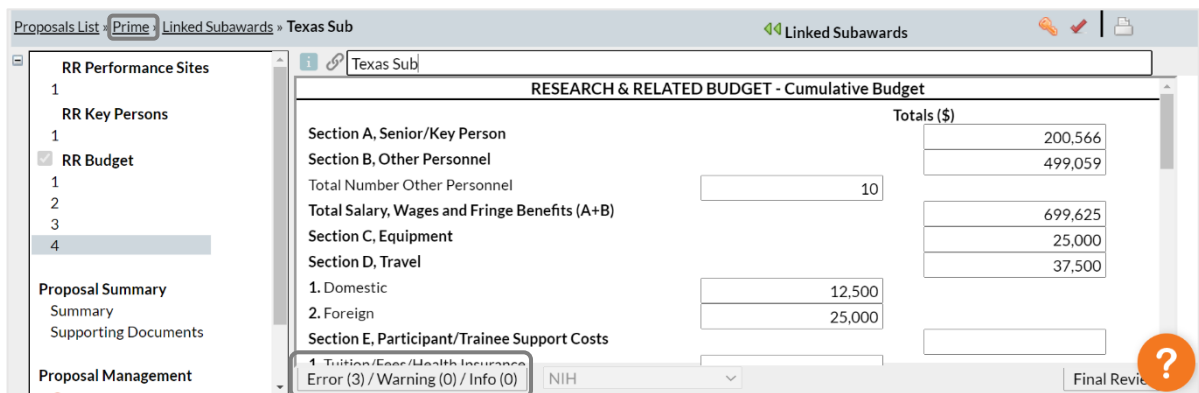
Escalate Selected Categories

Replicate Selected Categories

Cancel

[select all](#) [unselect all](#)

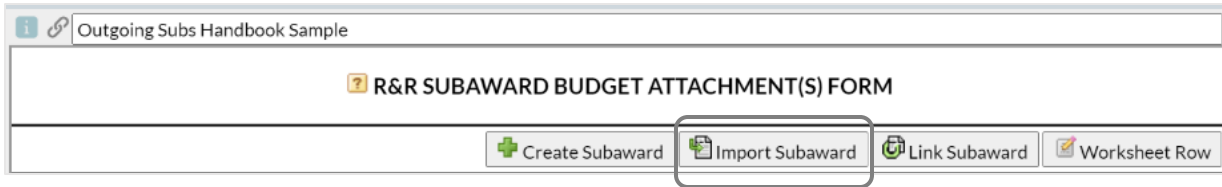
- iv. Review Page 4 for accuracy.
 - a. Correct Errors and Warnings.
- v. Select “Prime to return to the Prime Proposal.”



Import a Subaward

The Subrecipient may prepare a Research Subaward Proposal in Cayuse 424 or Subawards.com, route it for approval to their appropriate central sponsored projects office.

- A. Save the exported file sent to you by the Subrecipient to your computer.
- B. From the Prime Application/Proposal. Select “Import Subaward”.



- C. Complete the “Import Subaward” pop-up screen.
 - i. Enter the name of name of the Subaward.
 - ii. Select the Cayuse424 file from your computer.
 - iii. Select “Import”.

The screenshot shows the "Import Subaward" pop-up screen. It has a title "Import Subaward" with a document icon. Below the title, there is a text input field for "Enter name for imported subaward:" containing "Import Example". Below that is a "Choose File" button followed by the text "Import Sub ...mple.cayuse". At the bottom, there are two buttons: "Import" and "Cancel". The "Import" button is highlighted with a red rectangular box.

What to expect from an imported Adobe PDF Subaward Budget form.
Click here for more info: [?](#)

- D. Ensure the Prime project periods match the Subaward project periods and select “Link in Subaward”.


The screenshot shows the "Link in Subaward Proposal" pop-up screen. It has a title "Link in Subaward Proposal" with a document icon. Below the title, there is a section "Linking imported subaward:" with the sub-header "Import Sub Example". Below that, there is a text input field for "Ensure subaward periods align with those of the prime:". Below the text input field, there is a table with the following data:

Prime		Subaward	
Period	Start Date	Start Date	End Date
1	01/01/2021	01/01/2021	12/31/2021
2	01/01/2022	01/01/2022	12/31/2022
3	01/01/2023	01/01/2023	12/31/2023
4	01/01/2024	01/01/2024	12/31/2024
5	01/01/2025	01/01/2025	12/31/2025

Below the table, there is a text input field for "Subaward budgets match the prime and will not be updated during link." At the bottom, there are two buttons: "Link in Subaward" and "Cancel". The "Link in Subaward" button is highlighted with a red rectangular box.

(Note: You can indicate inactive budget periods for Subawards later.)

E. Select "Finish".



Importing Key Persons & Performance Sites

From Subaward: *Import Example*

Complete.

1 Senior/Key Person Profile

status

Davis, Sam - University of Wyoming

1 Project/Performance Site Location

status

Wyoming

Finish

Finish

F. Review Subaward for accuracy and make changes as needed. (Note: Remember that significant changes may need to be re-approved by the Subrecipient's institution.)

G. Select "Prime" to return to the Prime Proposal.

Proposals List | Prime | Linked Subawards » Import Example

Linked Subawards

Import Example

RESEARCH & RELATED BUDGET - SECTION A & B Budget Period 1 of 5

ORGANIZATIONAL DUNS: 069690956 Inactive budget perio

Budget Type: Project Subaward/Consortium

Enter name of Organization: University of Wyoming

Period 1 Start Date: 01/01/2021 End Date: 12/31/2021

FAQs

1. What if an investigator does not have a profile in Cayuse?
 - a. If the investigator in question is a UC Davis employee, ask him/her to login to Cayuse 424 and create his/her Professional Profile.
 - b. If the investigator in question is not a UC Davis employee:
 1. Ensure institution is in SP (this should have already been done)
 2. Add the user.
2. Can I import a Subaward proposal prepared in an external system? Yes, ask the Subaward institution to export the Subaward proposal and send it to you. Then you can import that proposal.
3. Can I link to a Subaward proposal created in Cayuse 424 by another institution? Yes, select Link Subaward and find the appropriate Subaward to link to the prime application.
4. Are there upcoming training sessions? Yes, they can be found at: <http://spark.ucdavis.edu/training/>.

Resources

- SPO – Subawards: <http://research.ucdavis.edu/proposals-grants-contracts/spo/subawards/>
- Subaward or Contractor/Vendor Guidance document: <http://research.ucdavis.edu/wp-content/uploads/Subaward-v-Vendor-Guidance-Document.pdf>
- UC Davis Cayuse Landing Page: <http://spark.ucdavis.edu/cayuse/>
- Help Guides and Videos: <http://spark.ucdavis.edu/training/>
- Cayuse Listserv: https://lists.ucdavis.edu/sympa/subscribe/spark_info
- Help Request: ORCayuseHelp@ucdavis.edu
- eRA Help: SPOeRAHelp@ucdavis.edu
- Cayuse Training Sessions: <http://spark.ucdavis.edu/training/>