

Cayuse SP and 424 – UC Davis

Handbook for Submitting a Proposal with Subawards

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Definitions

- **Outgoing subaward:** An agreement with a third-party organization, usually a university, to perform an intellectually significant portion of a research project for which UC Davis was awarded funding by a sponsor (Prime Sponsor).
 - Review the [Subrecipient, Contractor/Vendor, Consultant table](#) to determine if a subaward is the appropriate type of agreement.
- **Prime Sponsor:** The sponsor who awarded funds to UC Davis.
- **Subrecipient (or Subawardee):** The third-party organization, usually a university, who will collaborate with UC Davis on the research project.
- **Prime Agreement:** UC Davis’s written award agreement with the sponsor
- **Subaward agreement:** UC Davis’s written award agreement with the subrecipient (or subawardee).
 - The terms of the subaward agreement must abide by the terms of the prime agreement.
- **F&A (Facilities and Administrative) costs:** Also known as indirect costs, these costs are associated with the general operation of UC Davis and cannot be readily assigned to individual projects. These costs include:
 - Facilities and maintenance
 - General and departmental administration
 - Clerical and administrative salaries and fringe benefits
 - General office supplies
 - UC Davis F&A:
 - UC Davis commonly uses [federally negotiated indirect cost rates \(“NICRA”\)](#) though rates may vary based on sponsor policy and program guidelines.
 - For subawards to other UC campuses, UC Davis includes no subrecipient expenses in its indirect cost base. In other words, it charges no indirects on the subaward.
 - For subawards to non-UC institutions, UC Davis includes only the first \$25,000 of subrecipient expenses in its indirect cost base.
 - The [OR Budget Templates](#) perform these F&A calculations for you.
 - If the services provided by the third-party organization are determined to be those of a vendor rather than an actual subaward, F&A costs are charged on the entire amount of the transaction.
 - Subrecipient F&A:
 - The subrecipient’s direct and indirect costs should be calculated in accordance with sponsor guidelines using the subrecipient’s approved F&A and fringe benefit rates
 - If the subrecipient does not have a current federally negotiated F&A rate in place they have the following options:
 - Use a de minimis F&A rate of 15% MTDC (“Modified Total Direct Costs”)

- Note: The 15% 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
 - Negotiate a F&A rate with their Cognizant Federal Agency
 - Elect not to charge F&A.
- **IPF (Internal Processing Form):** The electronic “proposal” created and routed in Cayuse SP for required approvals: PI and Co-PI certifications, and Department authorization.
 - In the School of Medicine and the School of Veterinary Medicine, the dean’s office additionally reviews and provides authorization.

Required Elements

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

1. First PDF – The appropriate subrecipient commitment form of these three:
 - a. If the Subrecipient is participating institution in the [FDP Expanded Clearinghouse: FDP Subrecipient Pilot – Supplemental Project Information Form](#)
 - b. If the Subrecipient is a UC campus: [Multiple Campus Award \(MCA\) Commitment form](#)
 - c. If the Subrecipient is neither a UC campus nor participating institution in the FDP Expanded Clearinghouse: [Subrecipient Commitment Form](#)
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 (as opposed to a grant).
 - 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

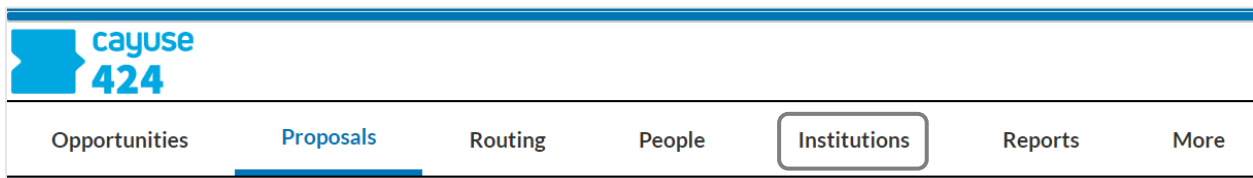
Step II. Look for Institution in Cayuse 424, if applicable

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.](#)

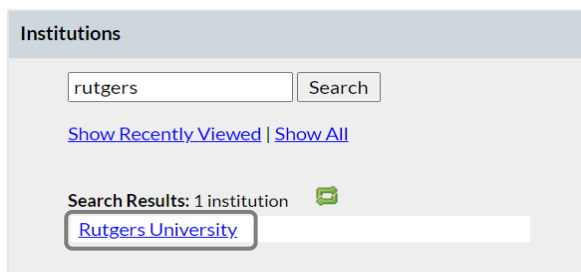
- A. Select **Cayuse 424**.



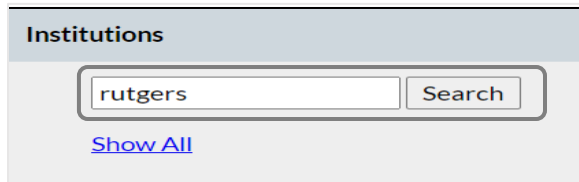
- B. Select **Institutions**.



- 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.

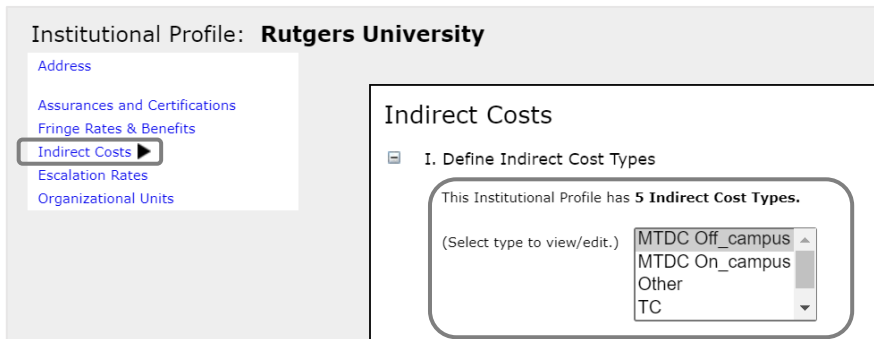


Institutions

rutgers Search

[Show All](#)

- i. Select **Indirect Costs** in the left column 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 and provide the following information:
 - i. Subrecipient institution
 - ii. Contact name
 - iii. Email address
 - iv. Phone number
 - v. Mailing address
 - vi. F&A Cost Policy: Attach the written F&A Cost Rate and Bases policy of the Subrecipient institution.

Step III. Complete the Cayuse SP IPF

Complete the IPF as usual, paying attention to the notes below for each of the Proposal tabs. See [Cayuse SP Handbook for Department C&G Staff, PIs and Approvers](#) for detailed instructions.

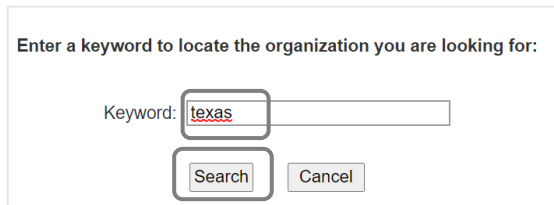
A. Complete the **Subrecipients** tab.

- i. Click in the **Subcontractor** text field.



The screenshot shows a form titled "Add Subcontractor". It contains a text input field labeled "Subcontractor:" which 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**.



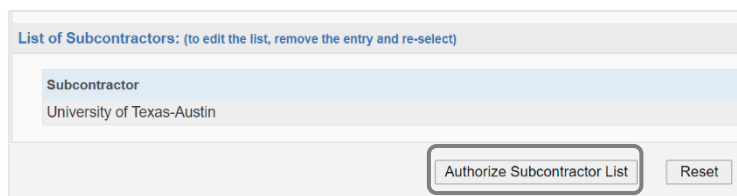
The screenshot shows a search interface with the text "Enter a keyword to locate the organization you are looking for:". Below this is a text input field with the word "texas" entered and underlined in red. To the right of the input field are two buttons: "Search" and "Cancel".

- iii. Select the Subrecipient institution. If not listed, select **Miscellaneous Institutions**.



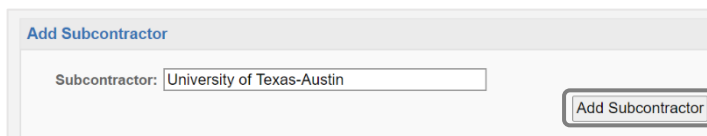
The screenshot shows a list of subrecipient institutions. The list items are: "University of Texas-Arlington", "University of Texas-Austin", "University of Texas-Dallas", "University of Texas-El Paso", and "University of Texas-MD Anderson Cancer Center". The "University of Texas-Austin" item is highlighted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

- iv. Select **Add Subcontractor**.



The screenshot shows a "List of Subcontractors" interface. It includes a header "List of Subcontractors: (to edit the list, remove the entry and re-select)". Below the header is a table with one row containing the text "University of Texas-Austin". At the bottom right of the interface are two buttons: "Authorize Subcontractor List" and "Reset".

- v. Once all Subrecipients are listed, select **Authorize Subcontractor List**.



The screenshot shows the "Add Subcontractor" form. The "Subcontractor:" text input field now contains the text "University of Texas-Austin". The "Add Subcontractor" button is highlighted with a red box.

B. Upload the Subrecipient **Proposal Attachments**.

- i. Upload the Required Elements (indicated above) 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 at step A.iii. above, provide the following information:
 - a. Subrecipient institution name
 - b. Program Contact name and email
 - c. Subrecipient institution address
 - d. 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.

Remember to add a checkmark in the box for all optional forms to include in the proposal to the sponsor. This includes the **RR Subaward Budget Attachment** form where you either manually enter the Subrecipient's information or, to save your time and effort, import a Cayuse file provided by the Subrecipient.

- A. Select the Subaward entry method:
 - i. **Manually enter a Subaward** (*immediately below*)
 - ii. **Import Subaward as a Cayuse file**

Manually Enter a Subaward

- A. In the **RR Subaward Budget Attachment** form of your Cayuse 424 proposal, select **Create Subaward**.



- B. Complete the pop-up screen and select **Create Subaward**.
 - i. **Subaward Name:** As this subaward is within your proposal, it doesn't need to be more detailed

A screenshot of a "Create New Subaward" pop-up window. It features a green plus icon in the top left. The form contains the following fields: "Subaward Name" with the text "Texas Sub" and a help icon; "Organization" with a dropdown menu showing "University of Texas at Austin"; "Default IDC Rate" with a dropdown menu showing "MTDC"; "# of Budget periods" with radio buttons for 1, 2, 3, 4, and 5 (5 is selected); and "Due Date" with a text box showing "09/04/2020" and a calendar icon. At the bottom, there are two buttons: "Create Subaward" (highlighted with a red box) and "Cancel".

than simply indicating the name of the Subrecipient Institution.

- ii. **Default IDC Rate:** Select the most appropriate Indirect Cost (IDC) rate based on information provided on this topic by the Subrecipient.
- iii. **Due Date:** Enter the Sponsor deadline for the Prime Application as the due date.
 - a. Be sure, however, to request all materials from the Subrecipient with enough time ahead of the sponsor deadline for you to review and request corrections/additional information as necessary.

- C. Complete the **RR Performance Sites** form

- i. Add a checkmark to the box next to **Include in Prime** to include the location in the Prime Proposal
- ii. **Address:** Include the 9-digit Zip Code. If not provided, use the [USPS Zip Code Lookup](#)

- 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**.

1. If not listed, follow these steps to create a Professional Profile for an individual not at UC Davis:

- I. If present, click the **Save icon** on the top toolbar to save your most recent edits.
- II. If you aren't sure of the name of the (Prime) proposal you're working in, click **Prime** in the navigation breadcrumbs under the top toolbar. Make a note of your proposal's name.
- III. Click on the **People** tab in the top toolbar.
- IV. Click on **+ Person** in the top right.
- V. Populate the individual's **Professional Profile**.
 - A. On the **eRA Role** screen be sure to select **Principal Investigator** so they can be selected and added to the Cayuse 424 proposal.
- VI. Now return to the proposal you were working in, navigate to the attached subaward and select the individual to add them to the subaward.

iii. Add a checkmark to the box next to **Include in Prime** to include the person in the Prime Proposal.

RESEARCH & RELATED Senior/Key Person Profile
PROFILE - Senior/Key Person

1 Senior/Key Person [expand.all](#) / [collapse.all](#) Manage Key Persons

Include in Prime

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

Include in Prime

- a. Include the Subrecipient’s 9-digit zip code ([USPS Zip Code Lookup](#))
- b. Select **Other** as the **Project Role** then enter **Site PD/PI** (or something similar) in the **Other Project Role Category**.

Prefix Dr.	* First Name Dolly	Middle Name	* Last Name Rogers	Suffix
Position/Title: Professor		Department: Ecology		
Organization Name: University of Texas at Austin		Division:		
* Street 1: 110 Inner Campus Drive		Street 2:		
* City: Austin		County/Parish:		
* State/Province: Texas		* Zip/Postal Code: 78712-1139		
* Country: United States				
* Phone Number 555-555-5555	Fax Number	* 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:				

2. Upload their **Biosketch** and **Current & Pending**, as required.

* Attach Biographical Sketch	Final	Draft	
	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. Repeat the following steps for each additional Key Personnel member.
 - a. Select **Add Key Person**

Manage 1 Key Person

Rogers, Dolly - University of Texas at Austin Budget Periods: 1 2 3 4 5

- b. Find and select their Professional Profile.
 - 1. Check the **Recently Autofilled** list before searching.
 - 2. If not found there, enter their last name in the text box and select **Search**.

Add Key Person to Proposal

[Show All](#)

4 Available Recently Autofilled Key Persons:

Apple, Charlie - UC Davis: Ecology
Crystal, Stephen - Rutgers University

3. Select their name and then **Add Selected Key Person**.

Add Key Person to Proposal

[Show All](#)

4 Available Recently Autofilled Key Persons:

Apple, Charlie - UC Davis: Ecology
Crystal, Stephen - Rutgers University
Obelleiro, Kassie M - UC Davis: OVCR - Sponsored Programs
Smith, Adam - University of Texas at Austin

- I. If not found, follow the steps indicated in section D.ii.b.1. above to create new Professional Profiles(s).
- v. Add a checkmark to the box next to **Include in Prime** to include the person in the Prime Proposal/application, if applicable.

2 Senior/Key Persons [expand all / collapse all](#) Sort Manage Key Persons

<input type="checkbox"/>	Rogers, Dolly - University of Texas at Austin - Site PD/PI	<input checked="" type="checkbox"/> Include in Prime	↔	↓	✖	⚙
<input type="checkbox"/>	Smith, Adam - University of Texas at Austin -	<input checked="" type="checkbox"/> Include in Prime	↔	↑	✖	⚙

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

2 Senior/Key Persons [expand all / collapse all](#) Sort Manage Key Persons

<input type="checkbox"/>	Rogers, Dolly - University of Texas at Austin - Site PD/PI	<input checked="" type="checkbox"/> Include in Prime	↔	↓	✖	⚙
<input type="checkbox"/>	Smith, Adam - University of Texas at Austin -	<input checked="" type="checkbox"/> Include in Prime	↔	↑	✖	⚙

- Include the Subrecipient’s 9-digit zip code ([USPS Zip Code Lookup](#))
- Select **Other** as the **Project Role** then enter their appropriate **Site** title in the **Other Project Role Category**.

Smith, Adam - University of Texas at Austin - Include in Prime

Prefix: * First Name: Middle Name: * Last Name: Suffix:

Position/Title: Department:

Organization Name: Division:

* Street1: Street2:

* City: County/Parish:

* State/Province: * Zip/Postal Code:

* Country:

* Phone Number: Fax Number: * E-Mail:

Credential, e.g., agency login:

* Project Role: Other Project Role Category:

4. Upload their **Biosketch** and **Current & Pending**, as applicable.

	Final	Draft	
* Attach Biographical Sketch	Smith-bio 1P 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"/>

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.

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

ORGANIZATIONAL DUNS: 170230239 Inactive budget period

Budget Type: Project Subaward/Consortium

Enter name of Organization: University of Texas at Austin

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

1. Enter salary, effort and fringe benefits.

First 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	

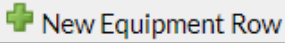
b. Enter the Other Personnel salary and benefits and select the appropriate **Indirect Cost Types** for Sections A and B.

* 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:							
2							94,000
		Indirect Cost Types for Sections A and B Above:					
		Req. Salary	Fringe				
		MTDC	MTDC				
				Total Other Personnel		94,000	
				Total Salary, Wages and Fringe Benefits (A+B)		131,777	

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

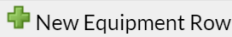
C. Equipment Description

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



1. Enter the description and funds requested.
2. Select the correct **Indirect Cost Type**.

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

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

- b. Complete all sections, indicating the correct **Indirect Cost Type** 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 **Indirect Cost Type** 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 **Indirect Cost Type** selected. 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)		<input type="text" value="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			<input type="text" value="90,222"/>
Cognizant Federal Agency <input type="text"/>		(Agency Name, POC Name, and POC Phone Number)	
I. Total Direct and Indirect Costs		Funds Requested (\$)	
Total Direct and Indirect Institutional Costs (G + H)		<input type="text" value="257,299"/>	
J. Fee		Funds Requested (\$)	
		<input type="text"/>	
K. Total Costs and Fee		Funds Requested (\$)	
Total Costs and Fee (I + J)		<input type="text" value="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"/>

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



- I. Select the checkboxes next to the appropriate line items.
- II. If escalating, indicate the % to increase by.
- III. Select the budget period to copy from (**Start Period**) and the budget period(s) to which to add the line items (**End Period**).
- IV. Indicate if the escalation should be applied to the Budget Period 1 salaries.
- V. Select **Escalate Selected Categories** to apply escalations or **Replicate Selected**

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	

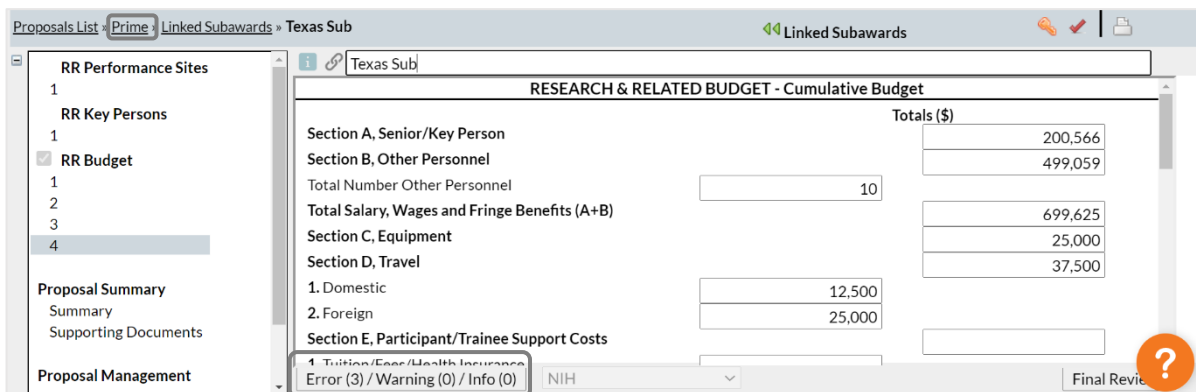
Pre-Escalate Budget Period 1 Salaries ?

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

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

Categories to copy info without escalations.

- iv. Review Page 4 for accuracy.
 - a. Correct Errors and Warnings.
- v. Select **Prime** in the navigation breadcrumbs under the top toolbar to return to the Prime Proposal.

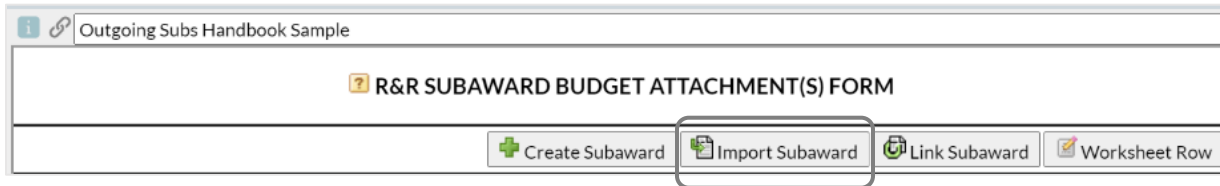


Import Subaward as a Cayuse file

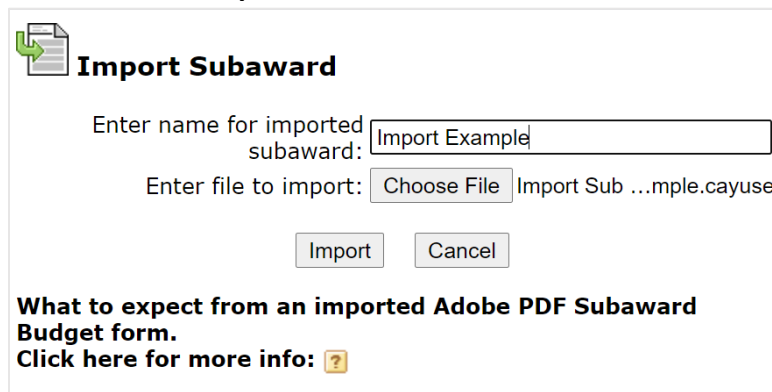
If the Subrecipient uses Cayuse, they can prepare a **Research Subaward Proposal** in Cayuse 424 as instructed in [Manually Enter a Subaward](#) above. If the subrecipient does not use Cayuse, direct them to <https://subawards.com> where they can quickly register, create a **Research Subaward Proposal** and export it as a Cayuse file.

Be sure they route it for approval to their appropriate Sponsored Programs/Projects Office.

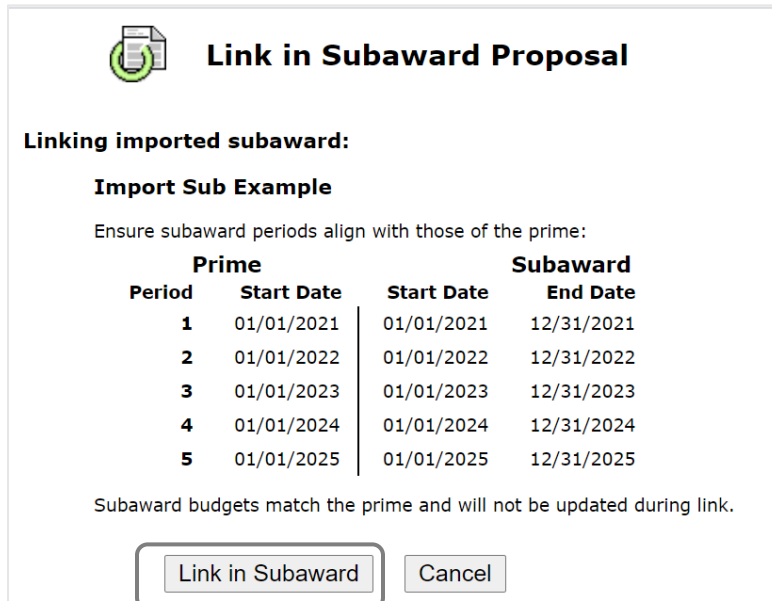
- A. Save to your computer the exported file emailed you by the Subrecipient.
- B. From **RR Subaward Budget Attachment** form in the Prime Application/Proposal, select **Import Subaward**.



- C. Complete the **Import Subaward** pop-up screen.
 - i. **Enter name for imported subaward:** This can be simply the name of the Subrecipient Institution.
 - ii. Select the Cayuse file from your computer.
 - iii. Select **Import**.

A screenshot of a "Import Subaward" pop-up window. The window has a title bar with a document icon and the text "Import Subaward". Inside the window, there are two input fields. The first is labeled "Enter name for imported subaward:" and contains the text "Import Example". The second is labeled "Enter file to import:" and contains a "Choose File" button followed by the text "Import Sub ...mple.cayuse". Below these fields are two buttons: "Import" and "Cancel". At the bottom of the window, there is a section titled "What to expect from an imported Adobe PDF Subaward Budget form." followed by the text "Click here for more info:" and a question mark icon.

- D. Ensure the Prime project periods match the Subaward project periods and select **Link in Subaward**. You can indicate inactive budget periods for Subawards later.



Link in Subaward Proposal

Linking imported subaward:

Import Sub Example

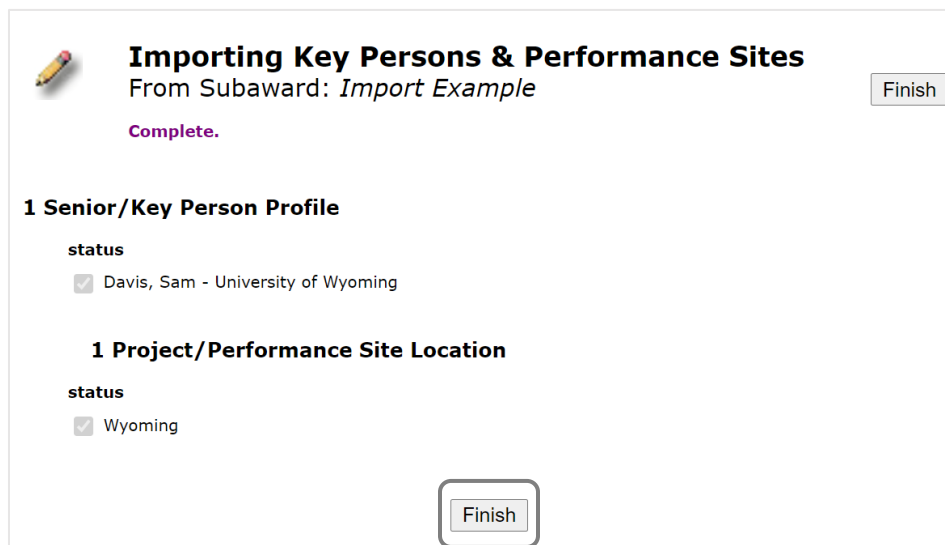
Ensure subaward periods align with those of the prime:

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

Subaward budgets match the prime and will not be updated during link.

Link in Subaward **Cancel**

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

F. Review Subaward for accuracy and make changes as needed. Significant changes may need to be re-approved by the Subrecipient’s institution.

G. Select **Prime** in the navigation breadcrumbs below the top toolbar to return to the Prime Proposal.

The screenshot shows a web application interface for budget management. At the top, there is a breadcrumb navigation path: [Proposals List](#) > [Prime](#) > [Linked Subawards](#) > [Import Example](#). The [Prime](#) link is highlighted with a red box. To the right of the breadcrumbs, there is a toolbar with a left arrow, the text "Linked Subawards", a key icon, a checkmark icon, and a print icon. Below the breadcrumbs, there is a header area with an information icon, a link icon, and the text "Import Example". The main content area is titled "RESEARCH & RELATED BUDGET - SECTION A & B" and includes a dropdown menu for "Budget Period 1 of 5". Below this, there is a form with the following fields: "ORGANIZATIONAL DUNS:" with the value "069690956" and an "Inactive budget period" checkbox; "Budget Type:" with radio buttons for "Project" and "Subaward/Consortium"; "Enter name of Organization:" with the value "University of Wyoming" and a clear button; and "Period 1" with "Start Date:" "01/01/2021" and "End Date:" "12/31/2021". On the left side, there is a sidebar menu with the following items: "RR Performance Sites", "1", "RR Key Persons", "1", "RR Budget" (checked), "1", "2", "3", "4", "Proposal Summary", "Summary", and "Supporting Documents".

1. What if an investigator does not have a profile in Cayuse?

- a. If the investigator in question is a UC Davis employee, email ORCayuseHelp@ucdavis.edu to request a **Professional Profile** be added to Cayuse. Include the following information for the person to be added:
 - i. **Full Name**
 - ii. **Kerberos ID** - this can differ from the user's UC Davis email
 - iii. **UC Davis Email**
 - iv. **Home Unit**
 - v. **Will they be acting as a PI?** Yes or No
 - vi. **Employee ID #** (if known)
- b. If the investigator in question is not a UC Davis employee, add them to Cayuse:
 - i. Log in to the **Cayuse Research Suite** at <https://ucdavis.cayuse424.com>
 - ii. Go to **Cayuse 424**
 - iii. Select **People** in the top toolbar
 - iv. Search for the individual to ensure they are not already in the system.
 - A. If the name doesn't come up, double-check the spelling of the name. If needed, search again.
 - v. Click **+ Person** in the top right to add the individual.
 - A. Under **eRA Role** in the left column, be sure to select **Principal Investigator**.
 - 1. This will allow the individual to be added as an investigator in Cayuse 424.
 - 2. This individual will not have access to UC Davis's Cayuse system.

2. Can I import a Subaward proposal prepared in an external system?

- a. Yes, this is the easiest approach for you to take as it saves you from having to input into Cayuse 424 all the information provided by the Subaward institution.
- b. If the Subaward institution uses Cayuse, ask them to create a subaward proposal in the system.
 - i. In **Cayuse 424**, they should go to the **Proposals** tab (default landing page) then select **+ Create Proposal** in the top right.
 - A. They have two options to select for a subaward:
 - 1. Research Subaward Proposal**
 - 2. Training Subaward Proposal**
 - ii. Once their proposal is complete, they simply choose **Export** at the bottom of the left column, export it as a Cayuse file and email it to you.
- c. If the Subaward institution does NOT use Cayuse, direct them to <https://subawards.com> where they can quickly register then create a subaward proposal they can export as a Cayuse file and email to you.
- d. To import the file, go to your **Cayuse 424** proposal, select the **RR Subaward Budget Attachment** form in the left column, then select the **Import Subaward** button, and import their Cayuse file.

3. Are there upcoming training sessions?

- a. Yes, they can be found on the Sponsored Programs Office's (SPO's) [Upcoming Training Opportunities](#) page

Resources

- Sponsored Programs Office's (SPO's) [Outgoing Subawards](#) page
- [PI/Department Checklist](#)
- Table: [Subrecipient, Contractor/Vendor/Consultant?](#)
- [Subaward or Contractor/Vendor Guidance](#) document
- [Subaward FAQs](#)
- SPO's [Proposal and Award Learning Resources](#)
 - [Learn: Subawards](#) – guides and other training materials, brief videos, and training opportunities
- SPO's [Upcoming Training Opportunities](#)
- Cayuse Helpdesk: ORCayuseHelp@ucdavis.edu
- Electronic Research Administration (eRA) – i.e., non-Cayuse -- Helpdesk: SPOeRAHelp@ucdavis.edu