

Handbook: Submitting a Proposal with Subawards

Cayuse SP and 424

Use CTRL + click to jump to section

Contents

- Definitions..... 2
- Required Elements..... 3
- Instructions 4
- Step I. Login to Cayuse 4
- Step II. Look for Institution in Cayuse 424, if applicable 4
- Step III. Complete the Cayuse SP Internal Processing Form (IPF; aka “proposal”) 5
- Step IV. Complete the Cayuse 424 Proposal, if applicable 7
 - Manually Enter a Subaward..... 7
 - Import Subaward as a Cayuse file..... 14
- FAQs 17
- Resources 18

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 **PDF attachments for each Subrecipient** in Cayuse SP as Proposal Attachments:

1. 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. 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 (used to submit to all Federal agencies except NSF and NASA), 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**.



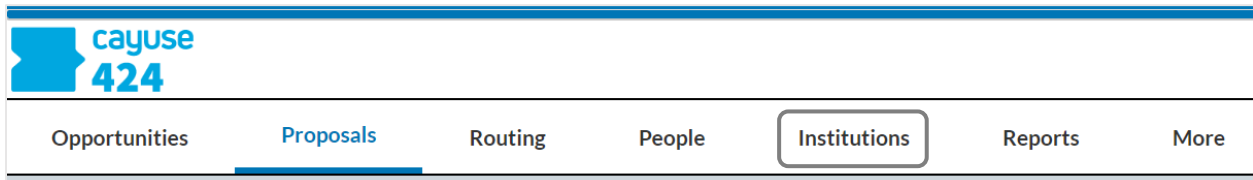
Cayuse Research Suite

3.9.2

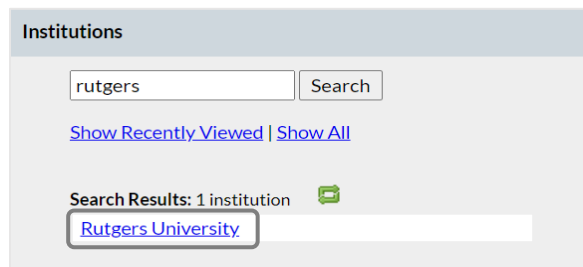
Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- **Cayuse 424**

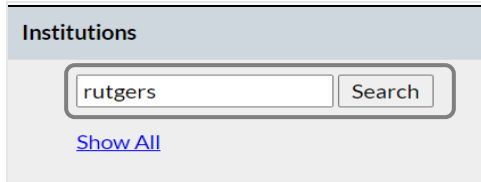
B. Select **Institutions**.



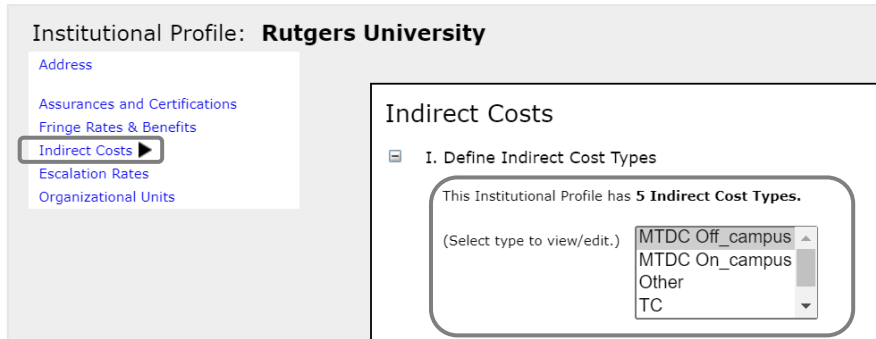
C. Enter part of the Subrecipient institution's name in the text field and select **Search**.



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



- 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.




- 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 Internal Processing Form (IPF; aka “proposal”)

Complete the IPF as usual, paying attention to the notes below for each of the Proposal tabs. See [Cayuse SP Handbook for PIs and Dept Admins](#) for detailed instructions.

A. Complete the **Subrecipients** tab.

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



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

Enter a keyword to locate the organization you are looking for:

Keyword:

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

- [University of Texas-Arlington](#)
- [University of Texas-Austin](#)
- [University of Texas-Dallas](#)
- [University of Texas-El Paso](#)
- [University of Texas-MD Anderson Cancer Center](#)

iv. Select **Add Subcontractor**.

Add Subcontractor

Subcontractor:

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

List of Subcontractors: (to edit the list, remove the entry and re-select)

Subcontractor
University of Texas-Austin

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

i. Upload the [Required Elements](#) (link jumps to section 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 <input type="button" value="x"/>
BudgetJustification.pdf Uploaded by: Amie Admin On: 06/03/2020 At: 3:57 PM PDT	Budget Justification	IPF	Proposal	All Parties <input type="button" value="x"/>
budget.xlsx Uploaded by: Amie Admin On: 06/03/2020 At: 3:56 PM PDT	Budget	IPF	Proposal	All Parties <input type="button" value="x"/>
Scope.pdf Uploaded by: Amie Admin On: 06/03/2020 At: 3:56 PM PDT	Abstract	IPF	Proposal	All Parties <input type="button" value="x"/>
UTA_Sub.pdf Uploaded by: Amie Admin On: 06/03/2020 At: 3:56 PM PDT	Subcontractor Documents	IPF	Proposal	All Parties <input type="button" value="x"/>
Subaward-CommitmentForm.pdf Uploaded by: Amie Admin On: 06/03/2020 At: 3:55 PM PDT	Subrecipient Commitment Form	IPF	Proposal	All Parties <input type="button" value="x"/>

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>

Add Note

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**.

Outgoing Subs Handbook Sample

R&R SUBAWARD BUDGET ATTACHMENT(S) FORM

Create Subaward Import Subaward Link Subaward Worksheet Row

- B. Complete the pop-up screen and select **Create Subaward**. A pop-up will appear (screenshot below).
 - i. **Subaward Name:** As this subaward is within your proposal, it doesn’t need to be more detailed 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](#)

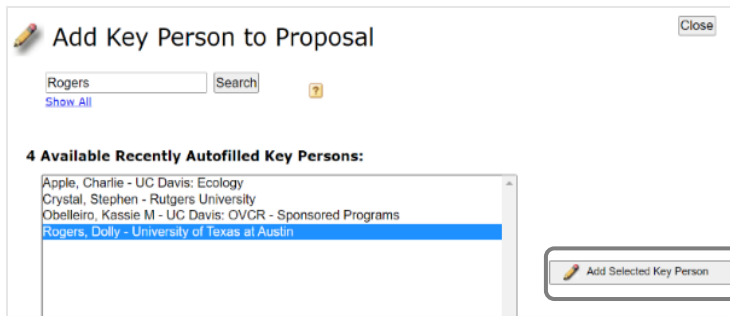
D. Complete the **RR Key Persons** form

- i. Select **Manage Key Persons**.

- ii. Select **Add Key Person**.

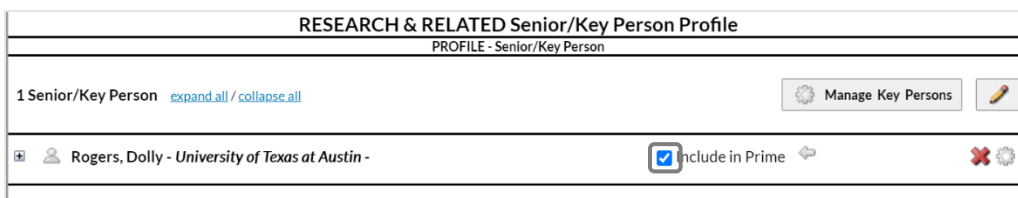
- a. Check the Recently Autofilled list before searching
- b. If not found there, enter the person's last name in the text field and select **Search**.

- c. If listed, select their name and **Add Selected Key Person**.

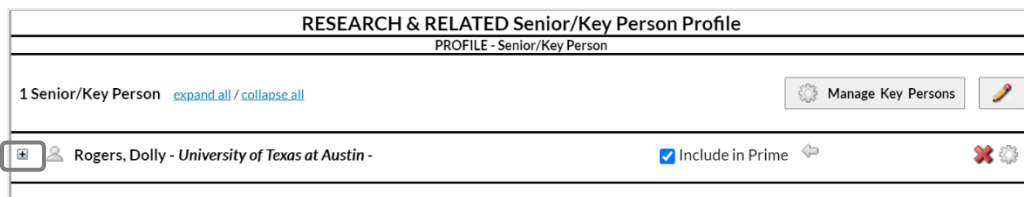


1. If not listed, follow these steps to create a Professional Profile for an individual not at UC Davis:
 - I. If present, click the **Save icon** on the top toolbar to save your most recent edits.
 - II. If you aren't sure of the name of the (Prime) proposal you're working in, click **Prime** in the 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 (i.e., your PI's) proposal.



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



- 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:		
* Street1: 110 Inner Campus Drive		Street2:		
* 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:				

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

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

- v. Select **Manage Key Persons** again to add other Subrecipient **Key Personnel**. Repeat the previous steps for each additional **Key Personnel** member with the following change:
 - a. Select **Other** as the **Project Role** then enter their appropriate **Site** title in the **Other Project Role Category**.

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

- i. Complete Page 1.

- RR Performance Sites
- 1
- RR Key Persons
- 1
- RR Budget
- 1
- 2
- 3
- 4
- Proposal Summary
- Summary
- Supporting Documents
- Proposal Management

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

ORGANIZATIONAL DUNS: Inactive budget period

Budget Type: Project Subaward/Consortium

Enter name of Organization: ✖

Period 1 Start Date: End Date:

- a. Complete the **Senior Key Persons** information.

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 <input type="text" value="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 <input type="text"/>		
Number of Participants/Trainees <input type="text" value="0"/>	Total Participant/Trainee Support Costs	
Indirect Cost Type <input type="text" value="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	<input type="text" value="MTDC"/>	2,000
2. Publication Costs	<input type="text" value="MTDC"/>	800
3. Consultant Services	<input type="text" value="excluded"/>	
4. ADP/Computer Services	<input type="text" value="excluded"/>	
5. Subawards/Consortium/Contractual Costs	
> Allocated IDC Base	<input type="text" value="excluded"/>	<input type="text"/>
6. Equipment or Facility Rental/User Fees	<input type="text" value="excluded"/>	
7. Alterations and Renovations	<input type="text" value="excluded"/>	
8. <input type="text"/>	<input type="text" value="excluded"/>	
9. <input type="text"/>	<input type="text" value="excluded"/>	
10. <input type="text"/>	<input type="text" value="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		* Funds Requested (\$)	
<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. <input type="text" value="MTDC"/>	<input type="text" value="54.000"/> *	<input type="text" value="167,077"/>	<input type="text" value="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
--

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

Texas Sub

RESEARCH & RELATED BUDGET - SECTION F - L Budget Period 1 of 5

- 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 Categories** to copy info without escalations.

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

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

Start Period: thru End Period:

Pre-Escalate Budget Period 1 Salaries

- 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.

RESEARCH & RELATED BUDGET - Cumulative Budget		Totals (\$)
Section A, Senior/Key Person		200,566
Section B, Other Personnel		499,059
Total Number Other Personnel	10	
Total Salary, Wages and Fringe Benefits (A+B)		699,625
Section C, Equipment		25,000
Section D, Travel		37,500
1. Domestic	12,500	
2. Foreign	25,000	
Section E, Participant/Trainee Support Costs		
1. Tuition/Fee/Health Insurance		
Error (3) / Warning (0) / Info (0)		

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**.

Import Subaward

Enter name for imported subaward:

Enter file to import: Import Sub ...mple.cayuse

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**. 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*

Finish

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.



Proposals List **Prime** > Linked Subawards > Import Example Linked Subawards   



Import Example  

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

ORGANIZATIONAL DUNS: Inactive budget period

Budget Type: Project Subaward/Consortium

Enter name of Organization:  

Period 1 Start Date:  End Date: 

RR Performance Sites

- 1
- RR Key Persons
- 1
- RR Budget**
- 1
- 2
- 3
- 4

Proposal Summary

- Summary
- Supporting Documents

FAQs

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