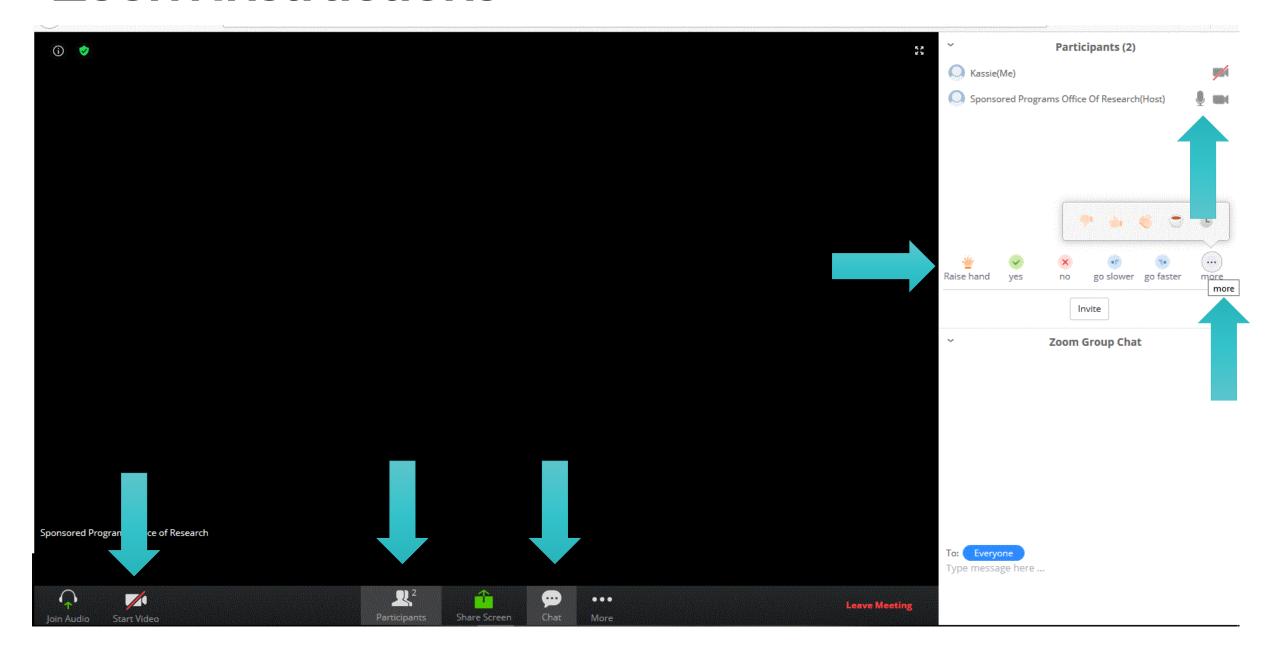# Cayuse 424:
Professional Profiles and Applications
-SPO BAASICS-
August 6, 2020
Presented by Kassie M. Obelleiro
Sponsored Programs Training Officer

Zoom Instructions

Zoom Instructions - Annotations

01 **At the top of this screen:**

Select "View Options"
Select "Annotations"

02 **Choose a stamp**

Select "Stamp"
Choose (click) any stamp

03 **Practice**

Put you stamp in the box to the left

Learning Objectives

01 eRA Guidelines

02 Professional Profiles

03 Maintain Profiles

04 Applications

eRA Guidelines

Know some of the general eRA guidelines

Profiles

Understand the purpose of a Professional Profile

Maintain Profiles

Know how to create and update a Professional Profile

Applications

Know how to submit a proposal in Cayuse 424 and with SPO during review and sponsor submission

Outline

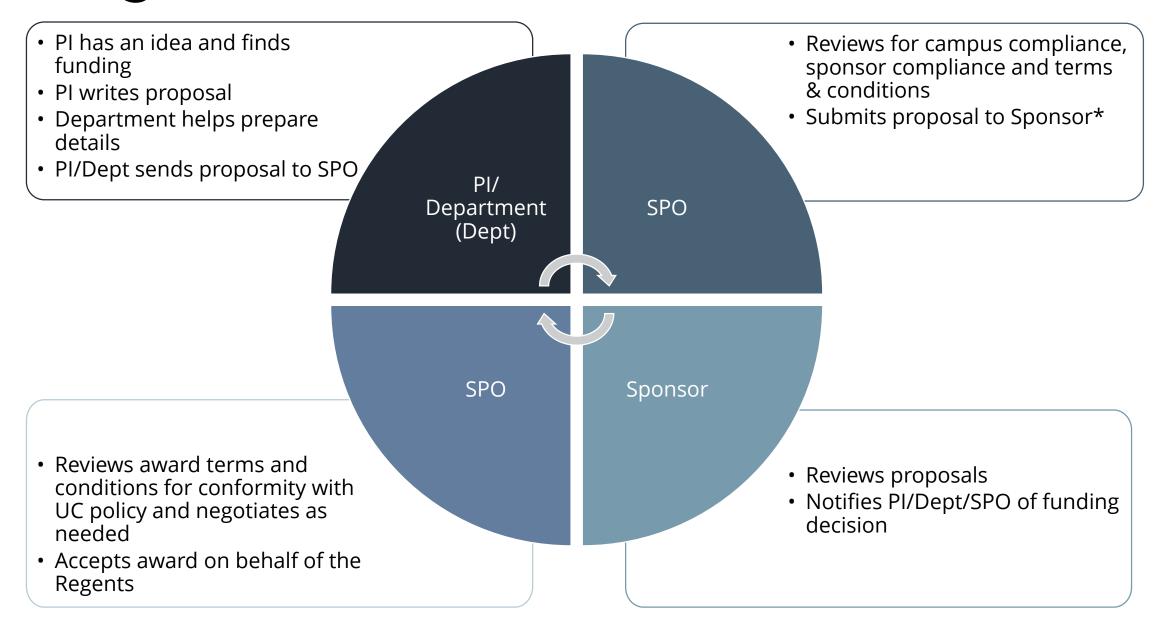- **eRA Overview**
- **Cayuse Overview**
- **Professional Profiles**
- **Applications**
- **Resources**

01

eRA Overview

General Guidelines and Common eRA Systems

Funding Process at UC Davis

- PI has an idea and finds funding
- PI writes proposal
- Department helps prepare details
- PI/Dept sends proposal to SPO

PI/Department (Dept)

SPO
- Reviews for campus compliance, sponsor compliance and terms & conditions
- Submits proposal to Sponsor*

SPO
- Reviews award terms and conditions for conformity with UC policy and negotiates as needed
- Accepts award on behalf of the Regents

Sponsor
- Reviews proposals
- Notifies PI/Dept/SPO of funding decision

General eRA Guidelines

Sponsor Guidelines

Review program specific and sponsor overarching guidelines

Register Early

Allow several days for account registration and set-up

SPO Review and Approval

Provide SPO access to documents, if necessary, for review, approval and submission

Points of Contact

Program Contact: Principal Investigator
- PI's email

Admin Contact: SPO Award Analyst
- awards@ucdavis.edu

Financial Contact: James Ringo, CGA
- efa-invoices@ucdavis.edu

Availability

Ensure the PI and/or department contract and grant administrator is available during SPO review

Common eRA Roles

Sponsored Projects Office (SPO)
Proposal approval and other administrator roles

Investigator
Proposal submission, award management and proposal review

Department and Other Staff
Proposal and award staff roles

Sponsored Projects Office (SPO)

- **Sponsored Projects Office (SPO):** Central office responsible for endorsement of proposals

- **Authorized Organizational Representative (AOR):** Proposal approver (on behalf of the UC Regents)

- **Signing Official (SO):** Proposal approver (on behalf of the UC Regents)

Common eRA Roles

Sponsored Projects Office (SPO)

Proposal approval and other administrator roles

Investigator

Proposal submission, award management and proposal review

Department and Other Staff

Proposal and award staff roles

Investigator

- **Principal Investigator (PI):**
  Lead PI or Contact PI on grants with co-PIs

- **co-Principal Investigator (co-PI):**
  Investigator with same responsibility as PI

- **co-Investigator:**
  Primary contributor to the project; Does not have programmatic decision-making authority

- **Reviewer:**
  Reviews proposals on behalf of sponsor

Common eRA Roles

Sponsored Projects Office (SPO)

Proposal approval and other administrator roles

Investigator

Proposal submission, award management and proposal review

Department and Other Staff

Proposal and award staff roles

Department and Other Staff

- **Other Authorized User (OAU):** Non-investigator role; May assist with budget preparation, proposal file updates and post-award actions

- **Financial Administrator:** Grants access to financial services, such as cash requests and grantee EFT

Proposal Submission

Submit to SPO

Proposals and some award modifications

View Roles

View role assignments for admin units

cayuse Research Suite

Cayuse Research Suite
3.7.2

Research Administration Modules

- ☑ Cayuse SP (Sponsored Projects)
- Cayuse 424

System Administration Applications

- Backbone
- ☑ Research Contacts
- Workflow

Application Help

- Research Suite Support Center

Submit to Federal Sponsors

Submit applications to most Federal and some other sponsors

Prepare & Submit Proposals

Prepare, submit and check status of proposals

- Prepare new or existing proposals
- Check Proposal Status

FASTLANE PROPOSAL FUNCTIONS

- Additional proposal functions

Proposal/ Panel Review

Review proposals, participate in panels

FASTLANE PROPOSAL REVIEW

- Proposal Review

FASTLANE PANEL REVIEW

- Panelist Functions

Awards & Reporting

Submit project reports, notifications & requests

- Project Reports
- Deposit Public Access Publication
- Example Project Reports (Demo site)
- Notifications & Requests

FASTLANE AWARD FUNCTIONS

- Additional award functions

Fellowships & Honorary Awards

Nominate colleagues, apply for awards

- Graduate Research Fellowship Program (GRFP)
- Postdoctoral Fellowships and Other Programs
- Honorary Awards

Manage Financials

View balances and submit cash requests

- Submit or manage payment transactions
- More about ACM$
- Program Income Reporting

Administration

Manage your account and user roles

- User Management

FASTLANE ORGANIZATION MANAGEMENT

- Research Administration

NSF

FastLane
Research.gov

NSF FastLane/ Research.gov Roles

Sponsored Programs

Roles with approval and submission permissions

Investigator/Research Team

Roles with access to specific records

- **Authorized Organizational Representative (AOR):** Approves and submits proposals

NSF FastLane/ Research.gov Roles

Sponsored Programs

Roles with approval and submission permissions

Investigator/Research Team

Roles with access to specific records

Investigator/Research Team

- **Principal Investigator (PI) or co-PI:** Responsible for scientific or technical direction; Can perform proposal and award actions

- **Other Authorized User (OAU):** May assist with budget preparation and revision with the Proposal PIN and ID number

NSF FastLane/Research.gov Access Guidelines

NSF ID Look-Up

Ensure the user does not have an NSF ID

Register for an NSF ID

PIs and OAUs need an NSF ID

Request OAU Access

Email the NSF ID to spoerahelp@ucdavis.edu and request OAU access

*May request at account registration with work-around

Request UCD Affiliation for PIs

- Request access during registration using the UCD DUNS number
- SPO will be notified and process the affiliation

Look-up

Register

OAUs

PIs

NSF FastLane/Research.gov Submission Guidelines

Review Sponsor Guidelines

Check frequently for updates

Give SPO Access

Add your assigned SPO analyst
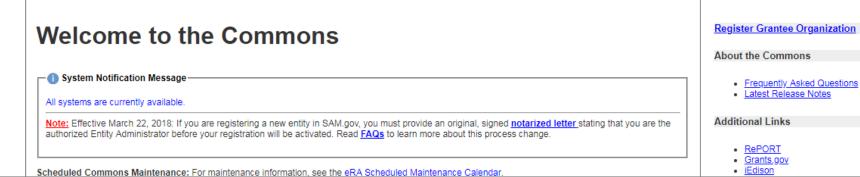
Finalize Early

Submitting 2 days early allows time to correct post-submission and mitigates electronic submission issues

Review

Access

Early

NIH eRA Commons

NIH eRA Commons Roles

Sponsored Programs

Roles with approval and submission permissions

Investigator/Research Team

Roles with access to specific records

- **Administrative Official (AO)**: Reviews proposals

- **Signing Official (SO)**: Approves and submits proposals

NIH eRA Commons Roles

Sponsored Programs
Roles with approval and submission permissions

Investigator/Research Team
Roles with access to specific records

Investigator/Research Team

- **Principal Investigator (PI)/Project Director:** Responsible for scientific or technical direction; Can perform proposal and award actions

  - Must have an eRA Commons account when the application is started in ASSIST

- **Assistant (ASST):** May edit application

NIH eRA Commons Guidelines

Register Early

All users need an eRA Commons ID

Read Sponsor Guidelines

Check for updates regularly

Finalize Application 2 Days Before Deadline

- Allows time to correct post-submission
- Avoids missing deadlines due to unforeseen circumstances

SPO Submits

SPO submits applications and post-award actions, including RPPRs **except** SNAP awards

Register

Read

Finalize

Submit

NIH x-Train

Manage Trainee Appointments

- Institutional Research Training Grants
- Institutional Career Development Awards
- Research Education Awards

Required Roles

- TRAINEE – Enters data and manages
- PI – Enters data and manages
- SO – View access
- BO – Submits Terminations
- SPONSOR – Terminates Fellows
- ASST (when delegated by SPONSOR or PI)

Activity 1: General eRA Guidelines

Using the annotate feature, put a stamp to identify what guidelines below are TRUE.

Register for Profiles Early

Read the Sponsor Guidelines

Give SPO Access

Do NOT Respond to SPO's Emails

02 Cayuse Overview

Cayuse Research Suite: Cayuse SP and Cayuse 424

Cayuse

Cayuse SP

Internal routing and approval

Cayuse 424

Application submission to most **Federal** sponsors

System Administration

Unit Roles list and System Administration applications

Cayuse Research Suite

3.7.2

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424

System Administration Applications

- Backbone
- Research Contacts
- Workflow

Application Help

- Research Suite Support Center

Cayuse SP

Proposal and Award Modification Routing

Lead PI and co-PI certification
Department Chair and Dean authorization
SPO approval

Award Record Repository

Record of proposals, awards and subawards

Advance Account Request Routing

Department Chair endorsement
SPO approval

Proposal Dashboard

Start New Proposal

26 My Proposals

Proposals In My Unit

Advance Account Inbox

Award Dashboard

My Awards

Awards In My Unit

Certifications/Approvals

PI Certification Inbox (i)

1 Unit Approval Inbox

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:
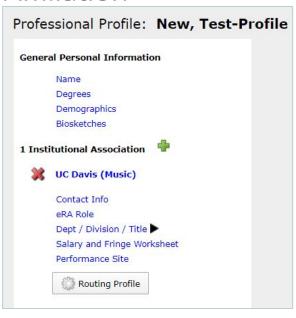
Email: orcayusehelp@ucdavis.edu

Cayuse 424

Manage profiles, submit applications to sponsors and create/import Subaward proposals

Professional Profiles
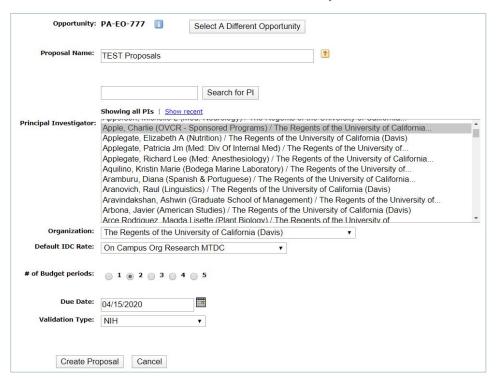
Appointment, Salary and Unit Affiliation
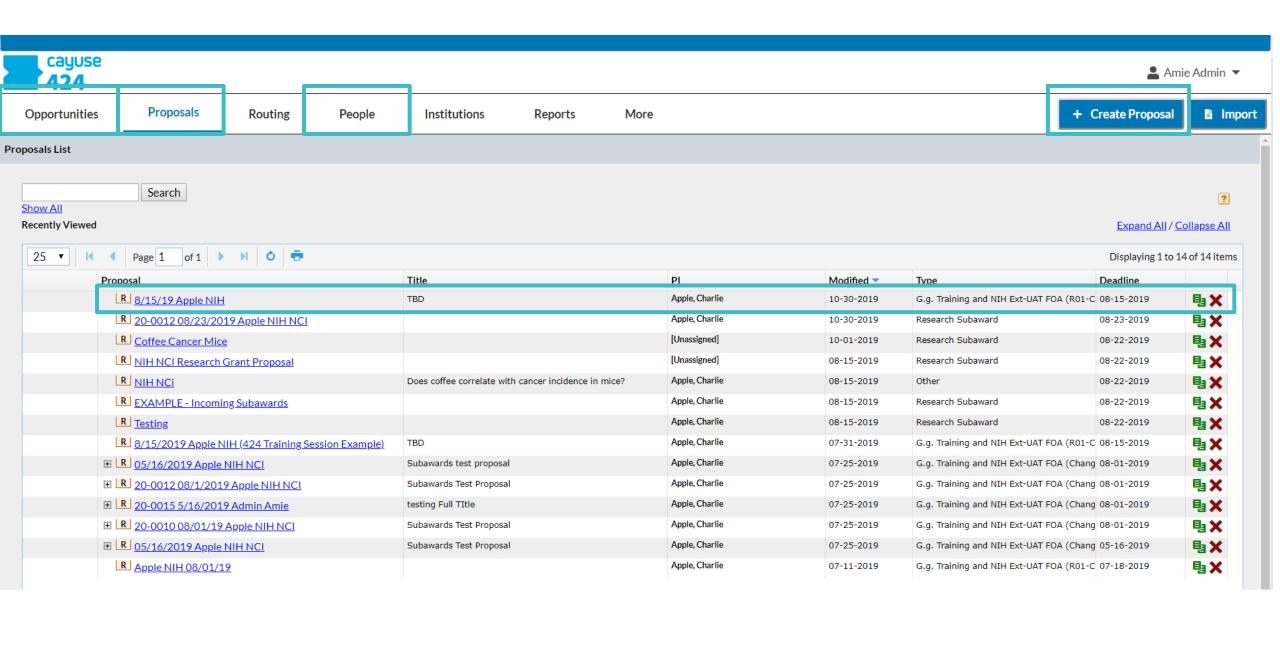
Sponsor Submission

Grants.gov Proposals
Do NOT USE for NSF Proposals

Cayuse Research Suite

Cayuse SP

Cayuse 424

Routing and Approval

Professional Profile

Application

Approving Units

| Administering Unit | Investigators /Research Team | Affiliated Units | Internal Cost Sharing |

Activity 2: Determine which eRA System

Using the annotate feature, put a stamp in the box to answer my questions.

FastLane/Research.gov

ASSIST/eRA Commons

Cayuse 424

03 Professional Profiles

Cayuse 424 Professional Profiles include investigator and staff appointment, salary and other information

Overview

All users need a professional profile in Cayuse 424 including investigators, senior personnel
contract and grant staff.

Appointment Information

Default home unit, appointment type and contact information

eRA Role

Principal Investigator, assistant or SPO permissions

Budget Information

Salary and benefits code

Cayuse 424 Guidelines

Create and Maintain Professional Profiles

- Divisions/Departments
- Professional Titles
- eRA Roles
- Employee ID
  - Salary and benefit information
- Performance Site

Application Submission

- Find the funding opportunity
- Grant access to others
- Add SPO
- READ all sponsor guidelines
- Complete forms and mark them for inclusion
- Correct errors/ warnings
- Have full application ready and approved by PI 2 days before the deadline
- SPO usually submits

Cayuse 424 Roles

Sponsored Programs
Roles with approval and submission permissions

Investigator/Research Team
Roles with access to specific records

- **Administrative Official (AO):** Reviews proposals and may submit proposals to the sponsor after AOR/SO approval

- **Signing Official/AOR (SO):** Approves proposals for sponsor submission and may submit proposals to the sponsor

Cayuse 424 Roles

Sponsored Programs

Roles with approval and submission permissions

Investigator/Research Team

Roles with access to specific records

Investigator/Research Team

- **Principal Investigator:**
  May be added to proposals as a Principal Investigator/Project Director; this role must be selected for the user to display on the "investigator" list

- **Assistant (ASST):**
  May edit proposals for the Principal Investigator; generally a department contract and grant admin

Poll: Professional Profiles

1. Who at UC Davis needs a Cayuse Professional Profile? (Multiple Choice)

    Answer 1: Principal Investigators

    Answer 2: co-Principal Investigators

    Answer 3: C&G Admin Staff
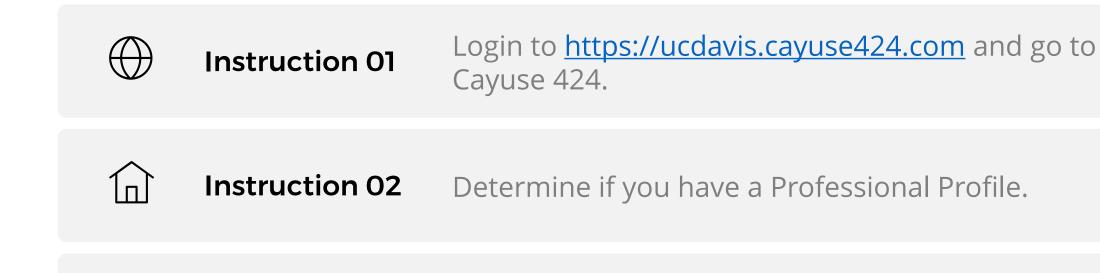
    Answer 4: Department Chairs/Unit Heads

2. The Cayuse Professional Profile affects the Cayuse SP routing process. (Single Choice)

    Answer 1: True

    Answer 2: False

Activity 3: Create and Update Professional Profiles

Instruction 01 Login to https://ucdavis.cayuse424.com and go to Cayuse 424.

Instruction 02 Determine if you have a Professional Profile.

Instruction 03 Create or update your Professional Profile.

Instruction 04 Give someone permission to your Professional Profile.

Finding a Professional Profile

Finding a Professional Profile

People

admin | Search

@ The Regents of the University of California (Davis) - UC Davis ▼

Show Recently Viewed | Show All

Search Results: 3 people

[?] Admin, Amie

[?] Ad___ View Only

[?] AdminTest, Cayuse

Creating a Professional Profile

Opportunities   Proposals   Routing

+ Person

People

admin   Search

@ The Regents of the University of California (Davis) - UC D

Show Recently Viewed | Show All

Search Results: 3 people

? Admin, Amie

? Admin, View Only

? AdminTest, Cayuse

Create Professional Profile

First name: Test   (required)

Middle name: User

Last name: Obelleiro   (required)

Cancel   Create New Profile

Creating a Professional Profile

Maintaining a Professional Profile
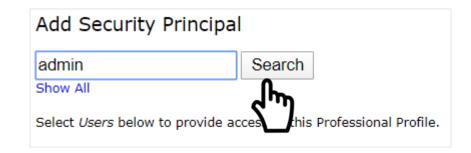
Grant Permissions
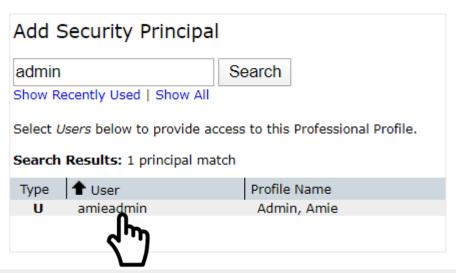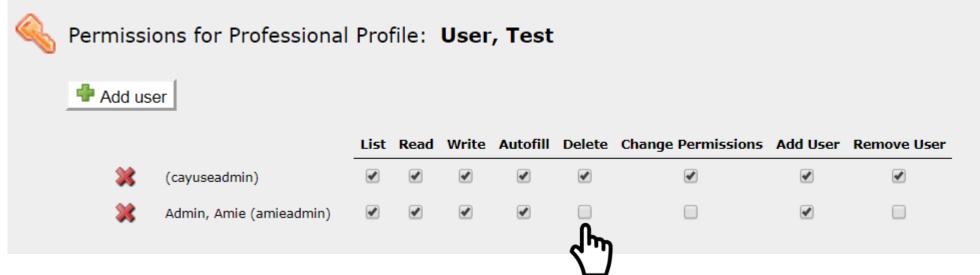
Grant Permissions

Permissions for Professional Profile: **User, Test**

➕ Add user

		List	Read	Write	Autofill	Delete	Change Permissions	Add User	Remove User
❌	(cayuseadmin)	☑	☑	☑	☑	☑	☑	☑	☑

Grant Permissions

Add Security Principal

admin   [Search]

Show All

Select *Users* below to provide access to this Professional Profile.

Add Security Principal

admin   [Search]

Show Recently Used | Show All

Select *Users* below to provide access to this Professional Profile.

Search Results: 1 principal match

Type	↑ User	Profile Name
U	amieadmin	Admin, Amie

Permissions for Professional Profile: **User, Test**

➕ Add user

		List	Read	Write	Autofill	Delete	Change Permissions	Add User	Remove User
✖	(cayuseadmin)	☑	☑	☑	☑	☑	☑	☑	☑
✖	Admin, Amie (amieadmin)	☑	☑	☑	☑	☐	☐	☑	☐

Maintaining a Professional Profile

Professional Profile: **Obelleiro, Test User**

General Personal Information

* * Name
* Degrees
* Demographics
* Biosketches

1 Institutional Association

* ❌ **UC Davis**

  * * Contact Info ▶
  * eRA R
  * Dept / ion / Title
  * Salary and Fringe Worksheet
  * Performance Site

  ⚙ Routing Profile

UC Davis
Contact Info

Street 1:	One Shields Avenue
Street 2:	
City:	Davis
State/Province:	California ▾
Zip/Postal Code:	95618-6153
County:	Yolo
Country:	United States of America ▾
Phone:	530-999-9999
Fax:	
Email:	teobelleiro@ucdavis.edu

Maintaining a Professional Profile

Maintaining a Professional Profile

Maintaining a Professional Profile

Maintaining a Professional Profile

04 Applications

Submit application to Federal sponsors

Application Materials

Sponsor Application

Complete Sponsor application forms and upload application documents in **Cayuse 424**.

Internal Documents

Complete the Internal Processing Form (IPF) and upload internal documents in **Cayuse SP**.

Follow the Rules

Provide required information & documents

Use the Resources

Review the *Handbooks* and the IPF pages

Confirm IPF Approvers

All **Approving Units** require an IPF Approver

Monitor Routing

Check the Status and ensure received by SPO **at least 5 business days** before deadline

Minimum Proposal Documents for SPO Assignment

Completely Routed and Authorized IPF
Complete IPF with Lead PI and co-PI Certifications and IPF Authorizations

Budget Spreadsheet
Strongly encouraged even if NOT required by the sponsor

Budget Justification
Strongly encouraged even if NOT required by the sponsor

Scope of Work
May submit a draft and provide the final before submission to sponsor

Cayuse 424 Routing, Approval and Submission

PI Concurrence

The PI indicates concurrence with the application, agreeing to submission to the sponsor.

Email concurrence is also acceptable.

SPO Approval

The SPO AOR will approve the application.

Sponsor Submission

SPO submit to the sponsor, with some exceptions.

👤 Amie Admin ▼

Opportunities | Proposals | Routing | People | Institutions | Reports | More | ➕ Create Proposal | 📄 Import

Proposals List
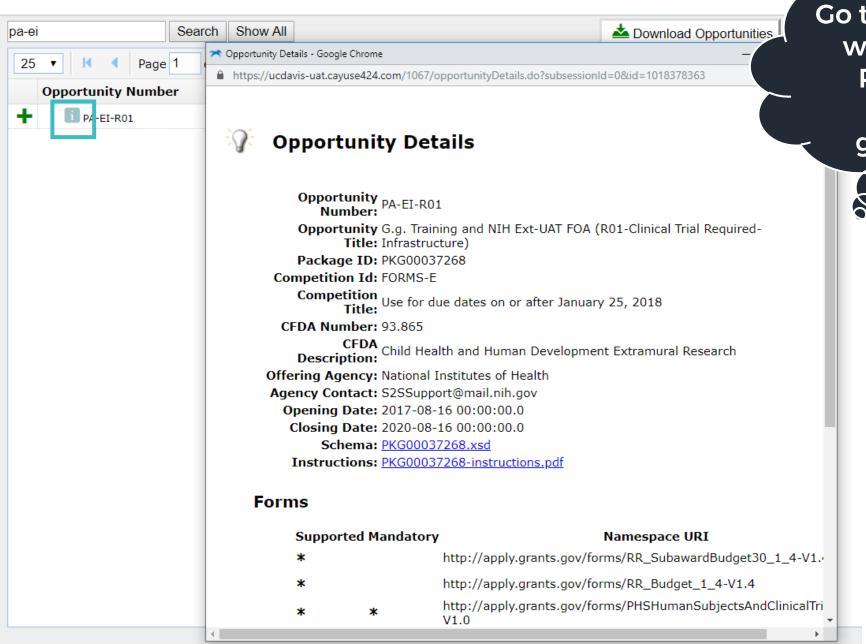
[Search box] [Search]

Show All

Recently Viewed

Expand All / Collapse All

| 25 ▼ | ⏮ ◀ Page 1 of 1 ▶ ⏭ 🔄 🖨 | | | | | Displaying 1 to 14 of 14 items |
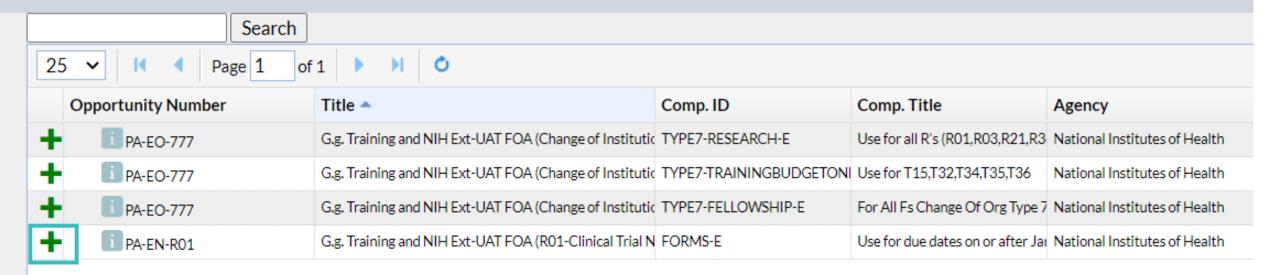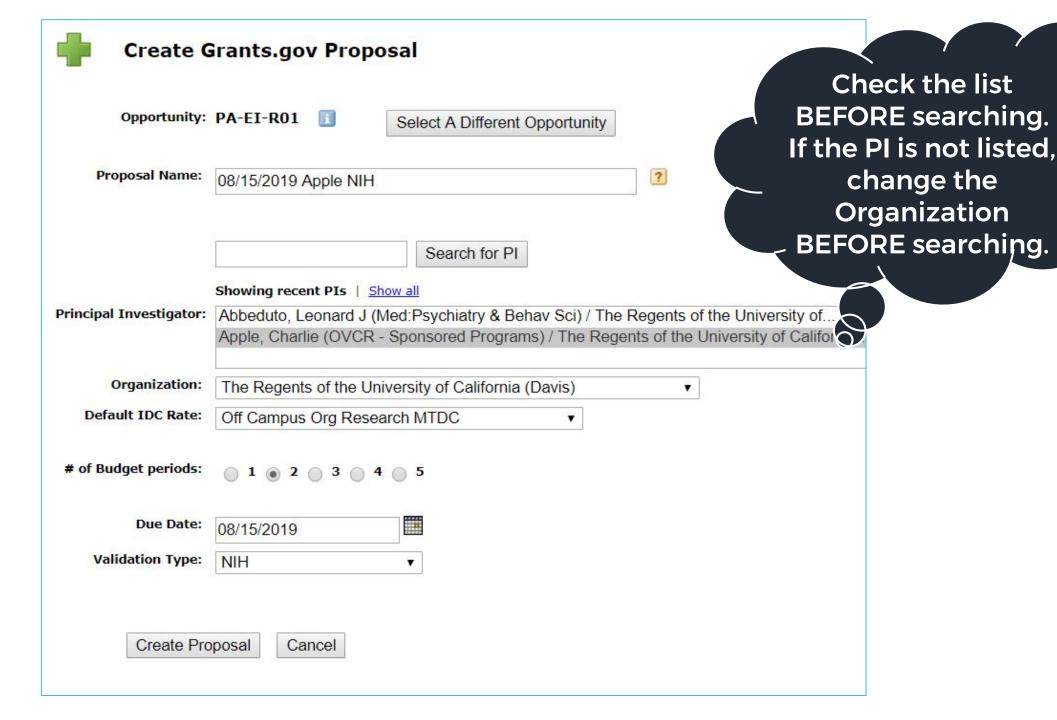
	Proposal	Title	PI	Modified ▼	Type	Deadline	
	R 8/15/19 Apple NIH	TBD	Apple, Charlie	10-30-2019	G.g. Training and NIH Ext-UAT FOA (R01-C	08-15-2019	📇 ✖
	R 20-0012 08/23/2019 Apple NIH NCI		Apple, Charlie	10-30-2019	Research Subaward	08-23-2019	📇 ✖
	R Coffee Cancer Mice		[Unassigned]	10-01-2019	Research Subaward	08-22-2019	📇 ✖
	R NIH NCI Research Grant Proposal		[Unassigned]	08-15-2019	Research Subaward	08-22-2019	📇 ✖
	R NIH NCi	Does coffee correlate with cancer incidence in mice?	Apple, Charlie	08-15-2019	Other	08-22-2019	📇 ✖
	R EXAMPLE - Incoming Subawards		Apple, Charlie	08-15-2019	Research Subaward	08-22-2019	📇 ✖
	R Testing		Apple, Charlie	08-15-2019	Research Subaward	08-22-2019	📇 ✖
	R 8/15/2019 Apple NIH (424 Training Session Example)	TBD	Apple, Charlie	07-31-2019	G.g. Training and NIH Ext-UAT FOA (R01-C	08-15-2019	📇 ✖
⊞	R 05/16/2019 Apple NIH NCI	Subawards test proposal	Apple, Charlie	07-25-2019	G.g. Training and NIH Ext-UAT FOA (Chang	08-01-2019	📇 ✖
⊞	R 20-0012 08/1/2019 Apple NIH NCI	Subawards Test Proposal	Apple, Charlie	07-25-2019	G.g. Training and NIH Ext-UAT FOA (Chang	08-01-2019	📇 ✖
⊞	R 20-0015 5/16/2019 Admin Amie	testing Full TItle	Apple, Charlie	07-25-2019	G.g. Training and NIH Ext-UAT FOA (Chang	08-01-2019	📇 ✖
⊞	R 20-0010 08/01/19 Apple NIH NCI	Subawards Test Proposal	Apple, Charlie	07-25-2019	G.g. Training and NIH Ext-UAT FOA (Chang	08-01-2019	📇 ✖
⊞	R 05/16/2019 Apple NIH NCI	Subawards Test Proposal	Apple, Charlie	07-25-2019	G.g. Training and NIH Ext-UAT FOA (Chang	05-16-2019	📇 ✖
	R Apple NIH 08/01/19		Apple, Charlie	07-11-2019	G.g. Training and NIH Ext-UAT FOA (R01-C	07-18-2019	📇 ✖

pa-ei [Search] [Show All]

⬇ Download Opportunities

| 25 ▾ | ◀ | ◀ | Page | 1 |

Opportunity Number

➕   ℹ️ PA-EI-R01

Opportunity Details - Google Chrome

🔒 https://ucdavis-uat.cayuse424.com/1067/opportunityDetails.do?subsessionId=0&id=1018378363

💡 **Opportunity Details**

Opportunity Number:	PA-EI-R01
Opportunity Title:	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial Required-Infrastructure)
Package ID:	PKG00037268
Competition Id:	FORMS-E
Competition Title:	Use for due dates on or after January 25, 2018
CFDA Number:	93.865
CFDA Description:	Child Health and Human Development Extramural Research
Offering Agency:	National Institutes of Health
Agency Contact:	S2SSupport@mail.nih.gov
Opening Date:	2017-08-16 00:00:00.0
Closing Date:	2020-08-16 00:00:00.0
Schema:	PKG00037268.xsd
Instructions:	PKG00037268-instructions.pdf

Forms

Supported Mandatory		Namespace URI
∗		http://apply.grants.gov/forms/RR_SubawardBudget30_1_4-V1.4
∗		http://apply.grants.gov/forms/RR_Budget_1_4-V1.4
∗	∗	http://apply.grants.gov/forms/PHSHumanSubjectsAndClinicalTri V1.0

Go the sponsor's website and READ ALL relevant guidelines

Opportunities

Search

| | | | 25 ⌄ | ⏮ ◀ Page 1 of 1 ▶ ⏭ ↻ |

	Opportunity Number	Title ▲	Comp. ID	Comp. Title	Agency
✚	ⓘ PA-EO-777	G.g. Training and NIH Ext-UAT FOA (Change of Institutic	TYPE7-RESEARCH-E	Use for all R's (R01,R03,R21,R3	National Institutes of Health
✚	ⓘ PA-EO-777	G.g. Training and NIH Ext-UAT FOA (Change of Institutic	TYPE7-TRAININGBUDGETONI	Use for T15,T32,T34,T35,T36	National Institutes of Health
✚	ⓘ PA-EO-777	G.g. Training and NIH Ext-UAT FOA (Change of Institutic	TYPE7-FELLOWSHIP-E	For All Fs Change Of Org Type 7	National Institutes of Health
✚	ⓘ PA-EN-R01	G.g. Training and NIH Ext-UAT FOA (R01-Clinical Trial N	FORMS-E	Use for due dates on or after Ja	National Institutes of Health

Create Grants.gov Proposal

Opportunity: **PA-EI-R01** ℹ️   Select A Different Opportunity

Proposal Name: 08/15/2019 Apple NIH   ?

Search for PI

Showing recent PIs | Show all

Principal Investigator: Abbeduto, Leonard J (Med:Psychiatry & Behav Sci) / The Regents of the University of...
Apple, Charlie (OVCR - Sponsored Programs) / The Regents of the University of Califor...

Organization: The Regents of the University of California (Davis) ▼

Default IDC Rate: Off Campus Org Research MTDC ▼

# of Budget periods: ○ 1 ◉ 2 ○ 3 ○ 4 ○ 5

Due Date: 08/15/2019 🗓

Validation Type: NIH ▼

Create Proposal   Cancel

> Check the list BEFORE searching. If the PI is not listed, change the Organization BEFORE searching.

Check all forms to include in the proposal.

Your SPO Proposal Analyst goes here.

Proposals List » Apple NIH 08/01/2019

◀◀ Proposals List

...osal and return to the main list.

...ple NIH 08/01/2019

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 R&R

2. DATE SUBMITTED

Applicant Identifier

3. DATE RECEIVED BY STATE

State Application Identifier

1. TYPE OF SUBMISSION
- Pre-application
- Application
- Changed/Corrected Application

4. a. Federal Identifier

b. Agency Routing Number

c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION

Legal Name: The Regents of the University of California (Davis)
Department:
Street1: Office of Research Sponsored Programs
City: Davis
State/Province: California
Country: United States of America

Organiza...

Zip/Postal Cod...

Person to be contacted on matters involving this application

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

Position/Title:
Street1:   Street2:
City:
State/Province: Please Select...   County/Parish:
Country: Please Select...   Zip/Postal Code:

Phone Number: Fax Number: Email:

6. EMPLOYER IDENTIFICATION NUMBER(EIN) or (TIN):
1-946036494-A1

7. TYPE OF APPLICANT:
H: Public/State Controlled Institution of Higher Education
Other (Specify):

8. TYPE OF APPLICATION:
- New
- Resubmission

Small Business Organization Type
- Women Owned
- Socially and Economically Disadvantaged

Error (46) / Warning (4) / Info (1) NIH Final Review

Left navigation panel:

...ation

2
1

PHS Human Subjects and Clinic...
1

☐ PHS 398 Modular Budget
1

☐ RR Subaward Budget Attachme...
1

☑ PHS 398 Cover Page Suppleme...
1
2

☑ PHS 398 Research Plan
1

☐ PHS Assignment Request
1

Proposal Summary
Summary
Supporting Documents

Proposal Management
Permissions
Routing & Approval
Electronic Submission
Proposal History
Export

Activity 3: Entering an Application in Cayuse 424

Instruction 01
Login to: https://ucdavis-uat.cayuse424.com
Username: amieadmin
Password: training

Instruction 02
Select Cayuse 424

Instruction 03
Start a Cayuse 424 Proposal based on the scenario on the next page

Instruction 04
Raise your hand (bottom of the Participants list) if you finish before time is up

Activity 4: Application Scenario

Program Announcement: NIH NIAD PA-EN-R01 (e.g. Training and NIH Ext-UAT FOA Clinical Trial Not Allowed).

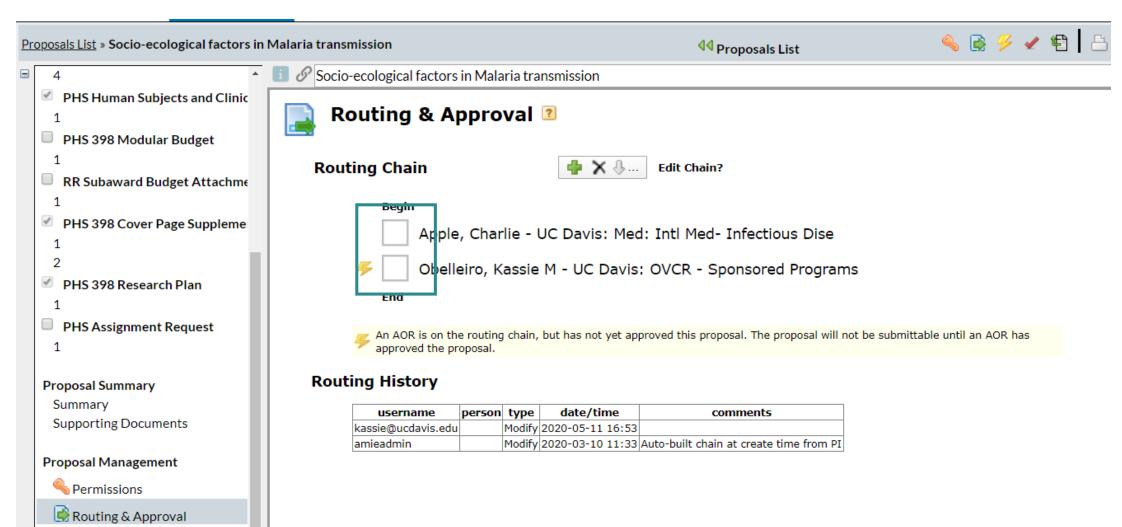Deadline: 7 days from today; Project Dates: 01/1/21 – 12/31/22; SPO Analyst: Kassie M. Obelleiro
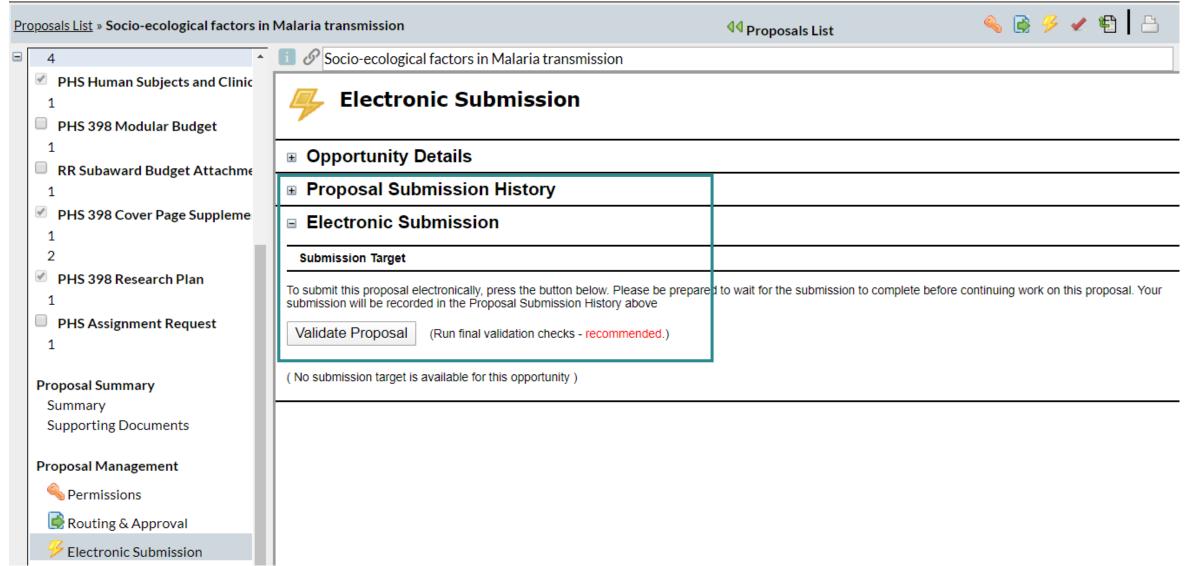
IRBnet IDs: 123456, 236589

IACUC Protocol: 2345678

Line Item	Year 1	Year 2	Total Project
Salary for Charlie Apple, PI – 3% Effort, 0.36 Person Months ($150,000 Calendar salary)	$4,500	$4,500	$9,000
Salary for Kassie Obelleiro, co-Investigator – 3% Effort, 0.36 Person-Months ($130,000 Calendar salary)	$3,900	$3,900	$7,800
Salary Total	$8,400	$8,400	$16,800
Charlie Apple, PI	$1,148	$1,148	$2,290
Kassie Obelleiro, co-PI	$ 995	$ 995	$1,990
Benefits Total	$2,143	$2,143	$4,286
PERSONNEL TOTAL	$10,453	$10,453	$12,086
MRI	$25,000	$ 0	$25,000
EQUIPMENT TOTAL	$25,000	$ 0	$25,000
TOTAL DIRECT COSTS	$35,543	$10,543	$46,086
Indirect Cost Base	$10,543	$10,543	$21,086
Indirect Costs (Rate 57%)	$6,010	$6,010	$12,020
TOTAL PROJECT COSTS	$41,553	$16,553	$58,106

Cayuse 424 Routing & Approval

Cayuse 424 Sponsor Submission

Proposals List » **Socio-ecological factors in Malaria transmission**   ◄◄ Proposals List

4
☑ **PHS Human Subjects and Clinic**
1
☐ **PHS 398 Modular Budget**
1
☐ **RR Subaward Budget Attachme**
1
☑ **PHS 398 Cover Page Suppleme**
1
2
☑ **PHS 398 Research Plan**
1
☐ **PHS Assignment Request**
1

Proposal Summary
Summary
Supporting Documents

Proposal Management
🔑 Permissions
📤 Routing & Approval
⚡ Electronic Submission

Socio-ecological factors in Malaria transmission

⚡ Electronic Submission

⊞ **Opportunity Details**

⊞ **Proposal Submission History**

⊟ **Electronic Submission**

Submission Target

To submit this proposal electronically, press the button below. Please be prepared to wait for the submission to complete before continuing work on this proposal. Your submission will be recorded in the Proposal Submission History above

[Validate Proposal]   (Run final validation checks - recommended.)

(No submission target is available for this opportunity)

Learning Objective Review

01 eRA Guidelines

02 Professional Profiles

03 Maintain Profiles

04 Applications

eRA Guidelines

Know some of the general eRA guidelines

Profiles

Understand the purpose of a Professional Profile

Maintain Profiles

Know how to create and update a Professional Profile

Applications

Know how to submit a proposal in Cayuse 424 and with SPO during review and sponsor submission

Contact Us

Let us know how we did: http://bit.ly/BAASICS-Eval

Sponsored Programs
Office of Research
University of California, Davis
https://research.ucdavis.edu/proposals-grants-contracts/spo/

Tel: +530 754 7958
Email:
kobelleiro@ucdavis.edu

Kassie M. Obelleiro
Training Officer

05 Resources

Common Acronyms

- AB20: Assembly Bill 20
- BAA: Broad Agency Announcement
- BUA: Biological Use Approval
- CGA: Contracts and Grants Accounting
- COI: Conflict of Interest
- ERA: Electronic Research Administration
- F&A: Facilities & Administrative rates; also referred to as indirect cost rate (IDC or ICR) or "overhead"
- FOA: Funding Opportunity Announcement
- GMS: Grant Management System
- HASTOC: Human Anatomic Specimens and Tissue Oversight Committee
- IACUC: Institutional Animal Care and Use Committee
- IPF: Internal Processing Form
- IP: Intellectual Property

- IRB: Institutional Review Board
  - PI: Principal Investigator
  - RCI: Research Compliance and Integrity
  - RCR: Responsible Conduct of Research
  - RFA: Request for Applications
  - RFP: Request for Proposals
  - PHS: Public Health Service
  - PRAM: Progress Report Additional Materials (NIH)
  - RPPR: Research Performance Progress Reports
  - SBIR: Small Business Innovation Research
  - SNAP: Streamlined Non-Competing Award Process (NIH)
  - SPO: Sponsored Programs unit in the Office of Research
  - STTR: Small Business Technology Transfer

Sponsor Resources

- National Institutes of Health (NIH) Application Guide
- National Science Foundation (NSF) Preparing Proposals
- US Department of Agriculture (USDA): "Apply for Grant"
- National Endowment of the Humanities (NEH): "How to Write a Successful Level I DHAG Proposal"
- Links to Other Funding Sources

Cayuse SP and 424

- [UC Davis Cayuse Training](#)
  - Cayuse 424 Professional Profiles
  - Cayuse SP Interactive How-To Guide
  - Cayuse SP and 424 Handbooks and Video Tutorials
  - Handbook for Role Managers
  - Cayuse Quick Reference
  - Cayuse SP Tips
- [UC Davis Cayuse FAQs](#)

spark
Sponsored Programs Administration
and Research Kiosk

UC Davis Resources

- [Funding Opportunities and Limited Submissions Program, Office of Research](#)

- [Proposal Preparation Checklist](#): Applicable to all proposals materials

- [Interdisciplinary Research Support (IRS) unit](#)
    - [Templates and Samples](#)

- [Call for Proposals Checklist](#): Consider using the checklist during review of the sponsor guidelines

- [Proposal Preparation and Submission Toolkit](#)

- [Senior/Key Personnel Descriptions](#)

- [NSF Biosketch Tipsheet](#)

- [Preparing a Proposal Budget Toolkit](#)

- [Budget Justification Checklist](#)

- [Guidance for submitting proposals/IPFs that involve cost sharing](#)

- Cayuse SP Instructions
    - [Cayuse SP Quick Reference](#)
    - [Cayuse SP Quick Start Guide for Principal Investigators and Departmental Staff](#)
    - [Cayuse SP Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers](#)
    - [Cayuse SP Interactive How-to Guide Written Instructions](#)

- [Subaward Processing Checklist – Departments/Principal Investigators](#)

- [Handbook for Submitting a Proposal with Subawards](#)

- [Table: Subrecipient, Contractor/Vendor, Consultant?](#)

- [Subaward or Contractor (Vendor) Guidance](#)

- [Sponsored Programs Research Administration Kiosk (SPARK) Website](#)

UCDAVIS
OFFICE OF RESEARCH

Sponsored Programs Contacts

- SPO Contact Us webpage: http://research.ucdavis.edu/contact-us/sponsored-programs/
- Proposals: proposals@ucdavis.edu
- Awards: awards@ucdavis.edu
- Subawards: subawards@ucdavis.edu
- Closeouts: closeouts@ucdavis.edu
- eRA Help: SPOeRAhelp@ucdavis.edu
- Cayuse Help Desk: ORCayuseHelp@ucdavis.edu
- Training: SPOTraining@ucdavis.edu

Office of Research Listservs

- C&G Listserv: https://lists.ucdavis.edu/sympa/info/ovcr-cg
- Other Office of Research Listservs: http://research.ucdavis.edu/resources/listserv-subscriptions/
  - Core Facilities Program
  - Digital Millennium Copyright Act (DMCA)
  - Funding
  - Institutional Review Board (IRB)
  - Research Compliance and Integrity (RCI)
  - Responsible Conduct of Research (RCR)
  - Research Unit Lists
- SPARK: https://lists.ucdavis.edu/sympa/subscribe/spark_i

UCDAVIS
SPONSORED PROGRAMS OFFICE

Forum for department research administrators to:

- **Ask questions** of campus research administration units
- **Provide feedback** regarding research administration services and processes
- **Hear updates from campus research administration units**, such as Contracts and Grants Accounting, Sponsored Programs, Research Compliance and Integrity, IRB Administration, IACUC and others

Subscribe to the C&G listerv for updates and reminders:
https://lists.ucdavis.edu/sympa/info/ovcr-cg

Additional meeting in April and May due to COVID-19

Research Administration Forum

FOURTH WEDNESDAY OF EACH MONTH
8:30 – 10:00 AM
ZOOM: HTTPS://ZOOM.US/J/958409717

No in-person meeting until further notice due to Coronavirus-19

2020

JANUARY

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27	28	29	30			

OCTOBER

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Research Administration Forum

Join us via Zoom the **fourth Wednesdays at 8:30 am**!

Watch previous forums on YouTube

Live and Recorded Learning Opportunities

SPO BAASICS

Budget, Application, Award and System Instruction for Comprehensive Skills (BAASICS) are training sessions designed to help contract and grant administrators at UC Davis build and hone their research administration skills.

[Learn more](#)

Staff Development and Professional Services Classes

SPO offers classes in the [Research Administration Certificate Series (RACS)](#) and the [eRA Train the Trainer certificate series](#).