

Activity 4: Instructions

SPO BAASICS: Submitting an ATF Proposal

Scenario

Professor Charlie Apple, Ecology, sends you an award agreement that she received directly from Patch's Coffee Fund. She did not submit a proposal to the Fund and asks you to help her prepare and submit the necessary materials to SPO. She tells you that Ecology will administer the award, 75% of the work will be conducted in Storer Hall and approximately 25% will be conducted in international locations that are to be determined.

Instructions

Prepare an IPF in Cayuse SP-UAT based on the award agreement.

1. Login to Cayuse-UAT (<https://ucdavis-uat.cayuse424.com>) as follows:
 - a. Username: amieadmin
 - b. Password: Training
2. Select "Cayuse SP".
3. Select "Start New Proposal".
4. Complete the IPF/Proposal for an ATF to the best of your ability based on the information provided. Find detailed instructions at: <http://spark.ucdavis.edu/wp-content/uploads/End-users-v13.pdf>.
 - a. Add yourself as the Primary Admin Contact. If you are not on the list, select "Amie Admin" and enter your name before the project's title in the **Project Title Field**.
 - b. The Instrument Type is "Contract".

Activity 4

SPO BAASICS: Submitting an ATF Proposal

Scope of Work

Professor Charlene Apple will study the effects of consumption of coffee in California on the environments in the most common sourced areas. Professor Apple will perform a literature review to identify the most common environmental effects from growing coffee. She will then identify the 25-50 largest coffee distributors in California. Professor Apple will lead a team of post-docs on determining the source areas of the coffee grown by these distributors. Professor Apple will take this information to search for the previously identified environmental issues in the source areas.

Start Date:	12/1/2020	Non-NIH	Title:	Environmental Effects of California Coffee Consumption						Proposal Due Date/Archive:	10/16/2020						
End Date:	11/30/2021		PI(s):	Charlie Apple						12 Months	0 Months	0 Months	0 Months				
PERSONNEL																	
Name/Role:	Annual Salary			Project Period % Effort					Salary Basis	*	Escalation:						
	Base	Summer	Total	Per 1	Per 2	Per 3	Per4	Per5	Salary Basis and Type	Escal	Period 1	Period 2	Period 3	Period 4	Period 5	FY	Multi
1 Charlie Apple - PI (AY)	100,000	33,333	133,333	5.0%					AY 9/12	3%	12/1/20-11/30/21	-	-	-	-	-	12/1/20-11/30/21
2 Charlie Apple - PI (SMR)	100,000	33,333	133,333	10.0%					SMR 9/12	3%	13,500	0	0	0	0	0	13,500
3 Sheila Davis - Postdoc	40,000		40,000	75.0%					CAL 12/12	3%	30,375	0	0	0	0	0	30,375
4 Chris Tide - Postdoc	40,000		40,000	50.0%					CAL 12/12	3%	20,250	0	0	0	0	0	20,250
Total Salaries											70,875	0	0	0	0	0	70,875
Benefits by Person	<i>FY Split:</i>		7/5	0/0	0/0	0/0	0/0	0/0	Include CBR Add-On?		No	Escalations to fringe?		Yes			
	UCPath CBR Group		%	%	%	%	%	%	Period 1	Period 2	Period 3	Period 4	Period 5	Total			
1 Charlie Apple - PI (AY)	Faculty, Acad, MSP, Safety (C)		38.1/39.2						2,603	0	0	0	0	0	2,603		
2 Charlie Apple - PI (SMR)	Faculty, Acad, MSP, Safety (C)		38.1/39.2						5,205	0	0	0	0	0	5,205		
3 Sheila Davis - Postdoc	Postdoc Employees (F)		23.5/24.2						7,227	0	0	0	0	0	7,227		
4 Chris Tide - Postdoc	Postdoc Employees (F)		23.5/24.2						4,818	0	0	0	0	0	4,818		
Total Benefits									19,853	0	0	0	0	0	19,853		
Total Personnel									90,728	0	0	0	0	0	90,728		
TRAVEL																	
Travel to source locations to search non-electronically obtainable documents								International?	Period 1	Period 2	Period 3	Period 4	Period 5	Total			
								Yes	9,050					9,050			
								Total Domestic Travel	0	0	0	0	0	0			
								Total International Travel	9,050	0	0	0	0	9,050			
Total Travel																	
OTHER DIRECT COSTS																	
Publication Costs																	
Publication of article in scientific journal									1,050					1,050			
Total Publication Costs									1,050	0	0	0	0	1,050			
Other Expenses																	
Subscription to websites to gain access to needed materials								Subject to IDC Calc (MTDC)?	Yes	1,083					1,083		
										0	0	0	0	0	1,083		
								Other Expenses Subject to Indirect:	1,083	0	0	0	0	0	1,083		
								Other Expenses Excluded from Indirect:	0	0	0	0	0	0	0		
Total Other Direct Costs																	
Total Direct Costs								Choose Rate Type from Dropdown Below:		101,911	0	0	0	0	101,911		
<i>Indirect Cost Base</i>								Rate Type:	On-Campus Research	101,911	0	0	0	0	101,911		
<i>Indirect Costs</i>										58,089	0	0	0	0	58,089		
Total Costs (Direct + Indirect)										\$160,000	\$0	\$0	\$0	\$0	\$160,000		

Indirect Cost Split for Sponsor Forms	Project Period 1	Project Period 2	Project Period 3
Request Budget Base Type: MTDC Base Indirect Costs	12/1/20 - 11/30/21 57.0% 101,911 58,089	-	-
<i>Primate Center Base</i> Primate Indirect: 54.4%	-	-	
Total Annual Requested Indirect	58,089		

Project Period 4	Project Period 5
-	-
Total Indirect	58,089

Personnel (For Reference)

Name/Role:		Personnel Type? (Choose Below)
1	Charlie Apple - PI (AY)	Senior/Key
2	Charlie Apple - PI (SMR)	Senior/Key
3	Sheila Davis - Postdoc	Senior/Key
4	Chris Tide - Postdoc	Senior/Key
5	-	Other
6	-	Other
7	-	Other
8	-	Other
9	-	Other
10	-	Other
11	-	Other
12	-	Other

Period 1 **Period 2**

Base/AY	Summer	Base/AY
101,250	33,750	
101,250	33,750	
40,500		
40,500		
-		
-		
-		
-		
-		
-		
-		
-		
-		

Grants.gov Other Personnel Composite Categories

Postdoctoral Associates
Total Graduate Students
Total Undergraduate Students
Total Clerical

Year 1 **Year 2**

Year 1	Year 2
-	
-	
-	
-	

Fringe

Postdoctoral Associates
Total Graduate Students
Total Undergraduate Students
Total Clerical

Year 1 **Year 2**

Year 1	Year 2
-	
-	
-	
-	

Base Salary (For agency forms)

Based on Request Column F for AY and SMR; Request Column H for CAL

Salary below includes pre-escalation when using FY escalations

Period 2	Period 3		Period 4		Period 5		Appointment Type/Basis	
	Summer	Base/AY	Summer	Base/AY	Summer	Base/AY	Summer	
							9	/12
							9	/12
							12	/12
							12	/12
							12	/12
							12	/12
							12	/12
							12	/12
							12	/12
							12	/12
							12	/12
							12	/12
							12	/12

Salary						
Period 2	Year 3		Year 4		Year 5	Total
	Summer	Base/AY	Summer	Base/AY		
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

Fringe						
Period 2	Year 3		Year 4		Year 5	Total
	Summer	Base/AY	Summer	Base/AY		
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-

Person Months (For agency forms)

APPT TYPE and BASIS (9/12,11/12,12/12) must be correctly indicated on the request sheet to ensure person month accuracy

Period 1	Period 2	Period 3	Period 4	Period 5	Type
0.60					AY
1.20					SMR
9.00					CAL
6.00					CAL
-					CAL
-					CAL
-					CAL
-					CAL
-					CAL
-					CAL
-					CAL
-					CAL
-					CAL

Salary plus Fringe by Person

Period 1	Period 2	Period 3	Period 4
9,353	-	-	-
18,705	-	-	-
37,602	-	-	-
25,068	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

Person Months in Each Category

Year 1	Year 2	Year 3	Year 4	Year 5	Total
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

alc Check)

RESEARCH AGREEMENT 5000
between
PATCH'S COFFEE FUND
and
THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

This Research Agreement is entered into this 1st day of November, 2020 ("Effective Date"), by and between Patch's Coffee Fund. ("Sponsor") and **The Regents of the University of California**, on behalf of its Davis campus, ("University"), hereinafter the "Parties."

1. **Scope of Work / Budget.** University researchers shall use their reasonable efforts to evaluate the effect of consuming coffee on domestic house cats, hereafter referred to as "the Project."
2. **Principal Investigator.** The performance of work and technical report preparation shall be under the direction of Charlie Apple, Principal Investigator, and shall be in accordance with applicable University policies.
3. **Period of Performance.** The work under this Research Agreement shall be performed during the period of December 1, 2020 through November 31, 2021, unless otherwise changed in accordance with the "**Termination**" or "**Modifications and Amendments**" Articles of this Agreement.
4. **Reports.** Sponsor shall treat all reports submitted by the University under this agreement as confidential.
5. **Consideration.**
 - A. For the performance of work hereunder of the project, Sponsor shall pay University expenses, direct and indirect. The total allowable costs hereunder shall not exceed \$160,000.

8. Patent Rights.

To the extent the University has the legal right to do so and to the extent Sponsor pays all direct and indirect costs of the research project, including a proportionate share of the Principal Investigator's salary, University shall offer to Sponsor, in accordance with the provisions of the following paragraph, a time-limited first right to negotiate an exclusive, royalty-bearing license to University's interest in any inventions conceived and first actually reduced to practice in the direct performance of the research under this Research Agreement.

10. Applicable Law. This agreement is subject to all applicable federal laws of the United States of America.

17. Entire Agreement. The terms and conditions contained herein and in the following attachment constitute the entire Research Agreement between Sponsor and University.

IN WITNESS WHEREOF, the Parties have executed this Research Agreement on the dates noted below.

PATCH'S COFFEE FUND ("Sponsor")

The Regents of The University of California,
Davis ("University")

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: November 1, 2020

Date: November 1, 2020