Cayuse 424

A Research Administration Workshop
Presented by the UC Davis Sponsored Programs Office (SPO)
October 19, 2023

Instructor: Perry King, SPO Training Officer
Learning Objectives

By the end of this training, you should...

• Know the general proposal submission process
  • For some, this will be a refresher

• Know how to prepare and submit a proposal in Cayuse 424

• Know how to create and update a Professional Profile (in Cayuse 424)
Training Modules

1. Proposal Submission Process
2. Cayuse 424 Proposals
3. Cayuse Professional Profiles
4. Resources
Proposal Submission Process

PROPOSALS ARE A TWO-STAGE PROCESS

1. Cayuse SP: Route Internal Processing Form (IPF) for required internal (UCD) approvals
   - PI (w/ dept assist) prepares and routes IPF with required attachments
     - PIs and Co-PIs certify proposal
     - Dept Head (Chair or Director) authorizes it
       - Dean’s Office too in Schools of Medicine and Veterinary Medicine
     - Sponsored Programs Office (SPO) performs institutional review for regulatory compliance and adherence to UC policy

2. Cayuse 424 or other eRA system: Submit proposal to sponsor

1ST STAGE:
All outgoing proposals must first be routed in Cayuse SP. Exceptions:
- Pre-proposals that do not require a budget or institutional signature
- Applications to internal programs (Academic Senate, Campus Research Initiatives, Limited Submissions)

Sponsored Programs Office (SPO) performs institutional review for regulatory compliance and adherence to UC policy
Proposal Submission Process

PROPOSALS ARE A TWO-STAGE PROCESS

1. Cayuse SP: Route Internal Processing Form (IPF) for required internal (UCD) approvals

2. Cayuse 424 or other eRA system: Submit proposal to sponsor

2ND STAGE:
The sponsor’s Funding Opportunity Announcement will indicate what eRA submission system(s) may be used.

- Read the guidelines carefully and thoroughly
  - Follow links in document to agency-specific guidelines to ensure you are compliant with all requirements
- Some sponsors require submission by email or mail

PI (w/ dept assist) prepares proposal for submission to sponsor

- SPO reviews for campus & sponsor compliance
- In most cases, SPO submits proposal to sponsor
Proposal Routing and Submission Timeline

**~10-14 workdays before deadline**
- PI’s team prepares & routes IPF (+ attachments)* in Cayuse SP

**5-7 workdays before deadline**
- PI’s team copies proposal into Cayuse 424 or other submission system.
  - If other, provide SPO access
- Approved IPF arrives in SPO. Proposal is provided to SPO via Cayuse 424 or access in other system

**2-3 workdays before deadline**
- SPO Initial Review
  - Assigned analyst reviews proposal in both Cayuse SP and submission system
- PI/Dept incorporates SPO feedback

**1-2 workdays before deadline**
- PI/Dept finalizes proposal package **
- Final proposal submitted to sponsor
- SPO submits most electronic proposals

* Minimum attachments: **Scope of work, budget, and budget justification.** Other attachments may also be required.
  - The **scope of work can be a draft** with the final version provided later.
  - The PI’s team may work on other documents for submission, such as the **project narrative** or **biosketches**, until closer to the deadline.

** This is when PI and their team should provide final attachments.
General eRA Tips

• If using an eRA submission system other than Cayuse 424, register/create an account early.
  • Account creation can take several days or even a week
  • Registration may require SPO creation or approval
    • Contact SPOeRAHelp@ucdavis.edu for assistance

• Start the proposal in the eRA submission system once the IPF is routing in Cayuse SP.

• Ensure either the PI or department administrator is available during SPO review since edits or additional materials may be requested.
Cayuse 424

• If a sponsor’s guidelines allow submission through either Grants.gov or system-to-system (S2S), you must use **Cayuse 424**.
  • Cayuse 424 is linked system-to-system to Grants.gov, the submission system for most Federal agencies.

• **Excluded** from Cayuse 424:
  • NSF uses [Research.gov](https://research.gov)
  • NASA uses [NSPIRES](https://nspires.nasa.gov)

• Using Cayuse 424 speeds the review process.
  • It allows your assigned SPO analyst to access your proposal without you having to manually provide access in Grants.gov.
  • Professional and institutional profile information can auto-populate.
  • Allows multiple users to view and edit the proposal simultaneously.
  • Can copy proposals for resubmission, reducing data entry.
  • 424 stores documents relevant to the proposal, facilitating file search and communication.
  • 424 automatically integrates subaward budgets and personnel information with a prime proposal.
Professional Profiles in Cayuse 424

Professional Profiles contain **salary**, **appointment**, and **unit affiliation** for everyone in the Cayuse Research Suite.

- These details import into both Cayuse SP IPFs and Cayuse 424 proposals.

Professional Profiles will be covered in more detail later in this training.
Cayuse 424

Information entered into a Cayuse SP IPF doesn’t automatically populate in a Cayuse 424 proposal.

While Cayuse SP appears to have an option to pair the two systems, this feature creates technical issues downstream. **Do not pair proposals.**

Instead, you will need to duplicate into 424 the content you put into SP.
1. **Opportunities:** Find a sponsor’s funding opportunity to begin your application
2. **+ Create Proposal:** Click here to prepare a proposal in which **UC Davis is a subrecipient** and the other institution uses Cayuse.
3. **Proposals:** Find a proposal you or a PI have already created
4. Select the **Proposal name** to edit
   - Select **R** to view as read-only. This will allow others to edit the proposal while you review it.
   - Select the **green papers** to **copy** the proposal or to **transform** it to a different funding opportunity.
   - Select the **red X** to delete the proposal
5. **People:** Allows you to manage Professional Profiles
The Opportunities tab is auto-populated with all the latest funding opportunities from the various Federal agencies.

- Search for your desired funding opportunity.
  - You can sort by any column (click in header)
  - You can search by key words
- Be careful to select the appropriate opportunity
  - The same Opportunity Number can be used for different opportunities.
- Click on the green + symbol to begin the proposal
- Click on the blue/gray i symbol for details on the opportunity
Opportunities Tab

Visit the sponsor’s website and read ALL relevant guidelines.
Opportunities Tab

Not common:
- If a Federal opportunity you seek is not on the list, click Download Opportunities in the upper right.
- You can search by the fields indicated below.
  - Or select the Search For Opportunities link to search by title.
- Your downloaded opportunity will then appear within the Opportunities tab.

If the opportunity is not found, please email proposals@ucdavis.edu for assistance.
• When you select an opportunity’s green + symbol, the pop-up at right will appear.
• The Proposal Name is not the project title. It is used for informational purposes and should include:
  • The related Cayuse SP proposal number
    • This allows SPO to connect the two
  • The PI’s name
  • The Funding Opportunity Number
    • Example: 24-5555 Apple PA-20-272
Start a Proposal

• Before you **Search for PI**, check to see if the PI’s name already appears at the **Principal Investigator** field. If there, simply click on it.
  • If the name isn’t there, do two things:
    1. Enter the **PI’s last name** in the empty search field
    2. Enter the **Organization**.
      • For UC Davis, select **The Regents of the University of California (Davis)**
      • This will limit and speed the search.
  • Now click **Search for PI**.
Start a Proposal

- Before you **Search for PI**, check to see if the PI’s name already appears at the **Principal Investigator** field. If there, simply click on it.
  - If the name isn’t there, do two things:
    1. Enter the **PI’s last name** in the empty search field
    2. Enter the **Organization**.
      - For UC Davis, select **The Regents of the University of California (Davis)**
      - This will limit and speed the search.
  - Now click **Search for PI**
- Once the PI’s name appears in the **Principal Investigator** field, click it to select it.
Start a Proposal

- The Default IDC (Indirect Cost) Rate field will appear. If unsure which rate to pick, a common one for research projects is **On Campus Org Research MTDC**
  - MTDC = Modified Total Direct Costs

- The Validation Type will usually autopopulate based on the opportunity you select.

- When ready, click **Create Proposal** to continue.
Completing a Proposal

- As with Cayuse SP, you **navigate** through the various pages of the proposal in the left column.

- Each greyed out checkbox indicates an application form required by the sponsor.
  - Note that several forms are more than one page in length.
  - You can add optional forms to your proposal by adding a checkmark in the form’s empty box.

- For certain types of NIH funding opportunities, when the **total direct costs being requested are $250,000 per year or less**, NIH requires the applicant submit a **simplified modular budget**.
  - In these cases, as shown, add a check next to the (PHS 398) **Modular Budget** form and remove the check from **RR Budget**.
  - Complete the **Modular Budget** rather than the more detailed **RR Budget**
Completing a Proposal (1st page)

Note: the forms in the left column vary by sponsor/funding opportunity. This presentation will cover typical forms.

Though it’s not obvious, there is nothing to add at this time to sections 2, 3 or 4.

1. Type of Submission: Select appropriate entry

5. Applicant Information: The university is the applicant - The Regents of the University of California (Davis)
   - You can use 1 Shields Avenue as the address, or the address shown.
Completing a Proposal (1st page)

The Unique Entity Identifier (UEI) is found on the UC Davis Institutional Information page.
- It’s a good idea to bookmark this helpful page.

Person to be contacted on matters involving this application: Enter your usual SPO Proposals Analyst.
- If you don’t know this individual, enter what you can and add the name later.
- Good email to use here: proposals@ucdavis.edu
Completing a Proposal (bottom half of 1st page)

Again, use the Institutional Information page to populate:

6. EIN/TIN
13. Congressional District

7. Type of Applicant: UC Davis is a “Public/State Controlled Institution of Higher Education.”
At the bottom of the form is a box that shows errors and warnings.

- Clicking on it will show a list of all current errors and warnings that can prevent a successful proposal submission.
  - Each listed item has a link that can take you to the indicated error/warning for correction.
- Some errors or warnings are “false” errors and do not apply or are based on the standard application for a sponsor and not a specific funding opportunity.
  - Please check with your SPO analyst if you have any questions as to whether a particular error or warning can be ignored.
14. Project Director/PI

Select the pencil icon to autopopulate this section from the PD’s/PI’s Professional Profile (in Cayuse 424).

Note: You can either add the PD/PI here or to the RR Key Persons form. Populating either will populate both.
Completing a Proposal (2\textsuperscript{nd} page)

14. **Project Director/PI**

After you select the pencil icon, either search for the PI (by last name) or select from a list of recently autofilled PIs.
14. Project Director/PI

You then have the following options:

- **Include Performance Site** (autopopulated from Professional Profile)
- **Change Role**, though you rarely do this for the PD/PI. Other options:
  - Co-PD/PI
  - Other Senior Personnel
- **Revise their (autopopulated) appointment type, salary, and effort.**
  - Effort: enter portion of calendar, academic or summer months they will dedicate to the project.
14. Project Director/PI

Important:
The automatic salary and fringe totals in Cayuse 424 always need to be overridden manually.
- They don’t use any split rate fringe and rarely match the internal budget.

Update these figures as needed to match the internal budget.
Completing a Proposal (2nd page)

If you overwrite an auto-calculated value, a red star will appear.

Use caution when overwriting calculated fields.
- Overwritten values will not update when you update related fields.
  - This can cause final values to be wrong.
- To return a red star field to its auto-calculated value, delete your manual entry.
### Completing a Proposal (2nd page)

You can manually update autopopulated entries as needed.

#### 14. Project Director/PI

<table>
<thead>
<tr>
<th>Prefix/Title</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>Jonathan</td>
<td>K.</td>
<td>Leach</td>
<td></td>
</tr>
</tbody>
</table>

#### 15. Estimated Project Funding

- **a. Total Federal Funds Requested**: 436,642
- **b. Total Non-Federal Funds**: 0
- **c. Total Federal & Non-Federal Funds**: 436,642
- **d. Estimated Program Income**: 0

#### 16. Is Application Subject to Review by State Executive Order 12372 Process?

- **a. YES**: This preapplication/application was made available to the state executive order 12372 process for review on: 
  - **DATE**: [ ]
- **b. NO**: Program is not covered by EO 12372; or program has not been selected by state for review

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)
15. Estimated Project Funding:

There is no need to populate the budget figures here, as these fields are autopopulated when you complete the RR Budget pages.

16. State Exec Order 12372:

Check sponsor guidelines for answer.

- Example: the NIH SF424 (R&R) Application Guide reads “Applicants should check ‘No, Program is not covered by E.O. 12372.’”
19. Authorized Representative:
Again, enter your assigned SPO analyst.
- Good email to use here: your SPO analyst’s direct email.

Attachments in Cayuse 424:
- PDFs are generally preferred.
- Check sponsor guidelines to make sure non-PDFs are allowed and/or requested.
- NIH, for instance, only allows PDFs, but some sponsors may request a Powerpoint or Excel.
Completing a Proposal *(RR Performance Sites page)*

Enter the location(s) where project work will be performed. Click the **pencil icon** to add or remove Performance Sites.

<table>
<thead>
<tr>
<th>Project/Performance Site Location(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization</strong>: The Regents of the University of California, Davis</td>
</tr>
<tr>
<td><strong>Street1</strong>: 4860 Y Street Suite 3800</td>
</tr>
<tr>
<td><strong>City</strong>: Sacramento</td>
</tr>
<tr>
<td><strong>State/Province</strong>: California</td>
</tr>
<tr>
<td><strong>Country</strong>: United States</td>
</tr>
<tr>
<td><strong>Street2</strong>:</td>
</tr>
<tr>
<td><strong>County/Parish</strong>: Sacramento</td>
</tr>
<tr>
<td><strong>Zip/Postal Code</strong>: 95817-2307</td>
</tr>
</tbody>
</table>

**Other sites** expand all/collapse all

<table>
<thead>
<tr>
<th>Organization: The Regents of the University of California (Davis)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street1</strong>: Office of Research - Sponsored Programs</td>
</tr>
<tr>
<td><strong>City</strong>: Davis</td>
</tr>
<tr>
<td><strong>State/Province</strong>: California</td>
</tr>
<tr>
<td><strong>Country</strong>: United States</td>
</tr>
<tr>
<td><strong>Street2</strong>: 1050 Research Park Drive</td>
</tr>
<tr>
<td><strong>County/Parish</strong>: Yolo</td>
</tr>
<tr>
<td><strong>Zip/Postal Code</strong>: 95618-6153</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization: Georgia Institute of Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street1</strong>: 910 First Ave NW</td>
</tr>
<tr>
<td><strong>City</strong>: Atlanta</td>
</tr>
<tr>
<td><strong>State/Province</strong>: Georgia</td>
</tr>
<tr>
<td><strong>Country</strong>: United States</td>
</tr>
<tr>
<td><strong>Street2</strong>:</td>
</tr>
<tr>
<td><strong>County/Parish</strong>:</td>
</tr>
<tr>
<td><strong>Zip/Postal Code</strong>: 303320415</td>
</tr>
</tbody>
</table>
The PI should have the answers to these questions.

If human or animal subjects are involved and no IRB/IACUC review is pending, the protocols should be submitted for review to ensure they are in place should the proposal be awarded.

There are fields at the bottom of this page to attach a range of documents.
Completing a Proposal *(RR Key Persons)*

As mentioned before, a PI added earlier will show up here.

Click the pencil icon to add additional Co-PIs or Senior Personnel.
Completing a Proposal *(RR Key Persons)*

This stage is similar to adding a PD/PI.

At bottom is an option to **Create New Professional Profile**. Only do this for personnel who are NOT at UC Davis.

To request a Professional Profile for someone at UC Davis, write [ORCayuseHelp@ucdavis.edu](mailto:ORCayuseHelp@ucdavis.edu).

- We’ll cover in later slides what info you should provide.
Completing a Proposal *(RR Key Persons)*

You can make the same edits as for a PD/PI, and additionally select which **Budget Periods** this key person will participate in.

**Role:** There are far more options here than for the PD/PI:

- For NIH: Select **Co-Investigator** or **Collaborator**, but not **Other Professional**
Completing a Proposal (RR Key Persons)

To edit effort for personnel already added to the proposal, select **Manage Key Persons**.

These are available options:
- (Re)visit effort screen
- Visit Professional Profile
- Re-autofill from Profile
- Remove from proposal
Completing a Proposal (RR Budget page 1)

**RR Budget:**
- Note that the budget page is for the first budget period only.
  - You have to select **Budget Period 2 of 2** or the grey arrow icon to make entries for the 2nd budget period.

**Budget Period Editor:** Add/delete/change budget periods

**Stair icon:** Once you populate Budget Period 1, use this to replicate your entries into future budget periods or to add escalations.
To replicate one budget period to others:

1. Select categories to be replicated
   - Can select all
2. Select End Period
   - Can replicate to the next period or all project periods
3. Click Replicate Selected Categories.

To escalate budget periods is similar:

1. Select categories to be escalated
2. Select End Period
3. Click Escalate Selected Categories.
For all key persons, the base salary entered in 424 should be the escalated rate listed on the Personnel Reference page (bottom tab) of the OR budget templates.
**Completing a Proposal (RR Budget page 1)**

**Pro Tip:**
For 9/12 or 11/12 faculty, the base salary should not include the summer. The federal government does not include summer in its base salary. Workaround:

- In Cayuse 424, the base salary should be copied to either the summer or academic year field to avoid warnings. Example:

  ![Diagram showing base salary distribution]

These three fields do not go to the sponsor (they are internal fields). Cayuse, however, creates a warning if the sum of these does not equal base salary. Therefore, paste the base salary into either summer or acad salary and then fill in the acad or summer months effort or both.

- This way, base salary / 9 (or 11) x months effort = amount requested, and there will be no warnings.
  
  Example: $150,000 / 9 x 2 = $33,333

- Otherwise, warnings can be ignored.
Completing a Proposal (RR Budget page 1)

To revise an individual’s effort here in the budget, click the gear icon on the right.

For Other Personnel add a total number for each role rather than list individuals.

As you go through the budget, be sure to select the correct Indirect Cost Type for each section.

- Common: On Campus Org Research MTDC
Completing a Proposal (RR Budget page 3)

You will likely need to update split rates for indirect costs:

- Cayuse 424 automatically combines split rates into an average for the budget period.
  - In this example, 60% for the 1\textsuperscript{st} part of the budget period was combined with 61% for the 2\textsuperscript{nd} part for an average of 60.571%.
  
- Many sponsors do not allow average rates.

- Instead, you should identify the \textbf{Indirect Cost Base} for each of the two rates.
Completing a Proposal (RR Budget page 3)

We leave Cayuse 424 for a moment.

This is an OR Budget Template.

The F&A Details tab on your OR budget template will provide you the breakdown.

Just copy the figures into 424.
Completing a Proposal *(RR Budget page 3)*

Populate the first line with the 1\textsuperscript{st} indirect cost rate and base, then create a second line with the 2\textsuperscript{nd} rate and base.

Be sure the Total Indirect Costs matches the internal budget.
Completing a Proposal

Ignore the Proposal Summary. It is not needed and can cause unnecessary confusion.
Completing a Proposal

Proposal Management icons are found both at the bottom of the left column and in the top toolbar.

- With the Permissions icon, you can manage user access and permissions for this proposal.
Completing a Proposal

Ignore the Routing Chain. SPO does not use it at all. Instead, have the PI email SPO when ready to submit.

There is no need to add an AOR (Authorized Organizational Representative) despite this message.
Completing a Proposal

With the **Electronic Submission** icon, you can validate this proposal or retrieve submission information.

- Though you should have corrected all the errors and warnings before getting to this stage, it’s highly recommended to click **Validate Proposal** and address any additional issues that are identified.
  - Let your assigned SPO analyst know that you have completed this process.
  - As noted earlier, SPO will usually submit the proposal on behalf of the university.
- The **Proposal History** icon simply lists all actions done to the proposal.
- We’ll cover the **Export** icon in the following subawards section.
Completing a Proposal

The Chain Icon provides a quick link you can send another user to more quickly access the 424 proposal.
Exiting a Proposal

Always use the green arrows or the Proposal List link to exit an application to avoid locking it.

If locked, you will be asked Take proposal lock?

Do this only if you know someone is not possibly in the document and editing it at this time.
Activity 1: Prepare a Proposal in Cayuse 424

• Login to Cayuse “sandbox” (UAT): https://ucdavis-uat.cayuse424.com (copy from Zoom chat)
  o Username: amieadmin
  o Password: training

• Select Cayuse 424

• If you’re unable to access the UAT:
  • Try incognito mode
  • Try another web browser (like Firefox)
Activity 1: Prepare a Proposal in Cayuse 424

The opportunities in the UAT “sandbox” have all closed. Therefore, check this box to reveal them.
## Activity 1: Prepare a Proposal in Cayuse 424

**RFA:** PA-EO-777 R01 [NIH]

**Proposal Name:** Your Proposal # [i.e. 22-1442] Apple PA-EO-777 R01

**Project Title:** Socio-ecological factors in Malaria transmission

**Sponsor Deadline:** 8/1/24 (5pm local time)

**Project Dates:** 1/1/2025 – 12/31/2026

**Person to be Contacted:** Amie Admin

**IRB Application #:** 123456, approved 4/10/23

**IACUC Protocol:** 235678, approved 4/1/23 (bovine)

**Location of activity:** Animal Husbandry Beef Barn (75%), DNA Technologies & Expression Analysis Cores (25%)

**Instrument Type:** Grant

**Activity Code:** Basic Research

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Year 1</th>
<th>Year 2 (+3%)</th>
<th>Total Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary for Charlie Apple, PI – 3% Effort, 0.36 Person-Months ($150,000 Calendar salary)</td>
<td>$ 4,500</td>
<td>$ 4,635</td>
<td>$ 9,135</td>
</tr>
<tr>
<td>Salary for Gary Imaginary, Co-PI – 3% Effort, 0.36 Person-Months ($130,000 Cal salary)</td>
<td>$ 3,900</td>
<td>$ 4,017</td>
<td>$ 7,917</td>
</tr>
<tr>
<td><strong>Salary Total</strong></td>
<td>$ 8,400</td>
<td>$ 8,652</td>
<td>$ 17,052</td>
</tr>
<tr>
<td>Charlie Apple, PI</td>
<td>$ 1,782</td>
<td>$ 1,835</td>
<td>$ 3,617</td>
</tr>
<tr>
<td>Gary Imaginary, Co-PI</td>
<td>$ 995</td>
<td>$ 1,024</td>
<td>$ 2,019</td>
</tr>
<tr>
<td><strong>Benefits Total</strong></td>
<td>$ 2,777</td>
<td>$ 2,859</td>
<td>$ 5,636</td>
</tr>
<tr>
<td><strong>PERSONNEL TOTAL</strong></td>
<td>$11,177</td>
<td>$11,511</td>
<td>$22,688</td>
</tr>
<tr>
<td>MRI</td>
<td>$25,000</td>
<td>$0</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>EQUIPMENT TOTAL</strong></td>
<td>$25,000</td>
<td>$0</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td>$36,177</td>
<td>$11,511</td>
<td>$47,688</td>
</tr>
<tr>
<td>Indirect Cost Base</td>
<td>$11,177</td>
<td>$11,511</td>
<td>$22,688</td>
</tr>
<tr>
<td>Indirect Costs (MTDC Split Rate: 60/61%)</td>
<td>$ 6,762</td>
<td>$ 7,022</td>
<td>$13,784</td>
</tr>
<tr>
<td><strong>TOTAL PROJECT COSTS</strong></td>
<td>$42,939</td>
<td>$18,533</td>
<td>$61,472</td>
</tr>
</tbody>
</table>
Preparing a Subaward Proposal

As described earlier, when UC Davis is a subrecipient on another institution’s proposal, start the subaward proposal by clicking + Create Proposal.

- The reason for this is that the prospective subaward will not be found under Opportunities.
- **Opportunities** lists Federal public funding announcements.
Preparing a Subaward Proposal

When you click + Create Proposal, this pop-up will appear.

- Select either Research Subaward Proposal or Training Subaward Proposal, then click Create.
Preparing a Subaward Proposal

The next pop-up to appear is similar to the one you see when you start a proposal from the Opportunities list.

- **Subaward Name:** Enter the related Cayuse SP proposal number, the PI’s name, the prime applicant (the institution applying directly to the sponsor) and the prime sponsor.
  - Example: 24-5555 Apple UCLA NIH
- **Organization:** Select the organization from a list.
  - If your organization is not yet listed, leave it blank and email ORCayuseHelp@ucdavis.edu to ask it be added.
    - In your email, include all the info you have about the subawarding organization.
- **Validation Type:** This can auto-populate based on the organization.
  - If not, select the most appropriate entry.
- Click **Create Subaward**.
Preparing a Subaward Proposal

- The list of forms on the left is typically shorter for a subaward than for other proposals.
- Especially helpful for subawards, the Proposal Export icon allows you to export the proposal as a “.cayuse” file.
  - If the Prime Applicant organization also uses Cayuse 424, sending them a “.cayuse” file will save them from having to cut-and-paste the details into their proposal (to the sponsor).
Professional Profiles Overview

All Cayuse users need a Professional Profile:

- PIs, Co-PIs and senior personnel
- Anyone who prepares/assists with preparing proposals
- Anyone who approves IPFs:
  - Unit heads (Role: IPF Approver), Pre-Award Spending Approvers
- Anyone who needs access to proposals, awards and subawards in Cayuse SP

Professional Profiles include details that import into Cayuse SP

IPFs and Cayuse 424 proposals:

- **Appointment Information**
  - Default home unit, appointment type and contact information
- **Budget Information**
  - Salary and benefits codes
- **Cayuse Role**
  - PI – anyone who may be added to a proposal as an investigator
  - Assistant - anyone who may help prepare a proposal
Professional Profiles Overview

All users should verify the accuracy of their Professional Profiles.

- A wrong unit affiliation can hold up the routing of an IPF for approvals.
- You can change the unit and other information on a proposal-by-proposal basis in both Cayuse SP and 424.
- Improve the accuracy of budget calculations by keeping salary and appointment information current.

To prevent duplications, do not create a Professional Profile for someone else.
Activity 2: Your Professional Profile

Login to Cayuse as yourself (Actual Cayuse, not UAT): [https://ucdavis.cayuse424.com](https://ucdavis.cayuse424.com)  
*(copy from Zoom chat)*

- Use your Kerberos login & passphrase
- Select **Cayuse 424**
- Select **People** tab in top toolbar
Activity 2: Your Professional Profile

Find Your Professional Profile in the “People” tab:
1. Enter your last name in the search field.
2. Change the Institution to “The Regents of the University of California (Davis) – UC Davis”.
3. Select “Search”.
4. Select your name if it is on the list.

If you do not have a Profile:
1. Email ORCayuseHelp@ucdavis.edu to request a Profile and provide the following information:
   • First Name:
   • Last Name:
   • Kerberos username (if known):
   • UC Davis Email address:
   • Dept:
   • PI status (Will you be submitting as PI at some point (Yes/No)):
Update your existing Profile / Complete your new Profile:

1. **Review all tabs** to ensure they have correct information.
2. **Notes:**
   - **eRA Role**
     - **Principal Investigator:** Anyone who would be added as Personnel in Cayuse 424
     - **Assistant:** Anyone assisting with proposal preparation or needing access to proposals in Cayuse 424
     - Other roles are for SPO only
   - **Dept/Division/Title:** Unit Code for the unit associated with contracts and grants
   - **Salary and Fringe Worksheet:** Employee ID, Appointment Information (Annualized Salary), Fringe Benefit Rate
   - **Performance Site:** Location where most of the PI’s work takes place
3. Select the Save icon on the toolbar next to your name.
Learning Objectives Recap

Hopefully, you now...

• Know the general proposal submission process
• Know how to prepare and submit a proposal in Cayuse 424
• Know how to create and update a Professional Profile (in Cayuse 424)

Any last questions?
Contact Us

Let us know how we did:
https://ucdavis.co1.qualtrics.com/jfe/form/SV_d718z15VTJ8Yk74

Alyssa Bunn
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RESOURCES
Resources

• **SPO’s Cayuse 424 Training page**

• Written materials:
  - **Cayuse 424 Tips** – 1-page list of Cayuse 424 reminders & tips for department administrators
  - **Setting up Your Cayuse Professional Profile** – 12-page document with screenshots on setting up your professional profile in Cayuse 424
    - Cayuse will not be publishing an updated user guide. They are instead using the **Cayuse Help Center** (free account required).

• YouTube videos:
  - **Note: if a video doesn’t start on the first try, refresh the video and it should then work.**
  - **How to Prepare a Cayuse 424 Proposal** – YouTube video short (12:33)
  - **Managing Professional Profiles** – YouTube video short (10:26)
Addendum
How to Pull Content from Cayuse SP to Paste into 424

Since so few people do this, we excluded it from the main body of this presentation.

Method 1 (of 2):

- **Use two browser screens**, one open to **Cayuse SP** and the other to **Cayuse 424**. Cut-and-paste from SP into 424.
  - **Upside**: You can easily copy written text
  - **Downside**: You have to navigate through all the tabs in the left column to find the content you’re looking for.

- **To access your proposal in Cayuse SP**:
  1. From **Proposal Dashboard**, select **My Proposals**
  2. Select **Submitted Proposals**
  3. **Search** for your Proposal
  4. Click on **Prop No**
How to Pull Content from Cayuse SP to Paste into 424

Method 1:

- **Use two browser screens**, one open to Cayuse SP and the other to Cayuse 424. Cut-and-paste from SP into 424.
  - **Upright**: You can easily copy written text
  - **Downside**: You have to navigate through all the tabs in the left column to find the content you’re looking for.

- To access your proposal in Cayuse SP:
  1. From Proposal Dashboard, select My Proposals
  2. Select Submitted Proposals
  3. Search for your Proposal
  4. Click on Prop No
  5. Then, either click on View IPF or on the Proposal number up top.
How to Pull Content from Cayuse SP to Paste into 424

Method 2:

Print the entire Cayuse SP proposal as a PDF to reference while populating Cayuse 424.

- **Upside:** All info in one place makes it easier to find. You can use **CTRL+F** to search for text.
- **Downside:** Need appropriate Adobe product to be able to copy text, and text copied from PDFs sometimes formats strangely.
- **To do this:**
  1. In Cayuse SP, find your IPF *(see screenshots)*
  2. Click on the **PDF icon** 📋
Method 2:

Print the entire Cayuse SP proposal as a PDF to reference while populating Cayuse 424.

- **Upside**: All info in one place makes it easier to find. You can use **CTRL+F** to search for text.
- **Downside**: Need appropriate Adobe product to be able to copy text, and text copied from PDFs sometimes formats strangely.
- To do this:
  1. In Cayuse SP, find your IPF *(see screenshots)*
  2. Click on the **PDF icon**

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Sample first page of PDF
How to Check a Professional Profile

Select **Cayuse 424** on the Cayuse front page (https://ucdavis.cayuse424.com/)
How to Check a Professional Profile

On the Cayuse 424 top toolbar, select **People**.
How to Check a Professional Profile

The first step is always to confirm whether a Professional Profile already exists.

1. Look under Recently Viewed. If there, just click on name to open the profile.
2. If name not there, enter last name in search field
3. To speed the search, click on All Institutions and select The Regents of the University of California (Davis)
4. Then click Search.
How to Check a Professional Profile

If the Professional Profile already exists, it will appear in the **Search Results**, and you can simply click on the name.

- If no name, search again by a different spelling or by all institutions.
How to Check a Professional Profile

If the name still doesn’t appear, a Professional Profile will need to be created.

- **Never create a profile for someone at UC Davis who is not you.**

To add UC Davis personnel, **email request to orcayusehelp@ucdavis.edu**. Include this information:

- First and last name
- Kerberos username (if known; this can differ from the first part of the email address)
- UCD email address
- Department
- PI status: will they be submitting as PI at some point, Yes or No?
How to Check a Professional Profile

To add someone into Cayuse who isn’t at UC Davis, such as a PI at a subrecipient institution, click + Person and follow the prompts.

• When assigned role of PI, this individual will immediately be able to be selected and added to a Cayuse 424 proposal.
  • This individual will not, however, have appropriate permissions to access the UC Davis Cayuse Research Suite.
  • This individual will also not appear or be able to be added in Cayuse SP until an overnight update takes place.
We are now in Professor Gary Imaginary’s Professional Profile.

Let’s start with **Permissions** in the top right.
- Anyone who accesses their own Professional Profile can use **Permissions** to assign another person access to update their profile.
- When viewing someone else’s profile, you won’t be able to update their **Permissions**.
Profile Permissions

- Click Add user
- In pop-up, type last name of individual to receive permissions
- Click Search
Profile Permissions

- Click **Add user**
- In pop-up, type **last name** of individual to receive permissions
- Click **Search**
- In **Search Results**, click on **name**
How to Check a Professional Profile

- Click checkboxes to **add/remove permissions**
- Or click red X to **remove an individual**
- When ready to return to profile, click **Profile** in the top right
Professional Profile: Name

Name tab:

- Select **Rename** to edit name.
- If you add the NIH Commons ID or NSF ID here, it will auto-populate into Cayuse 424 proposals.
  - Ignore the NASA entry.
    - NASA proposals must use NSPIRES, not Cayuse 424.

**Important:** Whenever you edit any Professional Profile page, click the save icon in the top right to save it.
Professional Profile: Degrees

Degrees tab:

- Enter degree information here to auto-populate into NIH, NSF or other Cayuse 424 proposals
Professional Profile: Demographics

Demographics tab:

- Ignore this tab. UC Davis does not collect nor distribute demographics information.
Professional Profile: Biosketches & Inst. Assoc.

Biosketches tab:

• SPO recommends you ignore this tab.
  • Biosketches should be updated for each proposal application.
  • Biosketches added here may become out of date.

Institutional Association:
UC Davis (Cinema & Digital Media)

• If the wrong department is listed, do not click the red X.
  • Clicking the red X will remove the individual’s association with UC Davis.
    • Instead, change the department in the Dept / Division / Title tab (to be seen soon)
Professional Profile: Contact Info

Contact Info tab:

• Enter the individual’s workplace contact info, not where the project work is to be performed.
  • That goes under Performance Site below.
Professional Profile: eRA Role

**eRA Role tab:**

- **This section is important.**
- Select **Principal Investigator** if the individual is to be added to a Cayuse 424 proposal.
  - If Principal Investigator is not selected, their name will not appear when searched for in Cayuse 424.
- All others should select **Assistant**.
  - The other roles are greyed out and are for Sponsored Programs Office staff.
If needed, search for and select an updated Division and Department.

You can also add the individual’s Position/title.

Ignore the NASA section. NASA uses NSPIRES, not Cayuse 424.
If the individual’s Employee ID is entered, salary, appointment and fringe benefits will be automatically updated during each nightly system update.

Alternatively, you can manually enter details here.
Professional Profile: Performance Site

Performance Site tab

- Enter the primary location where project work will be performed.
  - If same as Contact Info, select Fill from Contact/Org Info.
- Click Active
- Institutional Information
• Do not use the Routing Profile.
  • This populates the Routing Chain, which as you’ll recall, SPO does not use.