Cayuse SP Training

1. Entering and Submitting Cayuse SP Proposals
2. Open Discussion/Questions
Cayuse SP
Entering and Submitting Proposals
Updated: July 25, 2018
Training Outline

• Overview of Cayuse SP
• Returning of a Proposal for Correction
• Cayuse SP Hands-on Lab
  • Entering and submitting a proposal to Sponsored Programs
  • Certifying a proposal
• Q&A
• Resources
Overview of Cayuse SP
What is Cayuse SP?

• New method for submitting to SPO and accessing materials
  • Proposals
  • Awards
  • Subawards/subcontracts
  • Advance Accounts

• Online Routing
  • Principal Investigator
  • IPF Approver(s)
  • SPO
What Does This Mean?

- Can view the status of proposals, awards and subawards in real time
- Can edit/certify/submit proposals while out of the office
- No more Data Sheets and “wet” signatures
- Submit a complete proposal package to SPO at least five (5) days before sponsor deadline to ensure a full SPO review
- Proposal (IPF) packages include:
  - Complete copy of the proposal (at a minimum):
    - Project budget and budget justification, if required by the sponsor
    - Scope of Work (may submit a draft and provide the final before submission to sponsor)

Returning a Proposal for Correction

- The following items will result in the proposal being rejected and re-routed for approval
  - Budget Cost Share, Incorrectly Applied (match/in-kind)
  - Effort Changed from Direct Charge to Cost-Share
  - Key-personnel added to the project after routing to SPO
  - Subawards added to the budget after routing to SPO
  - Incomplete IPF/Proposal
    - Incorrect IPF Approvals/Authorizations
    - Complete all IPF Proposal tabs and fields, even when no red *
- The proposal will return to Unsubmitted status
  - The Department Admin and PI can make the needed revisions
- The IPF Approvers will need to Authorize the Proposal
- Then it will re-route to SPO for review
Cayuse SP Lab

• Starting/Submitting a Proposal
• Certifying a Proposal (PI)
Log-in to Cayuse SP

• Use Mozilla FireFox

• Testing Site: https://ucdavis-uat.cayuse424.com/
  • Select SP
  • Username: amieadmin
  • Password: catcat
Getting Started

• Review the *Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers*

• Ensure your Unit is set-up
  • View Research Contacts from [https://ucdavis.cayuse424.com](https://ucdavis.cayuse424.com)

• Have the complete proposal package ready and submitted to SPO at least 5 days before the sponsor deadline
  • Proposal (IPF) packages include (at a minimum):
    • Cover page
    • Project budget and budget justification
    • Scope of Work (may submit a draft and provide the final before submission to sponsor)

• Complete **all** applicable fields
Start a New Proposal

- Select Start a New Proposal from the Dashboard
- Complete the General Information page
  - Sponsor: Select “Miscellaneous Sponsors” if the sponsor is not listed
    - **Do NOT** select No Sponsors
  - Admin Unit: **Do not** select a Unit listed as “Non Admin/Home”
  - Short Project Name: Internal Identifier
    - Format: [Sponsor Deadline in MM/DD/YY format] [PI Last Name] [Sponsor Acronym]
  - Submission Deadline: Date due to the sponsor
    - Format: Military Time (Pacific)
  - If using 424, select that as the Submission Method
  - **Do NOT** pair with 424
Start a New Proposal

- Complete each page/tab
- A green checkmark will appear when tab is complete
- The only not required tab is Submission Notes
Start a New Proposal

- Investigators/Research Team
  - Drives the Approving Units list
  - Add all Key Personnel
    - Ensure their Unit is correct.
    - **Do not** list a “Non Admin/Home” unit.
    - Use the “Other Participant – No Routing” role for users that edit access but that are not Key Personnel.

- Sponsored Effort
  - Effort being charged to this proposal

- Allocation of Credit
  - Must equal 100%
  - Lead Principal Investigator determines the allocation

- Budget
  - Select the Summary form
  - Uncheck “Use Calculated Values” if calculations are incorrect due to rounding
Start a New Proposal

• Financial Conflicts of Interest in Research
  • Complete the applicable COI Disclosures now or at a later time.
  • Select Yes to indicate that you have filed or will file the applicable COI Disclosures.

• Regulatory Compliance
  • Human Subjects
  • Animal Subjects
  • Hazardous Material

• Subrecipients
  • Enter all (outgoing) Subawardees
  • Select “Miscellaneous Sponsors” if not listed

• Foreign Activity
  • When in doubt, select “yes”
Start a New Proposal

• Special Interest
• Additional Questions
• Location of Sponsored Activities
  • Must total 100% across all quadrants
  • Do not enter location of Subawardee(s)
• Proposal Abstract
• Proposal Attachments
  • If using another eRA system: Upload internal documents
  • If not using another eRA system: Upload all proposal documents
Start a New Proposal

- Approving Units
  - Review for Accuracy
    - The only “Non Admin/Home” units that are OK will indicate as a “roll up”
  - Reorder as needed
    - Keep as many at level 2 as possible
    - If Admin Unit in SVM
      - School of Veterinary Medicine (Unit Code: 50) should be listed last
    - If Admin Unit is not in SVM but Investigators in SVM
      - School of Veterinary Medicine (Unit Code: 50) should be listed after all participating SVM units
    - If Admin Unit in SOM
      - School of Medicine (Unit Code: 43) should be listed last
    - If Admin Unit is not in SOM but Investigators in SOM
      - School of Medicine (Unit Code: 43) should be listed after all participating SOM units
Start a New Proposal

• Submission Notes
  • Sponsor contact information if selected “Miscellaneous Sponsors”
  • Subawardee contact information if selected “Miscellaneous Sponsors”
  • Indication of where proposal materials are located, if in another eRA system such as Cayuse 424
  • Any other notes

• Submit for Routing
  • If someone other than the PI creates/edits the proposal, it is advised the PI perform this step then Certify the proposal

• Will Route for Certification and Approval
  • Principal Investigator
  • IPF Approver(s): Department and/or Dean, if applicable
  • SPO
Cayuse SP Statuses

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal</td>
<td>Unsubmitted</td>
<td>Not submitted for routing</td>
</tr>
<tr>
<td></td>
<td>Dept Approval in Process</td>
<td>Pending IPF approvals</td>
</tr>
<tr>
<td></td>
<td>Admin Office in Process</td>
<td>Received by SPO but not assigned</td>
</tr>
<tr>
<td></td>
<td>PS Review</td>
<td>Under review by Proposals Analyst</td>
</tr>
<tr>
<td></td>
<td>CS Review</td>
<td>Under review by Awards Analyst</td>
</tr>
<tr>
<td></td>
<td>Proposal Approved</td>
<td>Proposal approved for submission to sponsor</td>
</tr>
<tr>
<td></td>
<td>Proposal Reopened</td>
<td>Proposal reopened for department to edit</td>
</tr>
</tbody>
</table>
## Cayuse SP Statuses

<table>
<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal</td>
<td>Submitted to Sponsor</td>
<td>Proposal has been submitted to the sponsor</td>
</tr>
<tr>
<td></td>
<td>Withdrawn</td>
<td>Proposal withdrawn by PI</td>
</tr>
<tr>
<td></td>
<td>Not Funded</td>
<td>Proposal not funded by the sponsor</td>
</tr>
<tr>
<td></td>
<td>JIT Request Received</td>
<td>SPO or PI received a JIT request from the sponsor</td>
</tr>
<tr>
<td></td>
<td>JIT Request Approved</td>
<td>SPO has approved the JIT information provided by the PI/department</td>
</tr>
<tr>
<td></td>
<td>JIT Request Unsubmitted</td>
<td>The PI decided not to submit JIT information</td>
</tr>
<tr>
<td></td>
<td>Funded</td>
<td>Notice of Award received by the sponsor (This does not mean the award has been executed)</td>
</tr>
</tbody>
</table>
# Cayuse SP Statuses

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<thead>
<tr>
<th>Item</th>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>Active</td>
<td>The award has been fully executed and routed to Contracts and Grants Accounting</td>
</tr>
<tr>
<td></td>
<td>Pending</td>
<td>The award is not fully executed</td>
</tr>
<tr>
<td>Subawards</td>
<td>(Awaiting) Admin Dept</td>
<td>Action is required by the PI/department</td>
</tr>
<tr>
<td></td>
<td>(Awaiting) Award Mgr/Analyst</td>
<td>Action is required by the Award Analyst</td>
</tr>
<tr>
<td></td>
<td>(Awaiting) Subcontractor</td>
<td>Action is required by the Subcontractor/Subawardee</td>
</tr>
<tr>
<td></td>
<td>Fully Executed</td>
<td>The Subaward/Subcontract is fully executed and has been sent to CGA</td>
</tr>
</tbody>
</table>
Certify a Proposal

- View in PI Certification Inbox
- View the IPF or PDF
- Certify (this is the new way to “sign”)
- The Proposal will continue to route without PI certification
Resources and Help

• UC Davis Cayuse Landing Page: http://spark.ucdavis.edu/cayuse/
• Help Guides and Videos: http://spark.ucdavis.edu/training/
• Cayuse Listserv: https://lists.ucdavis.edu/sympa/subscribe/spark_info
• Help Request: ORCayuseHelp@ucdavis.edu
• eRA Help: SPOeRAHelp@ucdavis.edu
• Cayuse Training Sessions: http://spark.ucdavis.edu/training/
Thank you!