Cayuse SP – UC Davis
Handbook for Department Contract & Grant Staff, Principal Investigators and Approvers
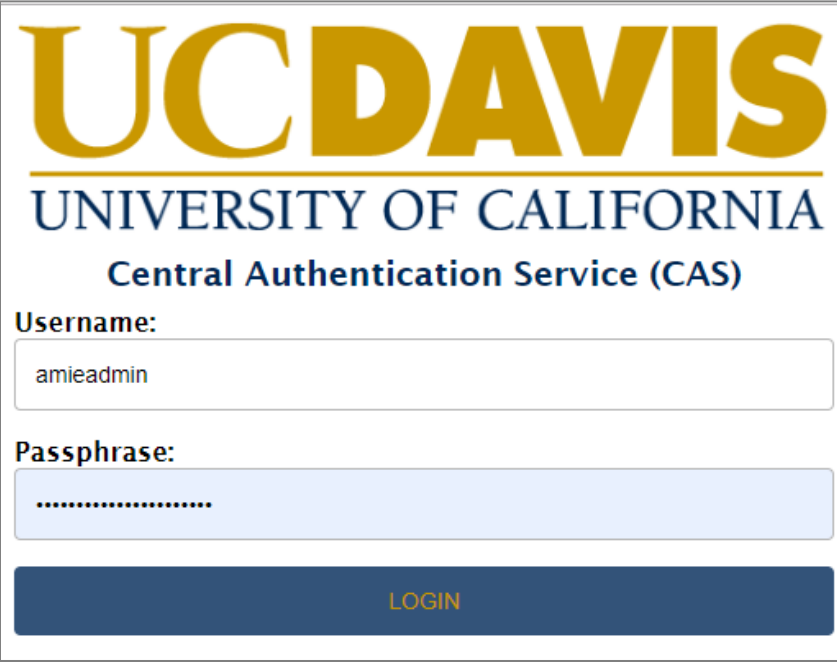
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Key Version Updates

- Minor updates to match Cayuse SP 3.9
- Combined processes for simplification

Getting Started

1. Use Mozilla Firefox for best results.
2. Login to: https://ucdavis.cayuse424.com with your Kerberos ID and Password.

3. Select "Cayuse SP (Sponsored Projects)".

Is a New Internal Processing Form (IPF) Needed?

Sponsored Programs (SPO) requires Internal Processing Forms (IPFs) for proposal, post-proposal and award actions requiring approvals/ authorizations from the department chair(s) and/or dean's office(s). The following table outlines various proposal and award actions and the Proposal Type to select on the IPF, if a new IPF is required. (*Note: This table only reflects the relevant actions for the Sponsored Programs office. Other reviewing offices may use additional IPF type.*)

| Action	IPF Proposal Type	Definition	Assign to:
New Proposal	New	Proposal submitted for the first time, including a proposal for an unfunded research collaboration.	Proposals
Revision Proposal	Revision (competitive)	Federal proposal submitted to expand budget or scope of current award.	Proposals
Competitive Renewal Proposal	Renewal (competitive)	Federal proposal submitted for funds subsequent to current award.	Proposals
Proposal Resubmission	Resubmission	Federal unfunded proposal submitted again after modification within 37 months of the new application.	Proposals
Letter of Intent and Preliminary Proposal	LOI/Preliminary Proposal	Letters of intent and preliminary proposal for new funding if the sponsor requires a budget amount, agreement to terms and conditions at that phase/stage or institutional approval, endorsement or signature.	Proposals
Supplemental Proposal	Supplement	Proposal submitted to continue previously funded project or for additional funding for work not initially anticipated.	Proposals
Just-in-Time Requests	Not Applicable	Requests for additional information from the sponsor after the proposal submission and before a funding decision. This may include budget revisions, current and pending information and other requests.	Proposals
Significant Award Amendment	Amendment	Non-monetary modification to existing award that requires department and/or dean approval. Such modifications include **changes in Principal Investigator and the administrative unit** of the award. If you are unsure if a new IPF is required, email awards@ucdavis.edu.	Awards or Negotiations
After-the-Fact Proposal	After-the-Fact	PI or department submitted a proposal directly to the sponsor without having SPO review and approval of the submitted proposal. Award is already received and there was no proposal submitted to the sponsor.	Proposals if no award agreement received. Awards if an award agreement received.
Incremental Funding	Not Applicable	Incremental funds awarded which were included in an already submitted proposal budget (see "New" above). For example, the second year of a five-year award from NIH.	Awards or Negotiations
No-Cost-Extensions (NCEs)	Not Applicable	Request to extend the project period of an existing award.	Awards or Negotiations
Initiation of an (outgoing) Subaward	Not Applicable	Request to SPO to initiate a subaward from an award.	Subawards
Advance Account Requests	Not Applicable	Request for pre-award spending.	Proposals if no award agreement received. Awards if award agreement received.
Non-Monetary Agreements (CDAs, MOUs, Teaming Agreements)	Not Applicable	Request for Confidentiality Agreements, Non-Disclosure Agreements, Memorandum of Understanding, or Teaming Agreements. **For unfunded Research Collaborations see "Actions and Proposal Type New" or, if applicable, "After-the-fact" above.	Negotiations

Investigator/Research Team Role Definitions

Cayuse SP Role	Definition (Use)	Edit Access	Certification Required	Unit Approval Required
Lead Principal Investigator	The lead investigator of the overall project. If the sponsor allows multiple Program Directors/Principal Investigator (PD/PIs), this would be the contact PI. *Cayuse 424 Translation: PD/PI*	X	X	X
Principal Investigator	This role should only be selected if the sponsor allows multiple PIs. Other roles that may fall under this designation include Research Scientist, Research Specialist, Research Associate, or Scholar. *Cayuse 424 Translation: PD/PI and co-PD/PI*	X	X	X
Investigator	This individual is considered to be a primary contributor to the successful conduct of a research project; any person who is responsible for the design, conduct, or reporting of research. *Cayuse 424 Translation: Co-Investigator*	X		X
Postdoctoral Research Associate	This individual has received a doctoral degree and serves on the research project.	X		X
Fellow	This individual is a student, pre or postdoc, applying for a fellowship, or support for dissertation research whose mentor is the Lead Principal Investigator on this proposal.	X		X
Graduate Research Assistant	A post baccalaureate student who serves on the project.	X		X
Clinical Research Coordinator	This individual has significant responsibility for the conduct of a human subjects study. Responsibilities may include study subject recruitment, arranging subject visits, informed consent, regulatory documents, case report forms, and meeting with study monitors.	X		X
Project Manager	An individual is identified in this role on a limited basis such as on program project grants or on a clinical trial.	X		X
Technical Staff	This individual performs standardized or routine measurements, analyses, or procedures in support of the research project.	X		X
Undergraduate Student	An undergraduate student who does not meet the definition of Fellow	X		X
Administrative Contact	This role is used on a limited basis on eligible funding opportunities, for example, program project or state contracts.	X		X
Other Key Participant	Project participants whose role title differs from those above. After selecting "Other Key Participant", a field labeled "Role Title" appears beneath the Role. Enter the participant's custom title into the Role Title field. The participant's unit will be included in the routing list on the Approving Unit's screen.	X		X
Proposal Editor	Grants permissions equal to the Proposal Creator in the SP record.	X		
Other Participant (no routing)	This designation serves the same purpose as Other Key Participant, except that the participant's unit is excluded from the routing list on the Approving Units screen.	X		

Cayuse SP Auto-generated Numbers

Cayuse SP creates identification numbers for each Project, Proposal, Award and Subcontract/Subaward.
1. Project Number
   a. Created by Sponsored Programs. Your Sponsored Programs analyst will assign each Proposal and Subcontract/Subaward to a Project. Awards are created from Proposals and assigned to a Project.
2. Proposal Number
   a. Created by Cayuse SP when the Proposal is created.
3. Award Number
   a. Created by Cayuse SP when the Award is added to the Project. The Award Number is the Project Number plus three digits at the end that indicate the number of Awards in that Project. The first Award is the "Project Number-001", the second is the "Project Number-002" and so forth.
4. Subcontract/Subaward Number
   a. Created by Cayuse SP when the Subcontract/Subaward is added to the Project. The Subcontract/Subaward Number is the Project Number plus three digits at the end that indicate the number of Subcontracts/Subawards in that Project. The first Subcontract/Subaward is the "Project Number-S001", the second is the "Project Number-S002" and so forth.
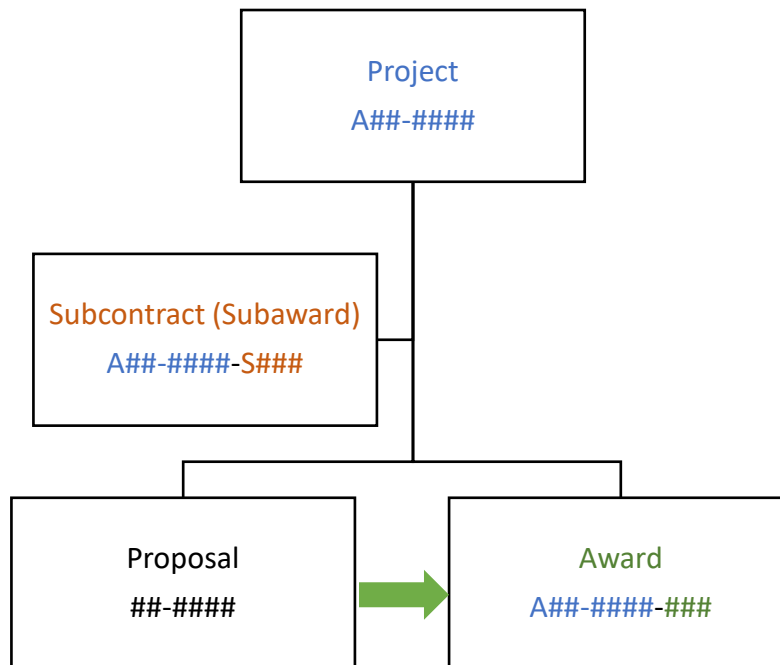
Requesting Exception to Principal Investigator Status

Submit requests for exception to policy on eligibility to undertake sponsor research and other sponsored activity in Cayuse SP.

1. Complete and obtain the appropriate signatures on Form 105: Request for Exception to Policy on Eligibility to Undertake Sponsored Research/Other Sponsored Activity.
   a. The requestor/applicant must sign the form.
   b. If the exception request is for a student or post-doc, identification of and signature by an Academic Senate member who will have overall responsibility for the project or program is required.
   c. If Form 105 is submitted **after** routing the IPF for approval, the relevant unit head/department chair and dean, if applicable, must also sign the form.

2. Upload the signed form as a Proposal Attachment in the relevant IPF.

>> Proposal Attachments

When applicable, please attach the following documents:

- Proposal Announcement Guidelines (RFP, RFA, etc.)
- Budget (in Excel)
- Subcontractor documentation (letter of commitment, budget, budget justification, scope of work)
- Representations & Certifications

For industry-sponsored clinical trials, please attach the following documents:

- Sponsor Protocol
- Final Sponsor Budget
- Final Internal Budget
- Editable Agreement
- Exception to Policy

Add Attachment

Click Browse to select a file:	Choose File No file chosen
Document Type	Select Document Type ▼

Add   Reset

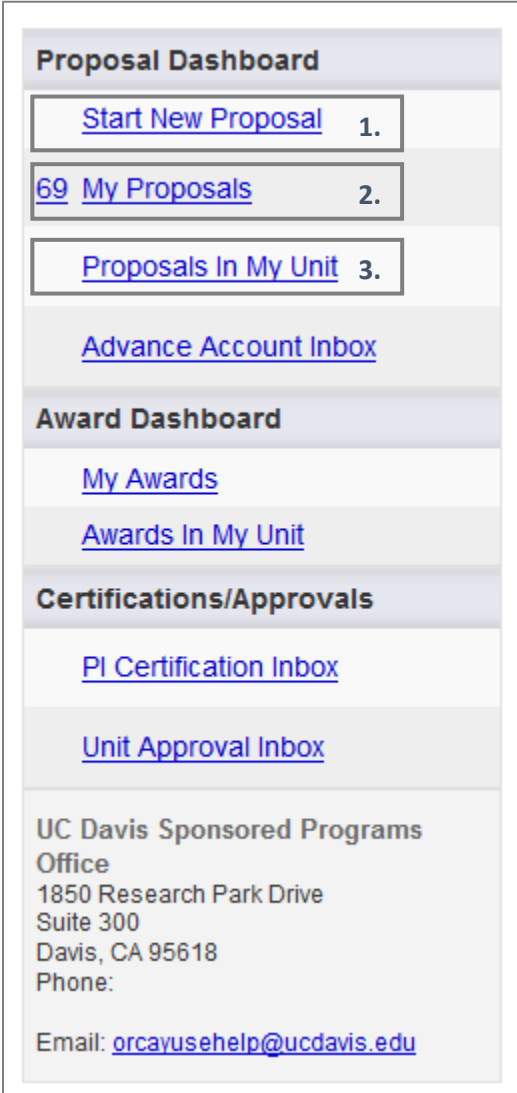| Attachment	File Type		Upload Type	Attachment Type	Access
Form-105_April2019.pdf Uploaded by:Amie Admin On:05/02/2019 At:11:05 AM PDT	PI Exception		IPF	Proposal	All Parties ❌

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3. The request for exception will be reviewed as part of the SPO review process. If the request is approved, the SPO analyst will upload the approved form as a Proposal Attachment in the relevant IPF.

Proposals

A new Internal Processing Form (IPF) is required for all proposals submitted to Sponsored Programs. Follow the general instructions below when creating a new Internal Processing Form unless otherwise noted. Refer to our Proposal Preparation and Submission webpage for more information on the proposal process, requirements and resources.

Quick Reference

1. Start a Proposal.
2. Complete or view the status of a Proposal you started or on which you have an interest or are key personnel.
3. View Proposals in your unit that were initiated by someone else (requires appropriate access/permissions).

Proposal Dashboard

| Start New Proposal | 1. |

| 69 My Proposals | 2. |

| Proposals In My Unit | 3. |

Advance Account Inbox

Award Dashboard

My Awards

Awards In My Unit

Certifications/Approvals

PI Certification Inbox

Unit Approval Inbox

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:

Email: orcayusehelp@ucdavis.edu

Necessary Information and Documents

Necessary Information

1. Sponsor Name (*Note: Use the code for Miscellaneous Sponsors if the Sponsor is not included in the list*)
2. Admin Unit: Academic Department or Administrative Unit administering the project and will "credit" for the award funding
3. Primary Administrative Contact
4. Project period (start and end date)
5. Activity Code

Activity Code	Definition
01 Basic Research	Acquire new knowledge without view to its application.
02 Applied Research	Advance towards specific objective/application.
03 Developmental Research	Create improved or new product/process.
04 Other Research	Anything that does not fit Activity Code 01, 02 or 03.
05 Public Service	Direct benefit provided to non-sponsor affiliated people.
06 Other Service	Service activity that does not fit Activity Code 05.
07 Clinical Trial – Investigator Initiated	Self-explanatory.
08 Clinical Trial – Sponsor Initiated	Self-explanatory.
09 Equipment	Over $5000 for one item.
10 Infrastructure/Capital Improvement	Facility remodel needed.
11 Fellowship	Fixed amount of financial support to UC Davis employee.
12 Training /Instruction	Funds are used to deliver curriculum to people.
13 Material Transfer	MTA's are needed.
14 Other	Anything that does not fit Activity Codes 01-13.

Table 3: Activity Codes

6. Type of proposal: See Table 1
7. Instrument Type

Instrument Type	Definition
Grant	An assistance relationship where the Principal Investigator has significant freedom to change the emphasis within the general area.
Contract	A procurement relationship that is a legally binding contract with detailed financial and legal requirements, a specific work statement, and/or a specific set of deliverables and/or reports due to the sponsor.
Cooperative Agreement	A project involving significant scientific or programmatic involvement from the sponsor. Scientific or programmatic staff may assist, guide, coordinate or participate in the project.
Non Monetary Agreement	An agreement that does not include money.

Table 4: Instrument Types

8. Sponsor submission method (i.e.; Email, website, etc.)
9. Sponsor deadline and date you want the proposal submitted to the Sponsor if different than the official deadline
10. Project Title
11. Number of budget years
12. F&A Rate(s) (determined by activity)
13. Are animal or human subjects involved? If so, is there IACUC/IRB protocol?
14. Location (i.e.; Building, laboratory, etc.) where the activities will occur
15. If there are outgoing subawards: Contact information for the Subrecipients

Necessary Documents

At a minimum, the following documents must be provided for an IPF/Proposal to be assigned to a Sponsored Programs' analyst for review. To ensure a full review by Sponsored Programs, submit the **following documents at least five (5) business days** before the sponsor deadline.

1. Completed and full routed IPF, including:
    a. Lead Principal Investigator and Co-Principal Investigator Certifications
    b. All relevant unit head and dean, if applicable, authorizations.
2. Scope of work (*Note: A draft may be submitted, but the final Scope of Work must be provided to SPO before submission to the sponsor)*
3. Budget spreadsheet, strongly recommended even when not required by the sponsor. (*Note: Consider using our [Budget templates](#).)*
4. Proposal budget justification, strongly recommended even when not required by the sponsor.
5. If there are Subawards: Subrecipient Budget and budget justification, scope of work, biosketches, subrecipient monitoring form and appropriate Subrecipient Commitment Form from the institution(s) (*Note: Visit our [Subawards webpage](#) for detailed instructions and PI/Department Admin Checklist.*)
6. If your proposal involves the School of Veterinary Medicine, also upload the Adjunct SVM Questions form. (*Note: Contact the SVM Dean's office to request the form.*)
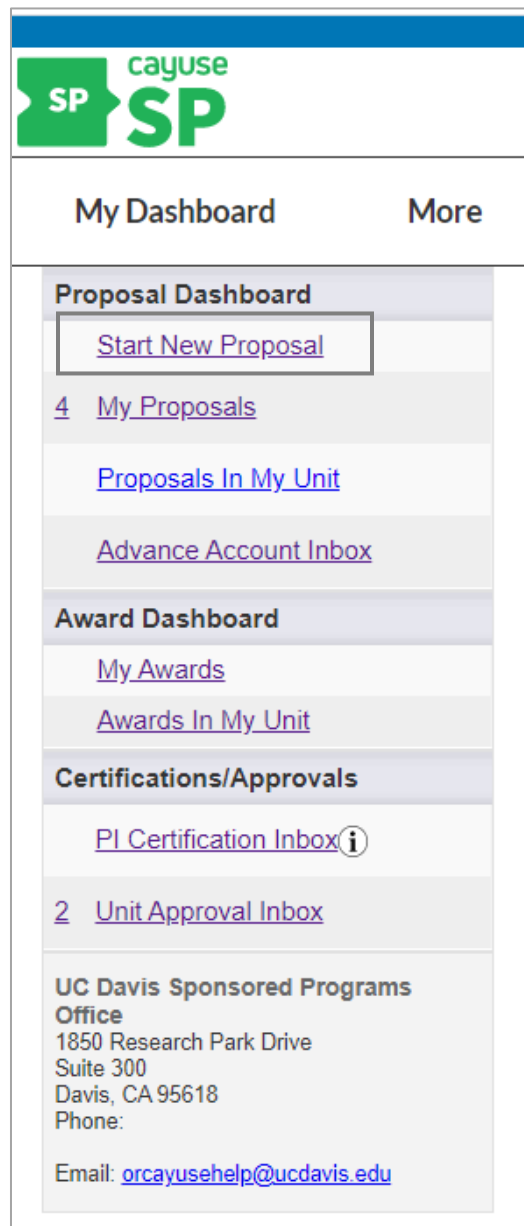
SPO also suggests uploading any other required internal documents for the project **before** routing the Proposal for review and approval.

1. [Form 105:](#) Request for Exception to Policy on Eligibility to Undertake Sponsored Research/Other Sponsored Activity before submitting for routing to avoid needing to obtain signatures from the unit head and dean, if applicable.
2. Cost-sharing commitment letters

Other proposal materials may be provided after assignment, if necessary. Refer to our [Proposal Preparation Checklist](#) to ensure all items are provided in the proposal package.

1. Select "Start New Proposal" under My Dashboard. (*Note: Do not copy previous proposals.*)

Hints and Tips — *Open relevant documents such as the grant solicitation, project summary and budget spreadsheet to easily copy and paste into the form.*

2. General information tab: Complete all fields for which you have information even if not indicated as required with a red *.
   a. Complete the Sponsor Information section.
      i. Select the Sponsor.
         1. Select the magnifying glass.

         2. Enter part of the sponsor/funding agency name and select "Search".

         3. Select the sponsor/funding agency from the list.

         4. If the sponsor is not listed, repeat the search again and select "Miscellaneous Sponsor". Provide the sponsor/funding agency's information in the Submission Notes. **Do NOT select "No Sponsors".**

The Sponsor is the agency/organization to which UC Davis is applying. If the funding is flow-through, such as when UC Davis is a Subrecipient, list the Prime Applicant/Recipient in the Sponsor field.

ii. Funding Opportunity/Sponsor application No.: Enter the Funding Opportunity/Sponsor Solicitation Number, if applicable.

Sponsor Information

* **Sponsor:** (i)	NIH National Center for Complementary and In
Funding Opportunity/Sponsor application No:	RFA-AT-20-003

iii. Sponsor Program Name: Enter the Sponsor's Program Name, if applicable.

Sponsor Information

* **Sponsor:** (i)	NIH National Center for Complementary and In
Funding Opportunity/Sponsor application No:	RFA-AT-20-003
Sponsor Program Name:	Discovery and Biological Signatures of Diet-De

iv. Proposal Guideline URL: Enter the website address of the proposal guidelines, if applicable. Upload the program guidelines in the Proposal Attachments tab if they are not available online.

Sponsor Information

* **Sponsor:** (i)	NIH National Center for Complementary and In
Funding Opportunity/Sponsor application No:	RFA-AT-20-003
Sponsor Program Name:	Discovery and Biological Signatures of Diet-De
Proposal Guideline URL:	https://grants.nih.gov/grants/guide/rfa-files/RFA

v. Prime Funding Agency: Select the Prime Funding Agency if the proposal is for a flow-through funding (i.e., UC Davis is applying as a Subrecipient). **Leave this field blank if the proposal is not for follow-through funding**

Sponsor Information

* **Sponsor:** (i)	NIH National Center for Complementary and In
Funding Opportunity/Sponsor application No:	RFA-AT-20-003
Sponsor Program Name:	Discovery and Biological Signatures of Diet-De
Proposal Guideline URL:	https://grants.nih.gov/grants/guide/rfa-files/RFA
Prime Funding Agency:	

Hints and Tips   *The Sponsor and Prime Funding Agency are NEVER the same entity.*

b. Complete the General Proposal Information section.
    i. Admin Unit: The Admin Unit is the unit that should get credit for the award.
        1. Place your cursor in the text field and click/select.

General Proposal Information

* Admin Unit

* Primary Administrative Contact:

Proposal Owner:

Project No:

        2. Enter part of the unit's name or the unit code.
        3. Select the appropriate unit.

Unit Code	Unit Name
Search x	soci x
040385	Ctr: History,Society & Culture
040116	Institute for Social Sciences
040008	L&S Deans - Social Sciences
030008	Science And Society Program
040325	Social Sciences Program
040320	Sociology

    ii. Primary Administrative Contact: This Primary Admin Contact is the person that the Admin/Reviewing Office (e.g., Sponsored Programs or the UC Davis Health Clinical Trials Contracts Office) should contact regarding the proposal.
        1. Select the magnifying glass.

General Proposal Information

* Admin Unit

* Primary Administrative Contact:

Proposal Owner:

Project No:

2. Enter the admin contact's last name and select "Search".

Enter the last name of the person you are looking for:

Last Name Only: admin

[Search] [Cancel]

3. Select the administrative contact's name.

People Search (choose the person by clicking the name)

Admin, Amie   OVCR - Sponsored Programs

NOTE: The Proposal Owner will automatically generate after the General tab is saved. SPO will assign the Proposal to a Project as part of our review.

* Admin Unit   Sociology
* Primary Administrative Contact: Amie Admin
Proposal Owner: Amie Admin

iii. Short Project Name (*Note: This field is an internal identifier and aids in the SPO assignment process.*)
   1. Enter the [Sponsor Deadline or the date Admin Office review is requested by in MM/DD/YY format] [Principal Investigator Last Name] [Sponsor] (e.g. "03/15/2020 Apple NIH")

* Short Project Name: 03/15/2020 Apple NIH

iv. Select the Project Start Date and End Dates. (*Note: use the calendar icons to ensure you use the proper date format.*)

* Short Project Name: 03/15/2020 Apple NIH
* Project Start Date: 01/01/2021   Clear
* Project End Date: 12/31/2024   Clear

v. Select the Activity Code. See Table 3 for Activity Code definitions.

vi. Select the appropriate Proposal Type from the dropdown list. See the Proposal Types table.

For submissions to Graduate Studies, select "New – Graduate Studies".
For submissions to the UC Davis Health Clinical Trials Contracts Office, select "New – UC Davis Health".
All other Proposal Types route to SPO.

1. Select the appropriate Instrument Type/Award Mechanism from the dropdown list.

vii. Select the Submission Method.

viii. Enter the Sponsor Deadline information.
1. Select the date from the calendar.
2. Enter the time due in Pacific Time, 24-hour format (i.e., 5:00 pm = 17:00) and select "Pacific".
3. Select if the deadline is based on "Postmark" or "Receipt".
ix. Enter the full Project Title.
x. **Do Not Pair the Proposal**. Though three buttons at the bottom of the screen suggest you can pair the proposal, do not select any of them. The pairing feature creates undesired complications.
b. Select "Save".

c. After saving the General Information page, tabs will appear to the left. (*Note: **A green checkmark** will display when each section is complete.*)

Item List   20-2576

View or Edit completed sections by clicking the name next to the check.

✔ General Information   **>>**

Investigators/Research Team

Budget

Financial Conflicts of Interest in Research

Regulatory Compliance

Subrecipients

Foreign Activity

Special Interest

Additional Questions

Location of Sponsored Activities

Proposal Abstract

Proposal Attachments

Approving Units

Submission Notes

Submit for Routing

3. Complete the Investigators/Research Team tab:
   a. Starting with the **Lead Principal Investigator**, add all Key Personnel and others that need *edit* access to the Proposal or view access to the Award.
      i. Select the magnifying glass next to the "Last Name Only" field.
      ii. Enter the person's last name and select "Search".

   iii. Select the person's name.

Add the Proposal Owner (creator) as a Proposal Editor if they also need access to any associated awards.

Contact our Help Desk (ORCayuseHelp@ucdavis.edu) if the person is not listed.

iv. Ensure the Unit listed is the unit associated with the individual's **effort**.
v. Select the individual's Role on the project. See Table 2 for Role definitions. The only Roles not required for IPF Authorization from the relevant unit are "Proposal Editor" and "Other Participant – No Routing".

Add Personnel Information

| * Last Name: | Apple 🔍 | * Unit: | Sociology |
| * First Name: | Charlie | * Role: | Lead Principal Investigator ▾ |

To change the unit, place your cursor in the unit field and select the appropriate unit from the list. DO NOT select a unit indicated as "Non Admin/Home" or that includes the language "(Use #####)". Instead, find and select the unit code listed in parenthesis.

vi. Add the individual's Person-Months effort.

| * Person Months: | 2.7 | Allocation of Credit %: | |
| | | | Save Personnel |

Select the Hyperlink to access a person months' calculator based on the appointment type base (9, 11 or 12 months) and the percent effort committed to the project.

vii. Enter the person's **Sponsored Effort** and **Cost Shared Effort** (if applicable).

Phone:		* Sponsored Effort %:	30
Email:		Cost Shared Effort %:	
* Person Months:	2.7	Allocation of Credit %:	
			Save Personnel

Enter 0% Sponsored Effort if the salary included in the proposal is not determined from effort committed and no effort is being committed.

viii. Enter Allocation of Credit for the individual and select "Save Personnel".

* Person Months:	2.7		Allocation of Credit %:	100
			Save Personnel	

"Allocation of credit" demonstrates the contribution of the senior personnel for a specific project. This data will be used for ad hoc reports from campus leadership regarding investigator productivity and contribution to campus research. These reports are often requested in the context such as retention, space allocation and invitations for panel discussion participation, etc.

"Allocation of credit" must equal 100% across all Key Personnel entered here. Otherwise, Sponsored Programs will allocate the credit equally across the lead principal investigator and co-investigators.

b. Review the "List of Personnel" for Accuracy. Select "Edit" to make any necessary corrections. Accuracy of this list is **critical** for appropriate routing and approval. Errors here will delay the proposal review and potentially the submission.

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months		
Charlie Apple	Sociology (040320)	Lead Principal Investigator	30%	0%	30%	100%	2.7	Edit	Delete

Remember that all units listed here will require authorization from their IPF Approvals unless the associated role is either "Proposal Editor" or "Other Participant – No Routing".

4. Complete the Budget tab. *A complete budget form is required for mandatory reporting requirements.*

Use information from your completed proposal budget spreadsheet. Unselect "Use Calculated Values" if there is more than a $1 difference in the budget category amounts and manually enter the amounts from the budget spreadsheet.

Refer to our [Preparing a Proposal Budget Toolkit](#) for instructions on preparing a proposal budget, and consider using one of the [OR Budget Templates](#) to prepare the project's detailed budget.

a. Select the "Summary" Budget Form.

* Indicates Required Fields	
Overview	

Lead PI:	Charlie Apple	Sponsor:	NIH National Center for Complementary and Integrative Health
* Budget Form:	Summary ▼		

Select one of the above:
Summary: View direct costs, indirect rates, bases and totals (default setting)
Detailed: View specific budget categories, indirect rates, bases and totals
Autofill: View detailed budget data autofilled from 424 proposals, if paired

b. Select the total "# of Budget Periods" for the entire project.
c. Select the first proposed period Start and End Dates under "Current Period".

* # of Budget Periods: 4 ▼	Project Dates:	Current Period	Entire Project
	* Start	01/01/2021 📅 Clear	01/01/21
	* End	12/31/2021 📅 Clear	12/31/24
Comments: (512 chars max)			

d. Indicate if the proposal includes Cost Sharing
   i. If there the proposal includes no cost sharing, select "No" and skip to step 4.e.

Cost Sharing ⓘ

* Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?

For Internal Cost Sharing: please select "Intl Cost Sharing" as the unit, enter the total amount of all internal cost sharing for the Period and then for Project Total and upload the cost sharing commitment letter(s) in Proposal Attachments.

○ Yes ⦿ No

   ii. Select "Yes" if the proposal includes cost sharing. The entry fields for Internal and Third-Party Cost Sharing will appear.

Cost Sharing ⓘ

* Does this proposal include funds or contributions in the form of required cost sharing or required cash matching?

For Internal Cost Sharing: please select "Intl Cost Sharing" as the unit, enter the total amount of all internal cost sharing for the Period and then for Project Total and upload the cost sharing commitment letter(s) in Proposal Attachments.

⦿ Yes ○ No

   iii. Select "Add Unit" under Internal Cost Sharing (if applicable).

Internal Cost Sharing
Add Unit

iv. Complete the pop-up window/entry form as follows and select "Add Unit".
1. Unit field: Search for and add **"Intl Cost Sharing (99999)".**
2. Period Total: Total amount of internal cost sharing for the first period
3. Project Total: Total of internal cost sharing for the entire project
4. Commitment Type: Select "Mandatory" or "Voluntary"
5. Match Type: Choose "Cash Matching" or "In-Kind"
6. Account: Enter Account number to be charged if known or "TBD" if unknown.
7. Comment: Enter the commitment details.

Add Internal Cost Sharing

* Unit:	Intl Cost Sharing
Period Total:	$ 20,000
Project Total:	$ 80,000
* Commitment Type:	Mandatory ▼
* Match Type:	Cash Matching ▼
* Account:	TBD TBD if not known
Comment:	Sociology will commit $20,000 per year for 4 years. See the attached commitment letter.

Add Unit   Cancel

*Do **not** include cost-shared effort. Upload an email or letter of commitment as described in the* [guidance for submitting proposals/IPFs that involve cost sharing](#)*.*

v. Select "Add Organization" under Third-Party Cost Sharing for **each external organization committing cost sharing** (if applicable).

Third-Party Cost Sharing
Add Organization

vi.   Complete the pop-up window(s) as follows and select "Add Organization".
   a.   Organization: Find and add the organization. *If the organization is not listed, select "Miscellaneous Sponsors" and provide the details in the Comments field.*
   b.   Period Total: Total amount of internal cost sharing for the first period
   c.   Project Total: Total amount of internal cost sharing for the entire project
   d.   Commitment Type: Choose "Mandatory" or "Voluntary"
   e.   Match Type: Choose "Cash Matching" or "In-Kind"
   f.   Account: Enter "TBD".
   g.   Comment: Enter the commitment details and, if *"Miscellaneous Sponsors"* was selected, the organization's contact information.

Add Third-Party Cost Sharing

* Organization:	Texas Woman's University
Period Total: $	25,000
Project Total: $	25,000
* Commitment Type:	Mandatory ▾
* Match Type:	Cash Matching ▾
Account:	TBD TBD if not known
Comment:	Texas Woman's University will commit $25,000 in Year 1 only. See the attached commitment letter.

Add Organization   Cancel

Letter(s) from the person(s) authorized to commit the cost sharing resources must be included as Proposal Attachments. View Guidance for submitting proposals/IPFs that involve cost sharing to determine the necessary documentation.

e. Complete the F&A Rates section.
   i. Select the F&A Rates for the Current (first) Period and the Entire Project period.
   ii. Select/click in the F&A Rate (1) field (required).

F&A Rates

		Current Period	Entire Project
	F&A Rate (1):	0.000 %	0.000 %
	F&A Rate (2):	0.000 %	0.000 %
	F&A Rate (3):	0.000 %	0.000 %
Use calculated values: ☑	* Effective Rate:	0.000 %	0.000 %

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* The Effective Rate is for reporting purposes. To report different rates than those calculated, uncheck the box and enter the percentage values.

   iii. Select the appropriate F&A rate from the list.

Budget F&A Rate Chart for UC Davis

Select the appropriate F&A rate by clicking one in the table or typing it in the input field below:

	On-Campus	Off-Campus	Primate Center
Organized Research	57.00%	26.00%	
Other Sponsored Activities	39.00%	25.00%	
Instruction	50.00%	26.00%	
Core Grant			22.70%
Non-Core Federal Grant			54.40%
Non-Core Non-Federal Grant			89.00%
IPA		8.00%	
Clinical Trial	26.00%	26.00%	

F&A Rate: [   ] %   Change Rate

Cancel

Hints and Tips

If the F&A Rate is not listed or the sponsor does not allow F&A, enter the correct rate and select "Change Rate". Upload documentation regarding the sponsor's F&A (indirect) Rate policy as a Proposal Attachment.

f. Complete the Budget Categories section. *The fields below are required, as applicable.*
   i. Enter the Sponsor Direct Costs and F&A Bases for the Current (first) Period and Entire Project period.
   ii. Indirect (F&A) Costs and Total Project Costs will auto-calculate.

Budget Categories

		Current Period	Entire Project
	SPONSOR DIRECT COSTS:	$ 250,000	$ 1,000,000
	BASE for F&A Rate (1):	$ 225,000	$ 900,000
	BASE for F&A Rate (2):	$ 0	$ 0
	BASE for F&A Rate (3):	$ 0	$ 0
Use calculated values: ✔	INDIRECT COSTS (F&A):	$128,250	$513,000
	FEE:	$ 0	$ 0
Use calculated values: ✔	TOTAL SPONSOR PROPOSED COSTS:	$378,250	$1,513,000
	Internal Cost Sharing:	$20,000	$80,000
	Third-Party Cost Sharing:	$25,000	$25,000
	TOTAL PROJECT COSTS:	$423,250	$1,618,000

Uncheck "Use calculated values" if the calculations do not match your budget and enter the correct amounts. However, check your calculations if the difference is more than $1.

g. Complete the Additional Resources section.
   i. If resources outside the administering unit will be used, select "Yes" and complete additional questions.

Additional Resources

* In addition to resources available in the administering unit (generally excluding recharge services), will you be using personnel, space, equipment or other resources? If yes, add them to the Investigator/Research Team page if possible. If not possible to add them there, mark yes and add them below.
  ◉ Yes   ○ No

If yes, please specify the needed resources below:

* Please check all that apply.
  ☑ Personnel
  ☑ Space
  ☐ Equipment

* Please provide a brief explanation.
  Imaging at the ICPMS facility

   ii. If no additional resources will be used, select "No".
   iii. Select "Save".

Additional Resources

* In addition to resources available in the administering unit (generally excluding recharge services), will you be using personnel, space, equipment or other resources? If yes, add them to the Investigator/Research Team page if possible. If not possible to add them there, mark yes and add them below.
  ○ Yes   ◉ No

[Save]   [Reset]

5. Complete the Financial Conflicts of Interest in Research tab.
    a. Review the various disclosures to determine which need to be completed by the investigators.
    b. Select "Yes" to indicate that the investigators have filed or will file the applicable COI Disclosures in the e-COI system.
    c. Select "Save".

Financial Conflicts of Interest in Research – Disclosure Process

1. Determine What Disclosure(s) You Must File. Your funding source and type of research determines which disclosure (if any) you must submit.

    - Privately-Funded Research
    - PHS-Funded Research
    - Gov't-Funded Research (Non-PHS)
    - Department Funded
    - Human Subject Research

2. Complete and File Your Disclosure – Click here

* Indicates Required Fields

* 3. **Please answer Yes or No to the items below:**

    - I understand that I must complete the financial conflict of interest disclosure requirements for this project, as applicable.
    - I certify that all necessary human subject, animal subject, and/or Environmental Health & Safety approvals have been obtained prior to conducting work that requires such approvals.
    - I certify that funds will be available to cover the expenditures incurred for this project in the event that the Sponsor does not provide the funds requested.

    ◉ Yes   ○ No

    [Save]   [Reset]

Consider leaving this tab for the Lead Principal Investigator to complete to ensure they are aware of the FCOI responsibilities. The disclosure must be filed before the Admin/Reviewing Office approves the proposal for submission to the sponsor/funding agency.

6. Complete the Regulatory Compliance tab.
    a. Select "No" if the project does not involve Human Subjects. Select "Yes" if the project does involve Human Subjects and complete the additional questions as follows.
        i. Indicate if the IRB application(s) were/was submitted to IRB Net.
        ii. Enter the applications numbers if known or "TBD" if unknown.

Human Subjects

* Does this research involve **HUMAN SUBJECTS?**
◉ Yes   ○ No

* IRB applications must be submitted via IRBNet. Have you submitted an application to the IRB for this project?
◉ Yes   ○ No

Please provide your IRBNet ID(s) below:

List the application numbers below: (Note: Use commas to separate values)

123456

b. Complete the Animal Subjects section.
   i. Select "No" if no vertebrate animals are involved in the project. Select "Yes" if vertebrate animals are involved and complete the additional questions as follows.
      1. Enter the IACUC protocol/application numbers involved in the project. Enter "pending" if the IACUC numbers are unknown.
      2. Enter the species involved.

Animal Subjects

* Does this research involve **VERTEBRATE ANIMALS**?

◉ Yes ○ No

  * Has your research team submitted an application to the IACUC for this project?

  ◉ Yes ○ No

    * List the application numbers below:

    `23555,12356`

    * List the species involved with this project:
    If multiple species are involved, please use the comma as a separator.

    `mice`

c. Complete the Hazardous Research Materials Section.
   i. Check all that apply or none if there are no hazardous materials involved.
d. Select "Save".

Hazardous Research Materials

* Does the proposal involve research with any of the following? (please check all that apply)

- If "Biohazardous Materials/Select Agents and Toxins" is selected, then a Biological Use Authorization (BUA) is likely required. Please provide the **BUA number** in the **Proposal Attachment** section.
- If you would like more information on Biological Use Authorizations (BUAs), please visit the UC Davis BUA webpage or contact the Biological Safety Office at biosafety@ucdavis.edu.
- Please note that the review process performed by the Biological Safety Office and the Institutional Biosafety Committee can take up to eight weeks.

☐ **Biohazardous Materials/Select Agents and Toxins** (recombinant or synthetic nucleic acids, infectious agents, and human or non-human primate cells, tissues or body fluids) / (https://www.selectagents.gov/SelectAgentsandToxinsList.html)
☐ **Chemical Hazards** (flammable, pyrophoric & water reactive chemicals, oxidizing/reducing agents, poisons, carcinogens, etc.)
☐ **Human Anatomical Tissues or Specimens** (requires preapproval from Anatomical Materials Review Committee (AMRC))
☐ **Nanomaterials**
☐ **Radioactive Materials**
☑ **None**

[Save] [Reset]

7. Complete the Subrecipients tab.
   a. Select "No Subcontractors" if the project does not involve any outgoing subawards.

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

There are no subcontractors added to the proposal

No Subcontractors   Reset

   b. If the project involves outgoing subawards, complete the following steps for **each** subaward/subrecipient.
      i. Search for and select the subrecipient(s) in the Subcontractor field. If the subrecipient is not listed, select "Miscellaneous Sponsor", and enter the Subcontractor Name and contact information in Submission Notes. *Do NOT select "No Sponsors".*
      ii. Select "Add Subcontractor".

Add Subcontractor

Subcontractor: Texas Woman's University

Add Subcontractor

      iii. Once all Subrecipients are listed, select ""Authorize Subcontractor List".

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

Subcontractor

Texas Woman's University

Authorize Subcontractor List   Reset

Hints and Tips

*Upload all required documents for **each** subaward as Proposal Attachments. See our Subawards webpage for details on submitting a proposal with subawards.*

8. Complete the Foreign Activity tab.
    a. Indicate if the product involves conducting proprietary research that may have a potential military application.

* 1. Does the project involve conducting proprietary research with a potential military application?
    ⦿ Yes   ○ No

    b. Answer the questions regarding foreign activity, including any additional questions based on your selections.

2. Does the project involve:

    * a. Sending, transporting, transmitting, or carrying any material or equipment outside the United States (examples include: computers, GPS, biologicals, diagnostic kits, reagents, or data)?
        ⦿ Yes   ○ No

        * i. Please provide the following information about the material or equipment: (1) Export Method; (2) Description; (3) Recipient; (4) Intended End Use; and (5) Anticipated Export Date.

            1) Travel on airline (2) University laptop (3) Will remain with the traveler, PI (4) Business use while attending a professional conference (5) Dates of the conference are TBD

        * ii. To which countries are you shipping?

            Aruba
            Australia
            Austria
            Azerbaijan
            Bahamas
            Bahrain

    * b. Travel outside the US by any research personnel? If the answer is yes, please attach a list of destination countries at the attachments tab on your proposal.
        ⦿ Yes   ○ No

    * c. Importing, exporting, or transmitting any goods, services, technology, or funds to or from (or travelling to) any of the countries from the OFAC list (including, but not limited to Iran, North Korea, Syria, Libya, and Cuba)?
        ○ Yes   ⦿ No

    c. Answer the questions regarding potential export control implications.
    d. Select "Save".

* 3. Some types of research may have export control implications even if all work is conducted within the U.S.

    Do you anticipate that the project work may involve:

    * a. Non-commercial encryption or information security software?
        ○ Yes   ⦿ No

    * b. Any equipment, technology, materials or software specifically designed, modified, or adapted (even slightly) for a military purpose or that may involve national security?
        ○ Yes   ⦿ No

    * c. Any classified materials, equipment, technology or data?
        ○ Yes   ⦿ No

    [Save]   [Reset]

9. Complete the Special Interest tab.
   a. Indicate if the project involves the use of Human Stem Cells and the protocol number (if applicable).

* 1. Are Human Stem Cells involved in this proposal?

  ◉ Yes   ○ No

  * Please indicate protocol number:

  55555

  Maximum number of characters is 1000.

   b. Indicate "Yes" or "No" to questions 2 through 6.

* 2. Does this project involve the study, analysis, or use of any human fetal tissue, cells, and/or derivatives obtained from the process of elective abortions?

   ○ Yes   ◉ No

* 3. Does this project involve scuba diving and/or operation of a boat?

   ○ Yes   ◉ No

* 4. Does your proposal require acquisition of an HPC cluster or similar servers? If yes, please add a description on the Budget page under Additional Resources.

   ○ Yes   ◉ No

* 5. Has the sponsor provided a draft agreement to fund this project? If so, please attach it on the Proposal Attachments page.

   ○ Yes   ◉ No

* 6. Does this project involve Sustainability Research?

   ○ Yes   ◉ No

   c. Indicate if the proposal is to a Small Business Innovation Research Program (SBIR) or a Small Business Technology Transfer Program (STTR), and complete the additional questions (if applicable).
   d. Select "Save".

* 7. Is this proposal an SBIR (Small Business Innovative Research Program) or an STTR (Small Business Technology Transfer Program)?
   NOTE: at least thirty percent (30%) of the work of the STTR must be performed at UC Davis.

   ◉ Yes   ○ No

   If yes, please enter the following information:

   * Will you be the designated Principal Investigator for this project at the small business?

   ○ Yes   ◉ No

   * What is your formal relationship with the small business?

   [Board of Directors ▼]

   [Save]   [Reset]

10. Complete the Additional Questions tab.
    a. Answer all required Additional Questions (indicated by a red *).
    b. Answer questions 6 and 7 if applicable.
    c. Select "Save".

---

* Indicates Required Fields

* 1. Is this Proposal in response to a Limited Submission call?
  ○ Yes   ● No

* 2. Do you anticipate having to lease new space to complete the activity described in this proposal? If so, please include in the Additional Resources on the Budget page.
  ○ Yes   ● No

* 3. Does this Proposal anticipate use of a Garamendi facility?
  ○ Yes   ● No

* 4. Did this Proposal benefit from RISE and/or IFHA support?
  ○ Yes   ● No

* 5. Did this Proposal benefit from research generated from Academic Senate Faculty Grants (New Research Initiatives and Small Grants in Aid)?
  ○ Yes   ● No

6. **Health Relatedness**

Please indicate the primary area of health relatedness that applies to your proposal.

[Human Health ▼]

7. Please select additional areas that also describe your activity (check all that apply).

If you choose the primary area again in the drop-down list, that will be treated as "other".

☐ Companion Animal Health

☐ Food Animal Health

☐ Environmental Health

☐ Equine Health

☐ Food Safety

☐ Human Health

☐ Wildlife Health

11. Complete the Location of Sponsored Activities tab. Include all locations of where work will be performed on the **prime project until the total across all sections equals 100%.**
    a. Under the relevant section/quadrant:
        i. Enter or select the location. For campus locations, enter the building name.
        ii. Enter the percent of work to be performed at the location and select "Add".

Campus Locations

If any sponsored activities occur in university owned or leased space on campus, please enter each building and the percentage of work that will done there.

Click Add after each entry.

Location: Social Sciences and Humanities

Percent of Work: 75   %   Add

There are no Campus Locations added to the proposal.

Use of ORUs, SRPs, Core Facilities, and ANR

Select below if proposal activities require use of or access to one or more Organized Research Units (ORU), Strategic Research Programs (SRPs), core facilities or ANR facilities (and ANR is not a subawardee). Provide the % of the project that will be physically conducted at each of these locations. If there will be no physical access or use, but the project or PI is affiliated with one or more of these unit(s), please identify these units and select 0%.

Location: Interdisciplinary Center for Inductively-Coupled Plasma Mass Spectrometry   ▼

Percent of Work: 25   %   Add

There are no ORUs, SRPs, Core Facilities, or ANR resources added to this proposal.

Hints and Tips   *Do **NOT** include Subrecipient locations.*

12. Complete the Proposal Abstract tab.
    a. Indicate if the Proposal Abstract may be made public within UC Davis.
    b. Enter the Abstract Details.
    c. Select "Save".

* 1. I give permission to make this abstract publicly accessible:

◉ Yes   ○ No

* 2. Abstract:

In this project, I will....

3. Animal Categories: Please indicate the applicable animal category in this proposal.

Select one...   ▼

Save   Reset

Hints and Tips   *With your permission, this abstract will be used to help match faculty researchers with potential collaborators and funding resources and to help identify expertise and areas of research interests. It may also be used to search key words in order to provide reports to UC Davis administrative offices regarding research on specific subjects.*

13. Upload the applicable documents to the Proposal Attachments tab.
    a. Select "Choose File" to locate the document.

b. Select the document to upload and then select "Open".

c. Select the Document Type and the select "Add".

d. Ensure at least the minimum documents required for proposal assignment are attached.

Attachment	File Type	Upload Type	Attachment Type	Access
TexasWomens_Sub.pdf Uploaded by:Amie Admin On:03/04/2020 At:1:06 PM PST	Subcontractor Documents	IPF	Proposal	All Parties ❌
BudgetJustification.pdf Uploaded by:Amie Admin On:03/04/2020 At:1:01 PM PST	Budget Justification	IPF	Proposal	All Parties ❌
budget.xlsx Uploaded by:Amie Admin On:03/04/2020 At:1:01 PM PST	Budget	IPF	Proposal	All Parties ❌
Scope.pdf Uploaded by:Amie Admin On:03/04/2020 At:1:01 PM PST	Abstract	IPF	Proposal	All Parties ❌
RFP.pdf Uploaded by:Amie Admin On:03/04/2020 At:1:00 PM PST	RFP or Sponsor Guidelines, etc.	IPF	Proposal	All Parties ❌

14. Review, edit and authorize the Approving Units tab.
    a. Check the Approving Units that auto-populate for accuracy.
    b. Re-order the Routing as appropriate.
        i. Move any units listed as a roll-up from another unit (parent unit) *after* the indicated unit.
        ii. If the Admin Unit is in the School of Medicine, list "School of Medicine – 43" after all units other than "Intl Cost Sharing".
        iii. If the Admin Unit is in the School of Veterinary Medicine, list "School of Veterinary Medicine - 50" after all units other than "Intl Cost Sharing"
        iv. If "Intl Cost Sharing" is listed, move that unit to last.
    c. Select "Authorize Unit Listing".

Errors on this tab will cause the IPF to get "stuck in routing" and not arrive in the Sponsored Programs office for review. *If there are any errors, review your entries on the:*

- *General tab: Admin Unit and Affiliated Unit/s*

- *Investigators/Research Team tab: Home unit of all personnel listed unless they are indicated with either the role of "Other Participant – No Routing" or "Proposal Editor"*
- *Budget tab: Internal Cost Sharing – If there is any internal cost sharing, do not list the individual unit providing the cost sharing. See the Budget tab instructions for more information.*

Contact ORCayuseHelp@ucdavis.edu for assistance if needed.

15. Complete the Submission Notes tab, if applicable.
    a. Add any notes regarding this proposal in the Notes field, such as:
        i. If you selected "Miscellaneous Sponsors" for a Sponsor or Subrecipient enter the name, address and contact information (person's name and phone number) of Sponsor(s) or Subcontractor(s).
        ii. If a budget and/or the sponsor does not require justification, enter a note indicating this so that the IPF/proposal will be assigned to a SPO analyst for review. *Failure to upload a budget and/or budget justification and not adding this note will result in the proposal not being assigned to a SPO analyst for review.*
        iii. Note to "See 424 proposal" if a 424 proposal was created. *You will need to list your Sponsored Programs proposal analyst and AOR, if different than the proposal analyst, in the 424 Routing & Approval chain.*
        iv. If a different Primary Administrative Contact should be included for the Award phase, add a Note such as "X should be listed as the Primary Administrative Contact on the Project." This is the person that will be contacted on Award matters.
    b. Enter the note in the text field.
    c. Select "Add Note".

Submission Note:

Primary Admin Contact for the award will be Sheila Funds (sfunds@ucdavis.edu)

Add Note

16. Select "Submit for Routing" when all required sections are complete.

Item List	20-2576	
View or Edit completed sections by clicking the name next to the check.		
✔	General Information	
✔	Investigators/Research Team	
✔	Budget	
✔	Financial Conflicts of Interest in Research	
✔	Regulatory Compliance	
✔	Subrecipients	
✔	Foreign Activity	
✔	Special Interest	
✔	Additional Questions	
✔	Location of Sponsored Activities	
✔	Proposal Abstract	
✔	Proposal Attachments	
✔	Approving Units	>>
✔	Submission Notes	
	Submit for Routing	

Some contract and grant administrators email the Lead Principal Investigator (PI) when the proposal is ready for submission, requesting that the PI review the IPF, make any needed corrections, complete sections with a checkmark, and then submit the proposal for routing.

Hints and Tips

a. Select "Yes" when asked "Are you sure you wish to submit this Proposal Record?".

17. Review the Approvals tab for accuracy.
    a. Ensure at least one name is listed under Authorizing Person(s) for all units.
    b. Contact ORCayuseHelp@ucdavis.edu if any errors are noticed.

Errors on this page will cause the IPF to be "stuck in routing."

If the "Authorizing Persons" column for any unit is blank or includes "OR Cayuse Help", email ORCayuseHelp@ucdavis.edu immediately for assistance.

Submitting an After-the-Fact Proposal

If you receive a Notice of Award for a proposal that was not submitted through Sponsored Programs, **follow the steps above for Creating and Submitting Proposals with the following differences.**

1. Complete the General Information tab. *All of the fields indicated as required in the previous section are also required for ATF proposals.*
    a. General Proposal Information
        i. Short Title: ATF [Cayuse Project Number, if known] [Assigned SPO Analyst, if known] [Project Name]
    b. Proposal Type: Select "After-the-Fact"
    c. Submission Method: Select "Paper" and provide the Sponsor's contact information in the pop-up.
    d. Sponsor Deadline: Select a date **at least seven business days** from the current date.
    e. Title of Project: ATF [Cayuse Project Number, if known] [Assigned SPO Analyst, if known] [Project Name]

2. Special Interest
   a. Answer all questions as usual.
   b. Question #5: Answer "Yes" if the Sponsor provided a draft award agreement.

>> **Special Interest**

* Indicates Required Fields

* 1. Are Human Stem Cells involved in this proposal?
   ○ Yes   ● No

* 2. Does this project involve the study, analysis, or use of any human fetal tissue, cells, and/or derivatives obtained from the process of elective abortions?
   ○ Yes   ● No

* 3. Does this project involve scuba diving and/or operation of a boat?
   ○ Yes   ● No

* 4. Does your proposal require acquisition of an HPC cluster or similar servers? If yes, please add a description on the Budget page under Additional Resources.
   ○ Yes   ● No

* 5. Has the sponsor provided a draft agreement to fund this project? If so, please attach it on the Proposal Attachments page.
   ● Yes   ○ No

6. Does this project involve Sustainability Research?
   ○ Yes   ● No

* 7. Is this proposal an SBIR (Small Business Innovative Research Program) or an STTR (Small Business Technology Transfer Program)?
   NOTE: at least thirty percent (30%) of the work of the STTR must be performed at UC Davis.
   ○ Yes   ● No

[Save]   [Reset]

3. Proposal Attachments
   a. Upload the minimum documents for assignment.
   b. Upload the Notice of Award and/or draft agreement to fund the project, if applicable. Select "ATF Award" as the Document Type.

Attachment	File Type	Upload Type	Attachment Type	Access	
Agreement_draft.pdf Uploaded by:Amie Admin On:03/04/2020 At:1:48 PM PST	ATF Award	IPF	Proposal	All Parties	✖
BudgetJustification.pdf Uploaded by:Amie Admin On:03/04/2020 At:1:48 PM PST	Budget Justification	IPF	Proposal	All Parties	✖
budget.xlsx Uploaded by:Amie Admin On:03/04/2020 At:1:48 PM PST	Budget	IPF	Proposal	All Parties	✖
Scope.pdf Uploaded by:Amie Admin On:03/04/2020 At:1:47 PM PST	Abstract	IPF	Proposal	All Parties	✖

Submitting a Letter of Intent or Pre-Proposal

If a letter of intent (LOI), preliminary proposal (pre-proposal), white paper, or other similar application material requires a signature on behalf of an Authorized Representative, a budget amount, and/or requires acceptance of terms and conditions, it must route to SPO via Cayuse SP for review and approval. Note that only the lead PI must be listed on the IPF; co-PIs and other senior/key personnel need not be listed.

To submit a LOI, pre-proposal, concept paper, etc. to Sponsored Programs:

1. Start a New Proposal as in the instructions for Creating and Submitting Proposals with the following differences.
    a. General Information tab
        i. Proposal Type: Select "LOI/Preliminary Proposal"

b. Investigators/Research Team tab

    i. Add **only** the Lead Principal Investigator, and those needing access to edit the Proposal (Participant (no routing) or Proposal Editor) as described in as described in [Creating and Submitting Proposals](). SPO only requires the Lead Principal Investigator to be listed on the investigators/Research Team tab of the IPF for LOIs and other preliminary proposal submissions.

List of Personnel:

Person	Unit	Role	Sponsored Effort	Cost Shared Effort	Total Effort	Allocation of Credit	Person Months		
Charlie Apple	VM: Ctr for Equine Health (072043)	Lead Principal Investigator	30%	0%	30%	100%	2.7	Edit	Delete
Amie Admin	OVCR - Sponsored Programs (061821)	Proposal Editor	0%	0%	0%	0%	0	Edit	Delete

If the Lead Principal Investigator does not have Principal Investigator status, Sponsored Programs recommends requesting "[Exception to Policy on Eligibility to Undertake Sponsored Research/Other Sponsored Activity]()" at this stage. However, it is not required at this stage.

c. Complete the remaining Proposal/IPF tabs to the best of your knowledge at the LOI/pre-proposal phase. Refer the [Creating and Submitting Proposals]() section for detailed instructions.

Editing a Proposal that has been Submitted for Routing

Once an IPF/Proposal has been Submitted for Routing, it may no longer be edited. If you need to make revisions, please follow the appropriate instructions below.
- Revisions that <u>require re-approval</u> from the IPF Approvers are:
  - o Budget Cost Share, Incorrectly Applied (match/in-kind)
  - o Effort Changed from Direct Charge to Cost-Share
  - o Key-personnel added to the project after routing to SPO
  - o Subawards added to the budget after routing to SPO
  - o Incomplete IPF/Proposal (refer to [Necessary Information and Documents]())
  - o Other revisions representing a significant change in commitment of departmental and/or campus resources
- Minor revisions that <u>do not require re-approval</u> from IPF Approvers include, but are not limited to:
  - o Change in project title
  - o Change in project dates
  - o Edits to the abstract field
  - o Minor budget edits

Instructions

1. Email ORCayuseHelp@ucdavis.edu and request the proposal/IPF be returned to Unsubmitted status, indicating you will need to acquire re-approval by the IPF Approvers. Provide the Lead Principal Investigator's name and the Cayuse SP Proposal Number.
2. Once the Proposal has been moved back to Unsubmitted status, make necessary edits.
3. If the edits do **not** require re-approval by the IPF Authorizers, email ORCayuseHelp@ucdavis.edu or your assigned Sponsored Program analysts and inform them that the changed have been made. Do **NOT** submit for routing again. If Submit for Routing is selected, all IPF Approvals already obtained will need to be re-obtained.
4. If the edits require re-approval by the IPF Authorizers, select "Submit for Routing".

Certifying/Signing a Proposal

1. Go to the PI Certification Inbox.

Proposal Dashboard
Start New Proposal
11 My Proposals
Proposals In My Unit
Advance Account Inbox
Award Dashboard
My Awards
Awards In My Unit
Certifications/Approvals
6 (i) PI Certification Inbox
1 Unit Approval Inbox

2. Select the appropriate Proposal Number.

To be Certified	Previously Reviewed

Below is a list of proposals that require your certification as Lead or Principal Investigator.

Date Submitted ▼	Proposal No.	Project Name	Sponsor	Deadline	PDF
3/04/2020	20-2576	03/15/2020 Apple NIH	NIH National Center for Complementary and Integrative Health	03/15/2020	📄
2/05/2020	20-2542	12/11/2018 Apple NSF	National Science Foundation (NSF)	12/11/2018	📄
	20-2569	SAMPLE SHORT FORM PROPOSAL	National Science Foundation (NSF)	02/19/2020	📄
	20-2528	Sample Proposal - Advance Account Request	National Science Foundation (NSF)	01/09/2020	📄
	20-2530	Change in PI from Smith to Apple A20-1234 for Awards	National Science Foundation (NSF)	01/21/2020	📄
	20-2531	Change PI Smith to Apple NSF-PIRE	National Science Foundation (NSF)	01/21/2020	📄

3. Select "View IPF" or the Proposal No. to review the IPF tabs or the PDF icon to view the IPF as a PDF.

Proposal Routing Status

Proposal: 20-2576 🔴	Sponsor: NIH National Center for Complementary and Integrative Health	Submission Deadline: 3/15/2020
Project:	Prime Sponsor:	Proposed Begin-End Dates: 1/01/2021 - 12/31/2024
Lead PI: Charlie Apple	Instrument Type: Grant	Proposed Total Amount: $1,156,300.00
Admin Unit: Sociology	Specialists:	
Project Title: Does drinking coffee increase work productivity?		

View IPF   Certify Proposal

Approvals | Compliance | Status History | Advance Account | Awards | 📄 | 📎

4. Select "Certify Proposal" if the proposal is ready for review by the IPF Approvers and SPO.

Proposal Routing Status

Proposal: 20-2576 🔴	Sponsor: NIH National Center for Complementary and Integrative Health	Submission Deadline: 3/15/2020
Project:	Prime Sponsor:	Proposed Begin-End Dates: 1/01/2021 - 12/31/2024
Lead PI: Charlie Apple	Instrument Type: Grant	Proposed Total Amount: $1,156,300.00
Admin Unit: Sociology	Specialists:	
Project Title: Does drinking coffee increase work productivity?		

View IPF   Certify Proposal

Approvals | Compliance | Status History | Advance Account | Awards | 📄 | 📎

5. Review the certifications and select "Submit Certification" if you agree to all.

>> Proposal Certification

In my role as an investigator, I understand and certify that:

- The information submitted within this application is true, complete and accurate to the best of my knowledge. Any false, fictitious, or fraudulent statements or claims may subject the Organization, and the **investigators personally** to criminal, civil or administrative penalties.
- I have the responsibility for the scientific, fiscal and ethical conduct of the project and to provide the required progress reports if an award is made.
- I will comply with all relevant state and federal regulations, University policies and contractual obligations, in administering the resultant award, including those found in The Contract and Grant Manual.
- I have reviewed applicable U.S. Export Control requirements and University policy on Export Controls and will comply with the export control requirements.
- If this is an NIH application, I will comply with the NIH Policy on Public Access.
- I will work to ensure that my relationship with the sponsor of this project is either free of conflict of interest or consistent with a previously disclosed conflict of interest management plan.
- I attest that all known foreign affiliations and outside activities have been disclosed in the proposal/application as required by the sponsoring agency, and that those activities have been disclosed to the COIC/COI offices as applicable.

By Selecting the "Submit Certification" button, you are attesting that you have read and agree to all the statements above.

Please enter any comments or additional information you might have regarding this proposal.

Submit Certification   Cancel

Proposal Status Definitions

Status	Definition
Unsubmitted	Not submitted for routing
Dept Approval in Process	Submitted for routing and pending IPF (departments and or deans, if applicable) approvals
Admin Office in Process	Received by SPO but not assigned
PS Review	Under review by Proposals Analyst
CS Review	Under review by Awards Analyst
Proposal Approved	Proposal approved for submission to sponsor
Reopened	Proposal was rejected by an IPF approver and may need revision; will display on the Unsubmitted proposals tab
Submitted to Sponsor	Proposal has been submitted to the sponsor
Withdrawn	Proposal withdrawn by the Principal Investigator
Not Funded	Proposal not funded by the sponsor If the IPF is an LOI/pre-proposal, this may also mean that the LOI/pre-proposal was invited for full submission
JIT Request Received	SPO or Principal Investigator received a JIT request from the sponsor
JIT Request Approved	SPO has approved the JIT information provided by the Principal Investigator /department
JIT Request Unsubmitted	The Principal Investigator decided not to submit JIT information
Funded	Notice of Award received by the sponsor (This does not mean the award has been executed)
	Table 5: Proposal Status Definitions

Check Proposal Status

1. From the Proposal Dashboard
    a. Select "My Proposals" if you created the Proposal or are listed on the Investigators/Research Team tab.
    b. Select "Proposals in My Unit" if you have Proposal Data Access for the administrative unit of the Proposal but are not listed on the Investigators/Research Team tab.

Proposal Dashboard

Start New Proposal

13 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

2. Select "Submitted Proposals" if accessing the list from "My Proposals".

Unsubmitted Proposals	Submitted Proposals

Below is a list of unsubmitted proposals you initiated or on which you are listed.

Created Date	Prop No	Lead PI	Project Name	Sponsor	Deadline	My Role	Flags
Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x
03/04/2020	20-2578	Charlie Apple	03/12/2020 Apple WCEF	West Coast Equine Foundation	03/12/2020	Proposal Editor	Edit | Copy
03/04/2020	20-2577	Charlie Apple	ATF A21-1234 Kassie Otie's Coffee Test	Specialty Coffee Association of America	03/11/2020	Owner	Edit | Copy

3. Search for the Proposal by date created, Proposal Number, Principal Investigator's name, Project Name, Sponsor Deadline, or your role.
4. The Proposal Status will display in the last field (to the right).
5. To view the detailed status, open the relevant Proposal by selecting the Proposal Number.

Below is a list of submitted proposals you initiated or on which you are listed.

Submitted Date	Prop No	Lead PI	Project Name	Sponsor	Deadline	My Role	Status	Flags	
Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x	
03/04/2020	20-2576	Charlie Apple	03/15/2020 Apple NIH	NIH National Center for Complementary and Integrative Health	03/15/2020	Owner	Dept Approval In Process		Copy
	20-2569	Charlie Apple	SAMPLE SHORT FORM PROPOSAL	National Science Foundation (NSF)	02/19/2020	Proposal Editor	Funded		Copy
02/14/2020	20-2554	Charlie Apple	For Awards	National Science Foundation (NSF)	02/21/2020	Owner	Admin Office In Process		Copy
02/14/2020	20-2553	Charlie Apple	For Awards	National Science Foundation (NSF)	02/21/2020	Owner	Funded		Copy

6. The status displays on the Approvals tab.

Proposal:	20-2576 📕		Sponsor:	NIH National Center for Complementary and Integrative Health	Submission Deadline:	3/15/2020
Project:			Prime Sponsor:		Proposed Begin-End Dates:	1/01/2021 - 12/31/2024
Lead PI:	Charlie Apple		Instrument Type:	Grant	Proposed Total Amount:	$1,156,300.00
Admin Unit:	Sociology		Specialists:			
Project Title:	Does drinking coffee increase work productivity?					

View IPF

Approvals	Compliance	Status History	Advance Account	Awards	📄	📎

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the UC Davis Sponsored Programs Office.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Charlie Apple	Lead Principal Investigator	Not Yet Reviewed

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	Sociology	Timm Grattet	Not Yet Reviewed
2	Intl Cost Sharing	Kassie Obelleiro , Chris Dye-Hixenbaugh , Alyssa Bunn , Kelly Gilmore , Kassandra Flores	Not Yet Reviewed
3	UC Davis Sponsored Programs Office	Admin Office	

Status History

Status	Person	Date
Changed to: Dept Approval In Process	Changed by: Amie Admin	3/04/2020, 1:37 PM PST
Changed to: Submitted for Routing	Changed by: Amie Admin	3/04/2020, 1:37 PM PST
Changed to: Unsubmitted	Changed by: Amie Admin	2/28/2020, 2:25 PM PST

SPO analysts and others may include comments on the Notes tab regarding outstanding items.

Requesting Advance Accounts

UC Davis policy PPM 230-06 provides Principal Investigators the opportunity to plan activities and under certain circumstances, begin a project before actual receipt of the award document. An Advance Account may be established for a project prior to receipt of award **only** if all of the following criteria are met:

1. There is a compelling reason to expend funds prior to receipt of award.
2. There is verbal or written confirmation to the Office of Research from the sponsor's contract officer or grants management officer that an award is forthcoming.
3. The requested advance dates fall within the sponsor's anticipated award period.
4. The guidelines from the sponsor do not prohibit commitment of funds before an award is fully executed.
5. Expenditures will be in accordance with the expected budget categories and limits, sponsor's guidelines and UC Davis policies and procedures.
6. There are funds available within the department, organized research unit or college/school to cover the expenditures in the event an award fails to materialize.

At a minimum, an alternate account number to be used in the event the project is not awarded and evidence of firm commitment must be included as part of the request. Please note that all compliance items must be received before funds are released. Typically, Advance Account requests will not be approved if the project requires IRB and/or IACUC approvals that are not in place.

Instructions

1. From the Proposal Dashboard, select "My Proposals".

2. Select "Submitted Proposals".

Unsubmitted Proposals	Submitted Proposals

Below is a list of unsubmitted proposals you initiated or on which you are li:

Created Date	Prop No	Lead PI	Project Name	Sponsor
Search x	Search x	Search x	Search x	Search
03/04/2020	20-2578	Charlie Apple	03/12/2020 Apple WCEF	West Coast Equin Foundation
03/04/2020	20-2577	Charlie Apple	ATF A21-1234 Kassie Otie's Coffee Test	Specialty Coffee Association of Ame

3. Select the relevant Proposal Number to open the Proposal.

Submitted Date	Prop No	Lead PI	Project Name
Search x	Search x	Search x	Search x
02/05/2020	20-2542	Charlie Apple	12/11/2018 Apple NSF
01/21/2020	20-2533	Charlie Apple	12/11/2018 Apple NSF

Proposal Dashboard

Start New Proposal

13 My Proposals

Proposals In My Unit

Advance Account Inbox

Award Dashboard

My Awards

Awards In My Unit

Certifications/Approvals

PI Certification Inbox ⓘ

1 Unit Approval Inbox

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:

Email:
orcayusehelp@ucdavis.edu

4. From the Attachments tab, upload the firm commitment of funding from the Sponsor, (usually an email or letter from Program Officer) and any required compliance items (i.e., IRB, IACUC, BUA, SCRO, HASTOC, 700U, 800, PHS Annual Disclosure and Training if PHS (or adopted sponsor) funded). (*Note: If the Financial Conflict of Interest Disclosers were filed in the eCOI system, they do not need to be attached.*).

5. From the Advance Account tab, select "Add Advance Account Request to Proposal".

6. Complete the pop-up form.
   a. In the Description field: Provide the sponsor contact information, department account number to be changed in the event the sponsor does not fund the project, amount of request, project period for requested funds, and justification for request.
   b. Select "Submit Advance Account Request for Processing".

Checking Advance Account Request Status

1. From the Proposal Dashboard, select "My Proposals".

2. Select "Submitted Proposals".

Unsubmitted Proposals	Submitted Proposals			

Below is a list of unsubmitted proposals you initiated or on which you are li:

Created Date	Prop No	Lead PI	Project Name	Sponsor
Search x	Search x	Search x	Search x	Search
03/04/202(	20-2578	Charlie Apple	03/12/2020 Apple WCEF	West Coast Equin Foundation
03/04/202(	20-2577	Charlie Apple	ATF A21-1234 Kassie Otie's Coffee Test	Specialty Coffee Association of Am

3. Select the relevant Proposal Number.

Submitted Date	Prop No	Lead PI	Project Name	
Search x	Search x	Search x	Search x	
02/05/2020	20-2542	Charlie Apple	12/11/2018 Apple NSF	
01/21/2020	20-2533	Charlie Apple	12/11/2018 Apple NSF	

Proposal Dashboard

Start New Proposal

13 My Proposals

Proposals In My Unit

Advance Account Inbox

Award Dashboard

My Awards

Awards In My Unit

Certifications/Approvals

PI Certification Inbox ⓘ

1 Unit Approval Inbox

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:

Email:
orcayusehelp@ucdavis.edu

4. Go to the Advance Account tab.
5. The status will display on the list.
   a. Submitted: Awaiting the first authorization from the department and/or dean.
   b. Authorized: Authorized by the department and/or dean, if applicable, and **may be** assigned to analyst in SPO for review.
   c. Funded: Approved (SPO will also email you when/if the request is approved.)
   d. Deleted: Not approved or withdrawn.
   e. Rejected: Rejected by the department and/or dean.

Approvals	Compliance	Status History	Advance Account	Awards	📄	📎

Advance Account Request

Account No	Date Submitted	Submitted By	Status
(Not Yet Assigned)	05/31/2018	Amie Admin	Authorized

Awards

Quick Reference

Note: Email Notifications of Awards (NOAs) you receive directly to SPO at awards@ucdavis.edu and reference the original Proposal Number and the Principal Investigator's name.

Refer to our [Awards and Award Modifications webpage](#) for information, instructions and resources related to the awards process at UC Davis.

Submitting Award Modifications and Internal (UC Davis) Record Changes

Internal Processing Form (IPF) are required for modifications requiring approval by the department and/or dean. Such modifications include, but are not limited to:

1. Change in Principal Investigator (*Note: Identify the new Lead Principal Investigator as the Lead Principal Investigator on the Investigators/Research Team tab.*)
2. Change in Administrative Unit of the award (*Note: Identify the new administrative unit as the administrative unit on the General Information tab.*)
3. Change in cost-share commitments

Follow the steps above for [Creating and Submitting Proposals](#) with the following differences/adjustments.

1. Specific instructions for the General Information tab. (*Note: Variation from [Creating and Submitting Proposals](#)*)
   a. Short Title: [Cayuse SP Project #, if applicable] [Action] instead of the submission deadline (e.g., "A18-1234 Change in PI Apple USDA).
   b. Select the appropriate [Proposal Type](#).
   c. Full Project Title: [Cayuse SP Project #, if applicable] [Action] instead of the submission deadline (e.g., "A18-1234 Change in PI Apple USDA).

2. Complete the Budget tab as follows.
   a. If the cost-share comments have changed, enter the revised cost-share commitments.
   b. For changes in principal investigator, administrative unit or sponsor, only enter the required fields on the Budget tab. The amounts should be 0.

Checking Award Status

Award Status Definitions

Status	Definition
Pending	The award is not fully executed
Active	The award has been fully executed and routed to Contracts and Grants Accounting
Table 6: Award Status Definitions	

Checking Award Status

1. From the Award Dashboard:
   a. Select "My Awards" if you are listed on the Investigator/Research Team tab (in any role).
   b. Select "Awards in My Unit" if you have Award Data Access for the administering unit of the award.

2. The Award status displays on the far right side of the screen.
3. Select the Award Number to view details.

4. View the Notes tab to see if the assigned SPO analyst noted any outstanding items.

Accessing Award Documents

1. From the Award Dashboard:
   a. Select "My Awards" if you are listed on the Investigator/Research Team tab (in any role).
   b. Select "Awards in My Unit" if you have Award Data Access for the administering unit of the award.

Proposal Dashboard

Start New Proposal

13 My Proposals

Proposals In My Unit

Advance Account Inbox

Award Dashboard

My Awards

Awards In My Unit

Certifications/Approvals

PI Certification Inbox ⓘ

1 Unit Approval Inbox

2. Select the Award Number to open the Award.

| | Awards | Active Projects | Inactive Projects | | | | | | | | | |

Below is a list of obligated awards on which you are listed as a member of the Research Team.

Award No.	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date	Award End Date	Admin Unit	Account Numbers	Status	Flags
Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x	Search x
A21-0730-004	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	$0.00	01/20/2020	01/16/2020	01/23/2020	Med: Intl Med-Allergy (049239)		Pending	
A21-0730-003	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	$-11,400.00	02/19/2020	01/16/2020	01/23/2020	Med: Intl Med-Allergy (049239)		Active	

3. Go to the Award Attachments tab to view associated documents.

Award Administration

Award:	A21-0730-003	**Sponsor:**	NIH National Institute of Allergy and Infectious Diseases (NIAID)	**Award Begin-End Dates:**	01/16/2020 - 1/23/2020
Project:	A21-0730	**Prime Sponsor:**		**Amount:**	($11,400.00) (Obligated)
Lead PI:	Charlie Apple	**Sponsor Award:**	123456	**Prime Account:**	
Admin Unit:	Med: Intl Med- Allergy	**Instrument Type:**			
Project Title:	SDPS Class Sample - Do not delete				

General People Budget Distributions Proposals Flags 📄 📎

Add Attachment

Click Browse to select a file: [Choose File] No file chosen

Document Type [Select Document Type ▼]

Final ☐

[>> Next] [Reset]

Attachment List

Attachment Filter: [All ▼]

Attachment	File Type	Final	Upload Type	Attachment Type	Access	
Agreement-FE1.pdf Uploaded by:Amie Admin Uploaded On:03/04/2020 At:3:31 PM PST	Agreement	☑	Investigator	Award	All Parties	Delete
budget.xlsx Uploaded by:Kassie Obelleiro Uploaded On:01/09/2020 At:11:11 AM PST	Budget	☑	IPF	Proposal	All Parties	
RFP.pdf Uploaded by:Kassie Obelleiro Uploaded On:01/09/2020 At:11:00 AM PST	RFP or Sponsor Guidelines, etc.	☐	IPF	Proposal	All Parties	
Scope.pdf Uploaded by:Kassie Obelleiro Uploaded On:01/09/2020 At:11:00 AM PST	Abstract	☐	IPF	Proposal	All Parties	

View 1 - 4 of 4   ◁◁ ◁ Page 1 of 1 ▷ ▷▷

Use the Attachment Filter feature to view documents attached to the associated Proposal.

Hints and Tips

Subawards

Subawards are referred to as Subcontracts in Cayuse SP. Do not include non-subaward agreements, such as vendor or service agreements.

Quick Reference

1. View the status of a Subaward/Subcontract for a [Proposal on which you are key personnel](#).
2. View the status of a Subaward/Subcontract for a [Proposal or Award which you are not listed on the Investigators/Research Team tab](#) but the Admin Unit that you have been given Award Data Access.

Proposal Dashboard

    Start New Proposal

13 My Proposals

    Proposals In My Unit

    Advance Account Inbox

Award Dashboard

    My Awards

    Awards In My Unit

Certifications/Approvals

    PI Certification Inbox ⓘ

1   Unit Approval Inbox

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:

Email: orcayusehelp@ucdavis.edu

Checking Subaward Status

Subaward/Subcontract Status Definitions

Status	Definition
(Awaiting) Admin Dept	Action is required by the Principal Investigator /department
(Awaiting) Award Mgr/Analyst	Action is required by the Award Analyst
(Awaiting) Subcontractor	Action is required by the Subcontractor/Subawardee
Fully Executed	The Subaward/Subcontract is fully executed and has been sent to CGA

Table 7: Subaward Status Definitions

Checking Subaward Status

1. From the Award Dashboard:
   a. Select "My Awards" if you are listed on the Investigator/Research Team tab of the associated award (in any role).
   b. Select "Awards in My Unit" if you have Award Data Access for the administering unit of the associated award.

2. Select the Award Number of the associated award.

3. Select the Project Number.

Award Administration

Award:	A21-0730-004	**Sponsor:**	NIH National Institute of Allergy and Infectious Diseases (NIAID)	**Award Begin-End Dates:**	01/16/2020 - 1/23/2020
Project:	A21-0730	**Prime Sponsor:**		**Amount:**	$0.00 (Obligated)
Lead PI:	Charlie Apple	**Sponsor Award:**	123456	**Prime Account:**	
Admin Unit:	Med: Intl Med- Allergy	**Instrument Type:**			
Project Title:	SDPS Class Sample - Do not delete				

4. From the Subcontracts tab:
    a. Subawards associated with the Project display with their status.
    b. Select the Subcontract Number to view the Subaward.

Project Administration

Project:	A21-0730 (Prime Acct:)	**Sponsor:**	NIH National Institute of Allergy and Infectious Diseases (NIAID)	**Project Begin-End Dates:**	1/01/2021 - 2/28/2022
Lead PI:	Charlie Apple	**Prime Sponsor:**		**Anticipated Amount:**	$0.00
Admin Unit:	Med: Intl Med- Allergy	**Instrument Type:**		**Obligated Amount:**	$759,350.00
Project Title:	SDPS Class Sample - Do not delete				

General | Awards | Budget Overview | Accounts | Personnel | Proposals | **Subcontracts**

Subcontracts for this project

Subcontract No.	Account No.	Admin Unit	Status	FFATA Report Required	Organization	Sent Date	Execution Date	Total Dist.
A21-0730-S002		Med: Intl Med- Allergy	(Awaiting) Award Mgr/Analyst		Louisiana Department of Wildlife and Fisheries			$40,000.0
A21-0730-S001-A01		Med: Intl Med- Infectious Disease	Fully Executed		Kasetsart University	02/21/2020	$55,000.0

View 1 - 2 of 2   Page 1 of 1

5. View the Notes section for status updates from the Subawards team, including the name of the assigned analyst.
    a. Select the hyperlink if the full note is not shown.

General

Note Detail ✕

Dear Professor Apple, Your subaward request has been assigned to Kassie Obelleiro. Regards, Amie

Recorded By: Kassie Obelleiro   2/20/2020
Updated By: Kassie Obelleiro   2/20/2020

Add Note

Note

Dear Professor Apple, Your subaward request has been assigned to Ka...	Kassie Obelleiro	02/20/2020	Subcontract

Accessing Subaward Documents

1. From the Award Dashboard:
    a. Select "My Awards" if you are listed on the Investigator/Research Team tab of the associated award (in any role).
    b. Select "Awards in My Unit" if you have Award Data Access for the administering unit of the associated award.

2. Select the Award Number of the associated award.

Awards	Active Projects	Inactive Projects					

Below is a list of obligated awards on which you are listed as a member of the Research Team.

Award No.	Project Title	Lead PI	Sponsor	Award Amount	Award Notice Received	Award Begin Date
Search x	Search x	Search x	Search x	Search x	Search x	Search
A21-0730-004	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	$0.00	01/20/2020	01/16/2020
A21-0730-003	SDPS Class Sample - Do not delete	Charlie Apple	NIH National Institute of Allergy and Infectious Diseases (NIAID)	$-11,400.00	02/19/2020	01/16/2020

Proposal Dashboard

Start New Proposal

13 My Proposals

Proposals In My Unit

Advance Account Inbox

Award Dashboard

My Awards

Awards In My Unit

Certifications/Approvals

PI Certification Inbox ⓘ

1 Unit Approval Inbox

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:

Email: orcayusehelp@ucdavis.edu

3. Select the Project Number.

Award Administration

Award:	A21-0730-004	**Sponsor:**	NIH National Institute of Allergy and Infectious Diseases (NIAID)	**Award Begin-End Dates:** 01/16/2020 - 1/23/2020
Project:	A21-0730	**Prime Sponsor:**		**Amount:** $0.00 (Obligated)
Lead PI:	Charlie Apple	**Sponsor Award:** 123456		**Prime Account:**
Admin Unit:	Med: Intl Med- Allergy	**Instrument Type:**		
Project Title:	SDPS Class Sample - Do not delete			

4. From the Subcontracts tab, select the Subcontract Number to view the Subaward.

Project Administration

Project:	A21-0730 (Prime Acct:)	Sponsor:	NIH National Institute of Allergy and Infectious Diseases (NIAID)	Project Begin-End Dates: 1/01/2021 - 2/28/2022
Lead PI:	Charlie Apple	Prime Sponsor:		Anticipated Amount: $0.00
Admin Unit:	Med: Intl Med- Allergy	Instrument Type:		Obligated Amount: $759,350.00
Project Title:	SDPS Class Sample - Do not delete			

General	Awards	Budget Overview	Accounts	Personnel	Proposals	**Subcontracts**	📄	🔗

Subcontracts for this project

Subcontract No. ⬍	Account No.	Admin Unit	Status	FFATA Report Required	Organization	Sent Date	Execution Date	Total Dist.
A21-0730-S002		Med: Intl Med-Allergy	(Awaiting) Award Mgr/Analyst		Louisiana Department of Wildlife and Fisheries			$40,000.0
A21-0730-S001-A01		Med: Intl Med-Infectious Disease	Fully Executed		Kasetsart University		02/21/2020	$55,000.0

View 1 - 2 of 2 |◄ ◄◄   Page 1   of 1 ►► ►|

5. Go to the Attachments to view the Subaward documents.

General	📄	🔗

Add Attachment

Click Browse to select a file:	Choose File No file chosen			
Document Type	Select Document Type ▼		>> Next	Reset

Attachment	File Type	Upload Type	Attachment Type	Access
Agreement-FE.pdf	01 Fully Executed- Sub Initial	Investigator	Award Subcontract	All Parties
Uploaded by:Amie Admin On:03/04/2020 At:3:44 PM PST				

Approving Proposals and Endorsing Advance Accounts

- Users with the IPF Approver role in Cayuse SP may approve Proposals in their unit.
- Users with the Pre-Award Spending Approver role may endorse Advance Account requests for Proposals in their unit.

Approving Proposals in Your Unit

1. Find and open the Proposal from the Unit Approval Inbox.

2. Determine if the Lead Principal Investigator and co-Principal Investigators certified the Proposal.

   SPO will not assign the Proposal for review until the Lead Principal Investigator and co-Principal Investigators, if applicable, certify the Proposal.

3. Select "View IPF" to review the proposal.

Proposal Routing Status

Proposal:	20-2535	Sponsor:	National Science Foundation (NSF)	Submission Deadline:	12/11/2018
Project:		Prime Sponsor:		Proposed Begin-End Dates:	7/01/2019 - 6/30/2024
Lead PI:	Charlie Apple	Instrument Type:	Grant	Proposed Total Amount:	$3,910,750.00
Admin Unit:	OVCR - Sponsored Programs	Specialists:			
Project Title:	Socio-ecological factors in Malaria transmission				

View IPF   Authorize Proposal   Reject Proposal

Approvals | Compliance | Status History | Advance Account | Awards

The above proposal has been successfully submitted. All lead/principal investigators and approving units listed below have been notified and should electronically authorize (in routing order for units) this proposal before it is received by the UC Davis Sponsored Programs Office.

Investigator(s) who must certify this Proposal

Investigator	Role	Decision
Charlie Apple	Lead Principal Investigator	Certified on 02/14/2020 12:32 PM PST
Kassie Obelleiro	Principal Investigator	Certified on 02/25/2020 03:34 PM PST

4. Navigate to each section/tab by selecting the links under the Item List.
5. Review the IPF as appropriate. At a **minimum** review the following:
    a. General Information
        i. Appropriateness of the sponsor
        ii. Accuracy of the administrative unit (related to indirect cost return)
    b. Investigators/Research Team
        i. Home unit (related to effort)
        ii. PI eligibility
        iii. Reasonableness of effort commitment
        iv. Approval of cost-shared effort
        v. Availability of key personnel to conduct the project
        vi. Sufficient funding for staff listed
    c. Budget
        i. Appropriateness of budget, including cost sharing
    d. Regulatory Compliance
        i. Human subjects, vertebrate animals and/or hazardous research materials
    e. Subrecipients
        i. Appropriateness of Subrecipients
    f. Foreign Activity
        i. Proprietary research, foreign activities, military implications or export control
    g. Special Interest
        i. Stem cells, boats, diving, HPC's or small business involvement
    h. Additional Questions
        i. Leasing new space, benefits to proposal from UC Davis funding sources and health relatedness
    i. Location of Sponsored Activities
        i. Is the space for the project adequate and available for the full project period?
        ii. If additional space is needed, are the appropriate commitments in place?
    j. Proposal Abstract
        i. Review attachments for financial resources, space, faculty/staff time and appropriateness.
    k. Submission Notes
        i. View for any important notes.

Item List   20-2535

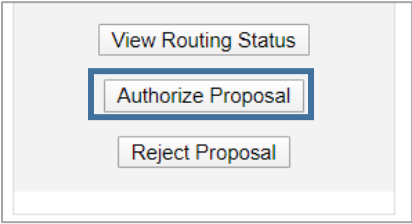View or Edit completed sections by clicking the name next to the check.

✔ General Information   >>
✔ Investigators/Research Team
✔ Budget
✔ Financial Conflicts of Interest in Research
✔ Regulatory Compliance
✔ Subrecipients
✔ Foreign Activity
✔ Special Interest
✔ Additional Questions
✔ Location of Sponsored Activities
✔ Proposal Abstract
✔ Proposal Attachments
✔ Approving Units
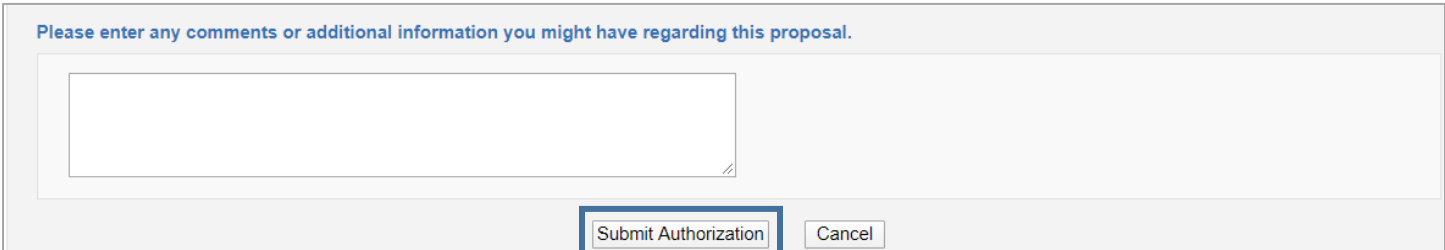   Submission Notes

View Routing Status
Authorize Proposal
Reject Proposal

6. Once you have reviewed the Proposal:
   a. If you approve the Proposal for submission to SPO:
      i. Select "Authorize Proposal".

      ii. Select "Submit Authorization" if you "understand and assume the following responsibilities with respect to this proposal".
         1. It is an appropriate activity within the Department/Center/Institute; and supports the mission of the University.
         2. That the Department/Center/Institute has agreed to provide the resources identified in this proposal.
         3. That all investigators on this proposal either have "Regular Eligibility" to be an investigator in accordance with PPM 230-02, or if they do not have "Regular Eligibility", I support their application to be a PI by Exception by my approval of this proposal and the completed PI Exception form(s) which are attached to this proposal.
         4. That in the event that the Principal Investigator does not complete any report or other obligation required as a result of an award based on this proposal, that my department will assume responsibility for completion of that obligation(s).
         5. When applicable, these resources could include cost sharing and the responsibility for reimbursement of costs to the University in the event that the sponsor is unable to pay the University for research expenses incurred during the period of performance of this project.
         6. When applicable, since the University policy mandates only full-time, permanent EPA employees may serve as principal investigator (PI); with respect to this application, I approve that this individual is eligible to serve in the role of PI despite his/her part-time employment status.

b. If you do not approve this proposal for submission to SPO or if corrections are needed before submission to SPO:

      i. Select "Reject Proposal".

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│      View Routing Status         │
│                                  │
│      Authorize Proposal          │
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│      Reject Proposal             │
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C. Enter the reason for rejecting the proposal and select "Submit Rejection".

>> Proposal Rejection

By rejecting this proposal, the proposal will be reopened to the PI and those who have access to it.

Once the proposal is edited in SP, approval routing will have to start again.

If you have any questions, please contact the Sponsored Projects Office.

Please enter any comments or additional information you might have regarding this proposal.

Lead PI's home unit is incorrect. Please change and resubmit for routing.

Submit Rejection   Cancel

Endorsing Advance Accounts (Pre-Award Spending) in Your Unit

Note: Pre-Award Spending Approvers must also have Proposal Data Access to view the relevant Proposal attachments.

1. Find the Advance Account Request to review from the Advance Account Inbox and select the Project Title to download and view a PDF of the Internal Processing Form (IPF).

My Dashboard	More					
Proposal Dashboard	**Pre-Award Spending Approver Inbox**					
Start New Proposal						
5 My Proposals	To Be Authorized	Previously Reviewed				
Proposals In My Unit						
1 Advance Account Inbox >>	**Date Submitted**	**Project Title**	**Account**	**Unit Authorized**	**Dean/Chancellor Auth**	
Award Dashboard	02/11/2020	12/11/2018 Apple NSF	----	----		Manage
My Awards						
Awards In My Unit						

2. To view the relevant Proposal attachments, note the Proposal Number from the downloaded IPF and find the Proposal from the Proposals in My Unit box.

3. Go to the Attachments tab to review the documents related to the Advance Account Request. *Note: This is where evidence of firm commitment from the sponsor should be saved.*

4. ***For SVM only; all others proceed to next step:*** If you are a Pre-Award Spending Approver for a unit within the School of Veterinary Medicine (SVM) but not for the SVM Dean's Office, enter a Note that "Advance Account Request is endorsed by the unit". The Pre-Award Spending Approver for the SVM Dean's Office is responsible for the remaining steps.

5. To endorse or reject the request, find the request from the Advance Account Request Inbox and select "Manage".

6. Select "View/Print Advance Account Request" to review the Description of Assurances of Funding in the PDF to ensure necessary information were provided.

7. Select "Authorized" if the Advance Account Request is endorsed for SPO Review or "Rejected" if the request is not endorsed for SPO review. **Endorsing the Advance Account Request confirms the administering unit will fund any costs incurred associated with this request in the event the Sponsor does not fund the project.**

Resources

1. [UC Davis School of Medicine Cayuse SP Guidelines](#)
2. [Handbook for Department Industry-Funded Clinical Trial Staff, Principal Investigators and Approvers](#)
3. [UC Davis Cayuse Landing Page](#)
4. [UC Davis Cayuse SP Training Materials, User Guides, and FAQs](#)
5. UC Davis Cayuse Rapid Response Team (Help Desk): ORCayuseHelp@ucdavis.edu
6. [UC Davis Cayuse Listserv](#)
7. [Training Sessions Offered by Sponsored Programs](#)