# Cayuse SP Handbook: Administrative View "Read-Only" Access

University of California, Davis

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Prepared by Kassie M. Obelleiro	

Prepared by Kassie M. Obelleiro Revised: September 11, 2020

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# Overview

Read-Only Admin access allows users to view all Cayuse records (Projects, Proposals, Awards, Subawards/Subcontracts) and their associated Attachments and Notes. Read-Only Admin users may not view Events, the mechanism that Sponsored Programs analysts use to document their work. This level of access is appropriate for research administrators at UC Davis requiring "full" access to sponsored projects.

# **Obtaining Access**

To request Read-Only Admin access email the following information to ORCayuseHelp@ucdavis.edu.

- Full Name
- Job Title
- Department/Unit/Office
- Kerberos ID
- Rationale for request

The Sponsored Programs eRA analyst will forward your request to the Executive Director of Research Administration and provide access if/once approved.

# Project Dashboard

THE PROJECT DASHBOARD IS THE CAYUSE SP LANDING PAGE FOR SPO STAFF AND OTHERS WITH VIEW-ONLY ADMIN ACCESS.

- 1. Login to Cayuse (<u>https://ucdavis.cayuse424.com</u>) with your Kerberos ID and password.
- 2. Select "Cayuse SP".



3. If you are not automatically taken to the Project Dashboard (shown below), select "Project Dashboard" under "My Dashboard".



# Projects

Projects are the overarching folders for sponsored projects and include the associated Proposals, Awards and Subawards. Sponsored Programs creates a new Project if:

- 1. The PI is different from existing proposals having the same sponsor and similar project title.
- 2. The sponsor is different from previous proposals having the same PI and similar project title.
- 3. The proposal is new it is not revision or resubmission of a previously submitted proposal.
- 4. Root award number or FAIN number changes from any previous award.
- 5. The only relevant Project is for a CDA. CDAs require stand-alone Projects.

# Finding a Project

1. From the <u>Project Dashboard</u>, locate the Project using one of the following methods:

#### Search Box

- a. Select "Projects" in the field.
- b. Select the search parameter.
- c. Complete the pop-up or text field based on the chosen search parameter.
- d. Select "Search".

Search	
Search Projects	✓ By: Lead PI ✓ Search
Lead PI:	Charlie Apple

#### **Projects Bucket**

a. Select number hyperlink for the relevant status of the Project.

	Projects
<u>12610</u>	Active:
<u>88</u>	Closed (Work Complete):
<u>968</u>	Inactive (Never Funded):
<u>21</u>	Inactive (Work Not Completed):
<u>257</u>	Created In Error:
<u>8</u>	Terminated:
1	Unknown:

2. Select the Project Number to view more information and determine if it is the appropriate Project.

Projects								
Search Projects	By: Lead PI = Ch	narlie Apple				Filter Projects:	Active Inactive All	
Project No	Lead Pl	Title	Sponsor	Obligated Amount	Begin Date	End Date	Status	
+ <u>A21-0732</u>	Charlie Apple	Version 3.9 Project Screenshot	National Science Foundation (NSF)	\$0.00	07/01/2020	06/30/2024	Active	
+ <u>A21-0730</u>	Charlie Apple	SDPS Class Sample - Do not delete	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$759,350.00	01/01/2021	02/28/2022	Active	
+ <u>A20-3499</u>	Charlie Apple	CDA: In Vivo Testing, MOU: Keep Tahoe Blu	Frogs Leap Farm, LLC	\$0.00	03/01/2020	02/28/2021	Active	
+ <u>A20-3497</u>	Charlie Apple	Testing	American College Of Rheumatology Inc.	\$142,750.00	01/01/2018	03/31/2021	Closed (Work Complete)	
View 1 - 4 of 4						Ia <a page<="" td=""><td>1 of 1 🕨 🕨</td></a>	1 of 1 🕨 🕨	
							Export to CSV	

# Determining the Project Status

- 1. <u>Find</u> the Project.
- 2. The Status is listed to the right of the search list. See the <u>Project Statuses table</u> for status definitions.

Projects							
Search Projects	By: Lead PI = CI	narlie Apple				Filter Projects	s: <u>Active Inactive All</u>
Project No	Lead Pl	Title	Sponsor	Obligated Amount	Begin Date	End Date	Status
+ <u>A21-0732</u>	Charlie Apple	Version 3.9 Project Screenshot	National Science Foundation (NSF)	\$0.00	07/01/2020	06/30/2024	Active
+ <u>A21-0730</u>	Charlie Apple	SDPS Class Sample - Do not delete	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$759,350.00	01/01/2021	02/28/2022	Active
+ <u>A20-3499</u>	Charlie Apple	CDA: In Vivo Testing, MOU: Keep Tahoe Blu	Frogs Leap Farm, LLC	\$0.00	03/01/2020	02/28/2021	Active
+ <u>A20-3497</u>	Charlie Apple	Testing	American College Of Rheumatology Inc.	\$142,750.00	01/01/2018	03/31/2021	Closed (Work Complete)
View 1 - 4 of 4						Ia <a page<="" td=""><td>1 of 1 &gt;&gt; &gt;1</td></a>	1 of 1 >> >1
							Export to CSV

# Viewing Associated Cayuse Records

YOU MAY ACCESS CAYUSE PROPOSALS, AWARDS AND SUBAWARDS/SUBCONTRACTS FROM THE PROJECT ADMINISTRATION SCREEN.

roject Administration							Back To Search Result
Project: A21-07	30 (Prime Acct: )	Sponsor: NIH National	Institute o	f Allergy and Infectious Diseases	(NIAID) F	Project Begin-End Dates:	1/01/2021 - 2/28/2022
Lead PI: Charlie	Apple Pr	rime Sponsor:				Anticipated Amount:	\$0.00
Admin Unit: Med: In	tl Med- Allergy Inst	trument Type:				Obligated Amount:	\$759,350.00
Project Title: SDPS	Class Sample - Do not o	delete					
General Award	Budget Overview	Accounts Personr	iel Pro	oposals Subcontracts	1		
* Project Title:	SDPS Class Sam	ple - Do not delete		* Project Status:	Active		
* Admin Unit:	Med: Intl Med- Alle	ergy		Confidential:	No		
* PI:	Charlie Apple		٩	Primary Administrative Contact:	Amie Adı	min	٩,
* Project Begin Da	e: 01/01/2021	Clear		* Project End Date:	02/28/20	22  🛗 <u>Clear</u>	
* Sponsor:	NIH National Instit	tute of Allergy and Infectious	_ <b>&lt;</b>	Prime Sponsor:			٩,
Cfda No:				Instrument Type:			
F&A Activity Type			~	Agency Program Designation			
				External System ID			

# Finding Associated Proposals

- 1. From the Project Administration screen, select "Proposals".
- 2. Select the Proposal No.

General	Awards	Budget Overview	Accounts	Personnel	Proposals	Subcontracts	Ē	0	
Proposals	Affiliated w	vith this Project				,			
								Initial Funds	
Proposal	No Lead	Pl Unit			Title			Requested	Proposal Status
20-2621	Charl	ie Apple Med: Disea	Intl Med- Infecti ase	ous	Socio-ecological transmission	factors in Malaria		\$42,410.00	Submitted to Sponsor
<u>20-2569</u>	Charl	ie Apple Med: Disea	Intl Med- Infecti ase	ous	Sample Short Fo	rm Proposal		\$0.00	Funded
<u>20-2533</u>	Charl	ie Apple OVCI	R - Sponsored F	Programs	Socio-ecological transmission	factors in Malaria		\$770,750.00	Submitted to Sponsor
<u>20-2528</u>	Charl	ie Apple OVCI	R - Sponsored F	Programs	Sample Proposa Advance Accoun	for SDPS Classe t R	es: Initiate	\$0.00	Submitted to Sponsor
20-2525	Charl	ie Apple Med:	Intl Med-Allerg	y	SDPS Class San	nple - Do not dele	te	\$770,750.00	Funded
View 1 -	5 of 5							14	Page 1 of 1 Descent

### Finding Associated Awards

- 1. From the Project Administration screen, select "Awards".
- 2. Select the Award No.

General	Awards	Budget Overview	Accounts	Personnel	Proposals	Subcontract	s	Û		
Awards fo	Awards for this Project									
						Reporting				
Awa	rd No.	Sponsor Award No.	Award Amou	nt Type		Designation	Begin Date	End Date	Admin Unit	Award Status
<u>A21</u>	<u>-0730-001</u>	TEST-001	\$770,750.	00 New		Obligated	1/01/2021	12/31/2021	Med: Intl Med- Allergy	Active
<u>A21</u>	<u>-0730-002</u>	12345NCTE	\$0.	00 Amend	ment	Obligated	1/01/2022	2/28/2022	Med: Intl Med- Allergy	Pending
<u>A21</u>	<u>-0730-003</u>	123456	(\$11,400.0	0) Amend	ment	Obligated	1/16/2020	1/23/2020	Med: Intl Med- Allergy	Active
<u>A21</u>	<u>-0730-004</u>	123456	\$0.	00 Adminis	strative Action	Obligated	1/16/2020	1/23/2020	Med: Intl Med- Allergy	Pending
<u>A21</u>	<u>-0730-005</u>		\$0.	00 New		Anticipated	3/05/2020	5/12/2020	Med: Intl Med- Infectious Disease	Pending
View 1 -	- 5 of 5								Page 1	of 1 👞 🛌

# Finding Associated Subawards/Subcontracts

- 1. From the Project Administration screen, select "Subcontracts".
- 2. Select the Subcontract No.

General	Awards	Budget Overview	Accounts	Personnel	Proposals	Subcont	racts	Û		
Subcontr	racts for this	project								
					F	FATA			Execution	
Subcont	ract No. 🖨	Account No.	Admin Unit	Statu	is R	Required	Organization	Sent Date	Date	Total Dist.
<u>A21-073</u>	30-S002		Med: Intl Me Allergy	ed- (Awa Mgr/	iiting) Award Analyst		Louisiana Department of Wildlife and Fisheries			\$40,000.00
<u>A21-073</u>	<u>30-S001-A01</u>		Med: Intl Me Infectious Disease	ed- Fully	Executed		Kasetsart University		02/21/2020	\$55,000.00
View 1	- 2 of 2								ra ka Page 1	of 1 👞 🛌

# Viewing Project Notes

- 1. From the Project Administration screen, select the paper icon.
- 2. Select the Note hyperlink to view full text if necessary.

General Awards Budget Overview Accou	unts Personnel Proposal	s Subcont	tracts	Û	
Notes List					
Note Area Filter: Project					
Note	Last Updated By	Date	Note Area	Category	Access
This is a note.	Kassie Obelleiro	09/08/2020	Project	General	Admin Office, All Parties

# Viewing Project Attachments

- 1. From the Project Administration screen, select the paperclip icon.
- 2. Select the attachment title to view the attachment.

eneral	Awards	Budget Overview	Accounts	Personnel	Proposa	s Subcontracts			
Attachment List									
Attachment Filter: All									
	Atta	chment	File	Туре	Final	Upload Type	Attachment Type	Access	
FirmCo Uploade	ommitment.p ed by:Charlie Ar ed On:05/27/20:	df ople 20 At:3:16 PM PDT	Corresponde	ence		Post Approval	Proposal	All Parties	
Agreer	ment-FE.pdf ed by:Amie Adm ed On:03/04/20	nn 20 At:3:44 PM PST	01 Fully Exe Initial	cuted- Sub		Investigator	Award Subcontract	All Parties	
Agreer Uploade Uploade	ment-FE1.pd ed by:Amie Adm ed On:03/04/20	<u>f</u> nin 20 At:3:31 PM PST	Agreement			Investigator	Award	All Parties	
FSRSF Uploade Uploade	Report.pdf ed by:Kassie Ot ed On:02/20/20	pelleiro 20 At:4:25 PM PST	05 FSRS Re Document	port		Admin Office	Award Subcontract	All Parties	
Subaw Uploade Uploade	/ardRequestf ed by:Kassie Ot ed On:02/20/20	<mark>form.pdf</mark> pelleiro 20 At:4:20 PM PST	04 Other			Admin Office	Award Subcontract	Admin Office, Unit Approvers and Administrators	
Sub-Do Uploade Uploade	ocuments - C ed by:Kassie Ot ed On:02/20/20	Copy.pdf pelleiro 20 At:4:19 PM PST	04 Other			Admin Office	Award Subcontract	Admin Office, Unit Approvers and Administrators	
Subaw Uploade Uploade	/ard-Commitr ed by:Kassie Ot ed On:02/20/20	mentForm.pdf pelleiro 20 At:4:19 PM PST	04 Other			Admin Office	Award Subcontract	Admin Office, Unit Approvers and Administrators	
Agreer Uploade Uploade	ment-FE.pdf ed by:Kassie Ot ed On:02/20/20:	pelleiro 20 At:4:19 PM PST	02 Fully Exe Modification	cuted- Sub		Admin Office	Award Subcontract	Admin Office, Unit Approvers and Administrators	

# Proposals/Internal Processing Forms (IPFs)

Cayuse SP uses Proposal and Internal Processing Form (IPF) interchangeably, but IPFs are the internal routing and approval forms for proposals and some award modifications.

#### Finding a Proposal/Internal Processing Form

1. From the Project Dashboard, locate the Proposal using one of the following methods.

#### Search Box

- a. Select "Proposals" in the search box.
- b. Select the search parameter.
- c. Complete the pop-up or text field based on the chosen search parameter.
- d. Select "Search".

Search		
Search Proposals V B	/: Lead PI	<ul> <li>✓ Search</li> </ul>
Lead PI:	Charlie Apple	_ <

#### **Proposals Bucket**

a. Select the number hyperlink for the relevant status of the Proposal.

	Proposals
437	Unsubmitted:
<u>52</u>	Dept Approval In Process:
<u>6</u>	Admin Office In Process:
<u>29</u>	PS Review:
<u>92</u>	CS Review:
2	New - Graduate Studies:
0	New - UC Davis Health:
0	Proposal Approved:
<u>8</u>	Reopened:
<u>4033</u>	Submitted to Sponsor:
<u>186</u>	Withdrawn:
<u>1456</u>	Not Funded:
<u>24</u>	JIT Request Unsubmitted:
<u>10</u>	JIT Request Received:
<u>235</u>	JIT Request Approved:
<u>14</u>	Pending Award:
<u>10</u>	Under Award Negotiation:
0	Funded/Preliminary:
<u>7656</u>	Funded:
<u>43</u>	Created In Error:
<u>3</u>	Rejected - Late Submission:

#### 2. Select the Proposal No. to open the Proposal.

Search P	roposals By: Le	ad PI = Charlie	Apple									
Proposa						Initial Deguast	-				-	
No	Lead PI	Admin Unit	litte	Sponsor	Deadline	initial Request	Туре	PS	CS	Status	Flags	
20-2627	Charlie Apple	Sociology	A19-1234 Change Admin Unit Apple NSF	National Science Fou	07/17/20	\$0.00	Amendme	n		Dept Approval In Process		•
20-2622 S	Charlie Apple	Med: Intl Med- Allergy	Socio-ecological factors in Malaria tran	NIH National Institu	03/27/20	\$0.00	New			Unsubmitted		
<u>20-2621</u>	Charlie Apple	Med: Intl Med- Infectious Disease	Socio-ecological factors in Malaria tran	NIH National Institu	04/17/20	\$42,410.00	New	Kassie Obelleiro		Submitted to Sponsor		

# Determining the Proposal Status

- 1. Find the Proposal.
- 2. The status will be listed in the Status field of the search list. View the <u>Proposal/Internal Processing Forms</u> <u>Statuses table</u> for status definitions.
- 3. Select the Proposal No. to view more details.

Proposa	ſ											
No	Lead Pl	Admin Unit	Title	Sponsor	Deadline	Initial Request	Туре	PS	CS	Status	Flags	
			CC									
20-2627	Charlie Apple	Sociology	A19-1234 Change Admin Unit Apple NSF	National Science Fou	07/17/20	\$0.00	Amendme	n		Dept Approval In Process		
20-2622 Ø	Charlie Apple	Med: Intl Med- Allergy	Socio-ecological factors in Malaria tran	NIH National Institu	03/27/20	\$0.00	New			Unsubmitted		
20-2621	Charlie Apple	Med: Intl Med- Infectious Disease	Socio-ecological factors in Malaria tran	NIH National Institu	04/17/20	\$42,410.00	New	Kassie Obelleiro		Submitted to Sponsor		

- 4. From the Proposal Administration screen, select "Routing" to view the certifications, authorizations and status changes.
- 5. View the routing and status history.

posal Administration		Back To Search
Proposal: 20-2621 📩	Sponsor: NIH National Institute of Allergy and Infectious Diseases (NIA	(ID) Submission Deadline: 4/17/2020
Project: <u>A21-0730</u>	Prime Sponsor: None	Proposed Begin-End Dates: 1/01/2021 - 12/3
Lead PI: Charlie Apple	Instrument Type: Grant	Proposed Total Amount: \$ 0.00
dmin Unit: Med: Intl Med- Infectious Disease	Specialists: Kassie Obelleiro	
oject Title: Socio-ecological factors in Malaria trans	mission	
General Routing Compliance	Awards Flags	
Investigator(s) who must certify this Proposal		
Investigator	Role	Decision
Charlie Apple	Lead Principal Investigator	Not Yet Reviewed
Kassie Obelleiro	Principal Investigator	Certified on 07/14/2020 04:10 PM PDT
Unit(s) that must authorize this proposal Order Unit	Authorizing Person(s)	Authorizing Decision
1 Med: Intl Med- Infectious Disease	Stuart Cohen, Kaitlyn Kirk	Not Yet Reviewed
2 Med: Intl Med (Use the PI's Int Med Dept.)	Timothy Albertson, Monique Vasquez	Not Yet Reviewed
2 School of Medicine (Use 049000)	Anuurad Erdembileg , Tammi Olineka , Tasska Johns	son , <u>Randi Freeman</u> Not Yet Reviewed
2 OVCR - Sponsored Programs	Terrence Duperron, OR Help, Charlie Apple, Amie	Admin Not Yet Reviewed
3 UC Davis Sponsored Programs Office	Admin Office	
Status History		
Status	Person	Date
Changed to: Submitted to Sponsor	Changed by:Kassie Obelleiro	6/03/2020, 11:23 AM PDT
Changed to: Dept Approval In Process	Changed by: <u>Amie Admin</u>	4/16/2020, 10:25 AM PDT
Changed to: Submitted for Routing	Changed by: <u>Amie Admin</u>	4/16/2020, 10:25 AM PDT
Changed to: Dept Approval In Process	Changed by <u>Amie Admin</u>	4/16/2020, 10:25 AM PDT
Changed to: Submitted for Routing	Changed by: <u>Amie Admin</u>	4/16/2020, 10:25 AM PDT
Changed to: UNSUBMITTED	Changed by: <u>Amie Admin</u>	4/16/2020, 10:03 AM PD1

# Identifying the Assigned Sponsored Programs Analyst

- 1. Find and open the Proposal.
- 2. The assigned analysts are displayed on the Proposal Administration screen as follows.
  - a. Specialists field: Assigned Sponsored Programs proposal (listed first) and award (listed second) analysts
  - b. Proposal Specialist field: Assigned Sponsored Programs proposal analyst
  - c. Contract Specialist field: Assigned Sponsored Programs award analyst
  - d. Approving Person: Approving/Signing Institutional Official for the proposal submission to the sponsor

Proposal Administration					Back To Search Results
Proposal: <u>20-2621</u> 🔁	Sponsor: NIH National I	Institute of Allergy and Infectious Dis	seases (NIAID)	Submission Deadline:	4/17/2020
Project: A21-0730	Prime Sponsor: None			Proposed Begin-End Dates:	1/01/2021 - 12/31/2022
Lead PI: Charlie Apple	Instrument Type: Grant			Proposed Total Amount:	\$ 0.00
Admin Unit: Med: Intl Med- Infectious Disease	Specialists: Kassie Obelle	iro			
Project Title: Socio-ecological factors in Malaria transm	nission				
General Routing Compliance	Awards Flags				
Proposal Type: New		Parent Project:	A21-0730		
Admin Unit: Med: Intl Med- Infectious	s Disease	Proposal Owner:	Amie Admin		
Initial Funds Requested: \$42,410,00		Proposal Specialist:	Kassie Obelleiro		
minuri ando requested. (\$\$\$,710.00		Contract Specialist:			
Total Funds Requested: \$ 0.00		Approving Person:	Kassie Obelleiro		
Admin Office: UC Davis Sponsored Pr	ograms Office	Sponsor-Assigned Proposal No:	123456	)	
Status: Submitted to Sponsor		Legacy Proposal ID:			
		External System ID:			
		Date Submitted to Sponsor:	06/03/2020 🗰 🖸	lear	

#### Viewing Proposal Notes

- 1. From the Proposal Administration screen, select the paper icon.
- 2. Select the Note hyperlink to view the full text if necessary.

Proposal Adm	inistration							Back To Search Result
Proposal:	20-2621 📩	Sponsor:	NIH National Institute	of Allergy and I	nfectious Diseases (	(NIAID)	Submission Deadline:	4/17/2020
Project:	A21-0730	Prime Sponsor:	None				Proposed Begin-End Dates:	1/01/2021 - 12/31/2022
Lead PI:	Charlie Apple	Instrument Type:	Grant				Proposed Total Amount:	\$ 0.00
Admin Unit:	Med: Intl Med- Infectious Disease	Specialists:	Kassie Obelleiro					
Project Title:	Socio-ecological factors in Malaria transm	nission						
General	Routing Compliance	Awards	ags 🖹 🕕					
Note			Last Updated By	Date	Note Area	Category	Access	
na			Amie Admin	04/16/2020	Proposal	Submission	Admin Office All Parties	

# Viewing Proposal Attachments

- 1. From the Proposal Administration screen, select the paperclip icon.
- 2. Select the document title hyperlink to view the document/attachment.

posal Auministration				Back To Search
Proposal: 20-2525	Sponsor: NIH National Institute of	Allergy and Infectious Diseases (NIAID	) Submission Deadline:	6/11/2020
Project: A21-0730	Prime Sponsor:		Proposed Begin-End Dates:	1/16/2020 - 1/23
Lead PI: Charlie Apple	Instrument Type: Grant		Proposed Total Amount:	\$2,641,075.00
dmin Unit: Med: Intl Med- Allergy	Specialists: Kassie Obelleiro, Kassie	e Obelleiro		
roject Title: SDPS Class Sample - Do not delete				
		7		
Attachment	File Type	Unload Type	Attachment Type Ad	20055
Attachment budget.xlsx Unloaded by:Kausie Obelleiro On:01/09/2020 At:11:11 AM PST	File Type Budget	<u>Upload Type</u> IPF	Attachment Type Act Proposal All	<u>ccess</u> Parties
Attachment budget.xlsx Unloaded by Kassie Obelleiro On:01/09/2020 At:11:11 AM PST REP.pdf Uploaded by Kassie Obelleiro On:01/09/2020 At:11:00 AM PST	File Type Budget RFP or Sponsor Guidelines, etc.	Upload Type IPF IPF	Attachment Type     Add       Proposal     All       Proposal     All	Parties

# Finding the Associated Project

1. From the Proposal Administration screen, the Project No. will display in the Project and the Parent Project fields.

Proposal Admi	inistration							Back To Search Res
Descent			0	NULLNetienelle	- Allermand Infectious Di		Outpuission Deadlines	4/47/2020
Proposal:	20-2621		Sponsor:		Istitute of Allergy and Infectious Dis	seases (NIAID)	Submission Deadline:	4/17/2020
Project:	A21-0/30		Prime Sponsor:	None			Proposed Begin-End Dates:	1/01/2021 - 12/31/202
Lead PI:	Charlie Apple		Instrument Type:	Grant			Proposed Total Amount:	\$ 0.00
Admin Unit:	Med: Intl Med- I	nfectious Disease	Specialists:	Kassie Obellei	<u>ro</u>			
Project Title:	Socio-ecologica	il factors in Malaria transmis	sion					
General	Routir	ng Compliance	Awards F	lags 📄				
					Devent Project	404.0700		
	Proposal Type:	New			Farent Floject.	A21-0730		
	Admin Unit:	Med: Intl Med- Infectious E	lisease		Proposal Owner:	Amie Admin		
Initial Fur	nds Requested:	\$42,410.00			Proposal Specialist:	Kassie Obelleiro		
		<b>*</b> • • •			Contract Specialist:			
Total Fu	nds Requested:	\$ 0.00			Approving Person:	Kassie Obelleiro		
	Admin Office:	UC Davis Sponsored Prog	rams Office		Sponsor-Assigned Proposal No:	123456		
	Status:	Submitted to Sponsor			Legacy Proposal ID:			
					External System ID:			
					Date Submitted to Sponsor:	06/03/2020	Clear	

# Finding Associated Awards

- 1. From the Proposal Administration screen, select the "Awards" tab.
  - a. Any associated awards will be displayed.
- 2. Select the Award No. for details.

iosal Administrat	tion							Bac
Proposal: 20-252	25 📆		Spons	or: NIH National Institute	of Allergy and Infectio	us Diseases (NIAID)	Submission	Deadline: 6/11
Project: A21-0	730		Prime Spons	or:			Proposed Begin-E	End Dates: 1/16
Lead PI: Charli	ie Apple		Instrument Typ	pe: Grant			Proposed Tota	al Amount: \$2,6
dmin Unit: Med: I	ntl Med- Allergy		Specialis	ts: Kassie Obelleiro, Kas	sie Obelleiro			
oject Title: SDPS	Class Sample - Do I	not delete						
General Awards for this	Routing Proposal	Compliance	Awards	Flags				
General Awards for this Award No	Routing Proposal Sponsor Award No	Compliance	Awards	Flags	Prime Account	Budget Begin Date	Award Status	
General Awards for this Award No A21-0730-001	Routing Proposal Sponsor Award No TEST-001	Compliance Amount \$770,75	Awards	Flags 📄 🔘 Reporting Designation Obligated	Prime Account	Budget Begin Date	e Award Status Active	Go to Project
General Awards for this Award No A21-0730-001 A21-0730-002	Routing Proposal Sponsor Award No TEST-001 12345NCTE	Compliance Amount \$770,75 \$ 0.00	Awards	Flags     Image: Comparison of the second seco	Prime Account	Budget Begin Date	<ul> <li>Award Status</li> <li>Active</li> <li>Pending</li> </ul>	Go to Project Go to Project
General           Awards for this           Award No           A21-0730-001           A21-0730-002           A21-0730-003	Routing Proposal Sponsor Award No TEST-001 12345NCTE 123456	Compliance Amount \$770,75 \$ 0.00 \$-11,40	Awards 50.00	Flags     Image: Comparison of the symptotic of the symptot of the symptot of the symptot of the symptot of the symp	Prime Account	Budget Begin Date	<ul> <li>Award Status</li> <li>Active</li> <li>Pending</li> <li>Active</li> </ul>	Go to Project Go to Project Go to Project

# Awards

# Finding an Award

1. From the <u>Project Dashboard</u>, locate the Award using one of the following methods.

#### Search Box

- a. Select "Awards" in the search box.
- b. Select the search parameter.
- c. Enter Complete the pop-up or text field based on the chosen search parameter.
- d. Select "Search".

Search
Search Awards V By: Research Team Member V Search
Research Team Member: Charlie Apple

#### **Awards Bucket**

a. Select the number hyperlink status for the relevant status.



#### 2. Select the Award Number to view the Award.

wards Search Awards F	w: Research Tean	n Member = Charlie Apple				
Award No	l ead Pl		Sponsor	Award Amount	Reporting	Sponsor Award No. Elags
A21-0730-005	Charlie Apple	SDPS Class Sample - Do not delete	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$0.00	Anticipated	Awalu No
A21-0730-004	Charlie Apple	SDPS Class Sample - Do not delete	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$0.00	Obligated	123456
A21-0730-003	Charlie Apple	SDPS Class Sample - Do not delete	NIH National Institute of Allergy and Infectious Diseases (NIAID)	(\$11,400.00)	Obligated	123456
A21-0730-002	Charlie Apple	SDPS Class Sample - Do not delete	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$0.00	Obligated	12345NCTE
A <u>21-0730-001</u>	Charlie Apple	SDPS Class Sample - Do not delete	NIH National Institute of Allergy and Infectious Diseases (NIAID)	\$770,750.00	Obligated	TEST-001
A20-3497-001	Charlie Apple	Testing	American College Of Rheumatology Inc.	\$142,750.00	Obligated	123456
<u>A20-3493-001</u>	Charlie Apple	Do cats like coffee?	Louisiana State University System (parent code)	\$0.00	Obligated	123456
View 1 - 7 of 7					14	Page 1 of 1 🕨
						Export to CS

# Determining the Award Status

#### 1. Find and open the Award.

2. The Status and Reporting Designation are displayed on the Award Administration screen. See the <u>Award</u> <u>Statuses table</u> for the status definitions.

Award Admini	stration											Back To Search Resu
Award:	A20-3497-001			Sponsor:	American Inc.	College	e Of R	neumatology	Award Begin-	End Dates:	01/01/2018 - 1	2/31/2019
Project:	<u>A20-3497</u>		F	Prime Sponsor:						Amount:	\$142,750.00 (	Obligated)
Lead PI:	Charlie Apple		S	ponsor Award:	123456				Prim	e Account:		
Admin Unit:	Med: Intl Med-	Infectious D	isease Ins	strument Type:	Contract							
Project Title:	lesting											
General	People B	udget D	Distributions	Proposals	Flags	Ē	0					
Sponsor A	ward No:	123456						Туре:		New		
Document	No:	A20-3497	7-001					* Award Statu	is:	Closed (W	ork Complete)	1
								* Reporting D	esignation:	Obligated	1 /	
* Admin U	nit:	Med: Intl M	Med- Infectiou	s Disease				Official Repo	rt Date:	mm/dd/yy	yy  🛗 <u>Clear</u>	
* Award Be	egin Date:	01/01/201	18 🛗 <u>Clear</u>					* Award Notic	ce Received:	08/01/201	7 📋 <u>Clear</u>	
* Award Er	nd Date:	12/31/201	19 📛 <u>Clear</u>					Prime Accou	nt Begin Date:			
ARRA (Sti	mulus) Funding:							Prime Accou	nt End Date:			
Award Ren	narks:	Closeout	Box 2017-15					Legacy Awar	d No:			

# View the Award Budget

### 1. Find and open the Award.

2. From the Award Administration screen, select "Budget".

ward Budget							
he budget shown below inc st applicable rate is shown formation, please access th	cludes non-pers . For specific av he <u>Kuali Financ</u>	onnel effort cost sh ward budget details, ial System (KFS) or	are, equipment, di , please see the u ; contact your <u>Con</u>	irect cost, and the a ploaded award bud tracts & Grants Acc	pplicable indirect o get (click on paper counting.(CGA) fun	ost rate. If a split indirect con dip icon). For specific financ d account manager.	st rate applies, only th ial and fund account
internal Cost Sharing							
Unit *	Account	Commitment	Match Type	Current Period	Comment		
Med: Intl Med- Infectious Disease (049231)	TBD	Mandatory	Cash Matching	\$20,000	None		View
View 1 - 1 of 1						In Page	e 1 of 1
Third-Party Cost Sharing	i.						
rganization e	Account	Commitment	Match Type	Current Perio	d Comment		
merican Association for ancer Research (9707)	TBD	Mandatory	Cash Matchin	ig \$15,0	00 None	Vie	ж
View 1 - 1 of 1						Page	1 of 1
Budget Form							
• Type: Detailed 🗸							
Direct Costs							
Equipment							e 25 000 00
Equipment						Equipment Subtotal	\$25,000.00
Equipment F&A Base					Total Direct Cost	Equipment Subtotal	\$ 25,000.00 \$25,000.00
Equipment F&A Base					Total Direct Cost	Equipment Subtotal a not included in F&A Base F&A Base Subtotal	\$ 25,000.00 \$25,000.00 \$ 75,000.00 \$75,000.00
Equipment F&A Base					Total Direct Cost	Equipment Subtotal a not included in F&A Base F&A Base Subtotal TOTAL DIRECT COSTS:	\$ 25,000.00 \$25,000.00 \$ 75,000.00 \$75,000.00 \$100,000.00
Equipment F&A Base					Total Direct Cost	Equipment Subtotal s not included in F&A Base F&A Base Subtotal TOTAL DIRECT COSTS:	\$ 25,000.00 \$25,000.00 \$ 75,000.00 \$75,000.00 \$100,000.00
Equipment F&A Base Indirect Costs					Total Direct Cost	Equipment Subtotal a not included in F&A Base F&A Base Subtotal TOTAL DIRECT COSTS: F&A Base	\$ 25,000.00 \$25,000.00 \$ 75,000.00 \$75,000.00 \$100,000.00 \$ 75,000.00
Equipment F&A Base ndirect Costs					Total Direct Cost	Equipment Subtotal a not included in F&A Base F&A Base Subtotal TOTAL DIRECT COSTS: F&A Base F&A Rate	\$ 25,000.00 \$25,000.00 \$ 75,000.00 \$ 75,000.00 \$ 100,000.00 \$ 75,000.00 \$ 75,000.00 \$ 75,000.00 \$ 75,000.00
Equipment F&A Base Indirect Costs					Total Direct Cost	Equipment Subtotal a not included in F&A Base F&A Base Subtotal TOTAL DIRECT COSTS: F&A Base F&A Rate	\$ 25,000.00 \$25,000.00 \$ 75,000.00 \$ 75,000.00 \$ 100,000.00 \$ 75,000.00 \$ 75,000.00 \$ 42,750.00
Equipment F&A Base Indirect Costs Totals					Total Direct Cost	Equipment Subtotal s not included in F&A Base F&A Base Subtotal TOTAL DIRECT COSTS: F&A Base F&A Rate	\$ 25,000.00 \$25,000.00 \$ 75,000.00 \$ 75,000.00 \$ 100,000.00 \$ 100,000.00 \$ 100,000.00 \$ 410,000.00 \$ 3,000,00 \$ 3,000,000 \$ 3,000,000,000 \$ 3,000,000 \$ 3,000,000,000 \$ 3,000,000,000 \$ 3,000,000 \$ 3,000,000,000 \$ 3,000,000,000 \$ 3,000,000,000 \$ 3,000,000,000,000 \$ 3,000,000,000,000,000 \$ 3,000,000,000,000,000,000,000,000,000,0
Equipment F&A Base Indirect Costs Totals					Total Direct Cost	Equipment Subtotal s not included in F&A Base F&A Base Subtotal TOTAL DIRECT COSTS: F&A Base F&A Rate TOTAL INDIRECT COSTS:	\$ 25,000.00 \$25,000.00 \$ 75,000.00 \$ 75,000.00 \$ 100,000.00 \$ 75,000.00 \$ 100,000.00 \$ 42,750.00 \$ 42,750.00
Equipment F&A Base Indirect Costs Totals					Total Direct Cost	Equipment Subtotal s not included in F&A Base F&A Base Subtotal TOTAL DIRECT COSTS: F&A Base F&A Rate TOTAL INDIRECT COSTS:	\$ 25,000.00 \$25,000.00 \$ 75,000.00 \$ 75,000.00 \$ 100,000.00 \$ 100,000.00 \$ 142,750.00 \$ 142,750.00 \$ 20,000.00

# Finding the Associated Project

#### 1. Find and open the Award.

2. The Project No. is listed on the Award Administration screen in the Project field.

Award Admini	stration							Back To Search Resul
Award:	A20-3493-00	)1		Sponsor:	Louisian (parent c	a State University System	Award Begin-End Dates:	03/02/2020 - 12/31/2021
Project:	A20-3493			Prime Sponsor:		,	Amount:	\$0.00 (Obligated)
Lead PI:	Charlie Apple	e e e e e e e e e e e e e e e e e e e	s	ponsor Award:	123456		Prime Account:	
Admin Unit:	Animal Scier	ICE	In	strument Type:	Grant			
Project Title:	Do cats like o	coffee?						
General	People	Budget	Distributions	Proposals	Flags			

# Finding the Associated Proposal

- 1. From the Award Administration screen, select "Proposals".
- 2. Select the Proposal No. hyperlink to open the Proposal Administration screen.

General	People	Budget	Distributions	Proposals	Flags		Û					
Proposals	Affiliated	with this Aw	ard									
Proposal	No Lead	Inv	Title					Initial Fu	unds Reques	ted		
20-2530	Apple	Э	Cha for A	nge in PI from w	Smith to A	pple A2	0-1234			0		
View 1 -	1 of 1										Ia <a 1<="" page="" td=""><td>of 1 🕨 🔛</td></a>	of 1 🕨 🔛

# Identifying the Assigned Sponsored Programs Analyst

- 1. Find the associated Proposal.
- 2. The assigned analysts are displayed on the Proposal Administration screen as follows.
  - a. Specialists field: Assigned Sponsored Programs proposal (listed first) and award (listed second) analysts
  - b. Proposal Specialist field: Assigned Sponsored Programs proposal analyst
  - c. Contract Specialist field: Assigned Sponsored Programs award analyst
  - d. Approving Person: Approving/Signing Institutional Official for the proposal submission to the sponsor

Proposal Admini	istration							Back To Sear	rch Results
Proposal: 20	<u>0-2621</u> 🛛 📩		Sponsor:	NIH National Ir	stitute of Allergy and Infectious Dis	eases (NIAID)	Submission Deadline:	4/17/2020	
Project: A	21-0730		Prime Sponsor:	None			Proposed Begin-End Dates:	1/01/2021 - 12	2/31/2022
Lead PI: C	harlie Apple		Instrument Type:	Grant			Proposed Total Amount:	\$ 0.00	
Admin Unit: M	led: Intl Med- I	nfectious Disease	Specialists:	Kassie Obellei	<u>o</u>				
Project Title: S	ocio-ecologica	I factors in Malaria transmission							
General	Routir	ng Compliance	Awards F	lags 📑					
Pr	roposal Type:	New			Parent Project:	A21-0730			
	Admin Unit:	Med: Intl Med- Infectious Disea	ase		Proposal Owner:	Amie Admin			
Initial Funds	s Requested:	\$42.410.00			Proposal Specialist:	Kassie Obelleiro			
		+ · · · · · · · · · · · · · · · · · · ·			Contract Specialist:				
Total Funds	s Requested:	\$ 0.00			Approving Person:	Kassie Obelleiro			
٩	Admin Office:	UC Davis Sponsored Program	s Office		Sponsor-Assigned Proposal No:	123456			
	Status:	Submitted to Sponsor			Legacy Proposal ID:				
					External System ID:				
					Date Submitted to Sponsor:	06/03/2020	lear		

### Viewing Award Notes

- 1. From the Award Administration screen, select the paper icon.
- 2. Select the Note hyperlink to view the full text if necessary.

General	People	Budget	Distributions	Proposals	Flags	Û			
Notes L	.ist								
Note A	rea Filter: A	ward 🗸							
Note					Last Updated By	Date	Note Area	Category	Access
Chan	<u>ge in PI proce</u>	ssed.			Kassie Obelleiro	02/19/2020	Award	General	Admin Office, All Parties

# Viewing Award Attachments

- 1. From the Award Administration screen, select the paperclip icon.
- 2. Select the document name hyperlink to open the attachment.

General People Budget Distrib	outions Proposals	Flags			
Attachment List					
Attachment Filter: All	~				
Attachment	File Type	Final	Upload Type	Attachment Type	Access
ApplicationPackage.pdf Uploaded by:Kassie Obelleiro Uploaded On:01/09/2020 At:11:12 AM PST	Other		Admin Office	Award	All Parties
budget.xlsx Uploaded by:Kassie Obelleiro Uploaded On:01/09/2020 At:11:11 AM PST	Budget		IPF	Proposal	All Parties
Agreement-FE.pdf uploaded by Rassle Openeiro Uploaded On:01/09/2020 At:11:11 AM PST	Agreement		Admin Office	Award	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

# Subawards

CAYUSE SP REFERS TO SUBAWARDS AS SUBCONTRACTS. THIS SECTION OF CAYUSE SP IS ONLY FOR OUTGOING SUBAWARDS.

### Finding a Subaward

1. From the <u>Project Dashboard</u>, locate the Subaward using one of the following methods.

#### Search Box

- a. Select "Subcontract" in the search box.
- b. Select the search parameter.
- c. Enter Complete the pop-up or text field based on the chosen search parameter.
- d. Select "Search".

Search	
Search Subcontract V B	y: Organization V Search
Organization:	Louisiana State University Syster

#### Subcontracts Bucket

a. Select the hyperlink of the number for the status of the Subaward.

	Subcontracts
7	(Awaiting) Admin Dept:
<u>24</u>	(Awaiting) Award Mgr/Analyst:
<u>62</u>	(Awaiting) Subcontractor:
1302	Fully Executed:
<u>23</u>	Inactive:

2. Select the Subcontract Number to view the Subaward.

>> Subcontracts									
Search Subcontracts I	oy: Status = Fully E	Executed							
Subcontract No 🌲	Admin Unit	Organization	Account No	Amount	Execution Date	Since Created	Since Modified	Status	FFATA Report Required
<u>A96-0002-S001</u>	Med: Cancer Center	University of Northern Iowa		\$500,000.00	05/12/2020	119 days	119 days	Fully Executed	Yes
<u>A21-0730-S001-A01</u>	Med: Intl Med- Infectious Disease	Kasetsart University		\$25,000.00	02/21/2020	201 days	201 days	Fully Executed	
A20-3494-S001				\$8,668.00		209 days	209 days	Fully Executed	
A20-3235-S001	Policy Institute	GAMS Development Corporation		\$35,000.00	12/02/2019	291 days	281 days	Fully Executed	
A20-2927-S002	Environmental Science & Policy	UC Los Angeles		\$9,497.00	12/03/2019	278 days	278 days	Fully Executed	
A20-2927-S001	Environmental Science & Policy	UC Riverside		\$25,800.00	11/21/2019	292 days	292 days	Fully Executed	
A20-2830-S001	Air Quality Research Center	RTI International		\$760,414.00	10/14/2019	340 days	330 days	Fully Executed	Yes

# Determining the Subaward Status

#### 1. Find and open the Subaward.

- a. The Status will be displayed on the search results lists. View the <u>Subaward Statuses table</u> for status definitions.
- 2. Select the hyperlink of the Subcontract No. to view details.

:	>> Subcontracts									
	Search Subcontracts b	y: Subcontract No	o containing "A21-(	0730-Snnn						
						Execution	Since	Since		FFATA Report
	Subcontract No 🌲	Admin Unit	Organization	Account No	Amount	Date	Created	Modified	Status	Required
C	A21-0730-S002	Med: Intl Med- Allergy	Louisiana Department of Wildlife and Fisheries		\$40,000.00	)	201 days	201 days	(Awaiting) Award Mgr/Analyst	
	<u>A21-0730-S001-A01</u>	Med: Intl Med- Infectious Disease	Kasetsart University		\$25,000.00	02/21/2020	201 days	201 days	Fully Executed	
	View 1 - 2 of 2								I I I I I I I I I I I I I I I I I I I	of 1 🕨 🕨

### Viewing Subaward Notes

#### 1. Find the Subaward.

- 2. From the Subaward Administration screen, select the notes icon.
- 3. Select the Note hyperlink to see full text if necessary.

>> Subcontract Ad	ministration						
Subcontract No:	A21-0730-S002	( <u>View Project</u> )					
Subcontract Type:	Original			Amou	unt: \$40,000.00		
Status:	(Awaiting) Award	Mgr/Analyst		Last Updat	ed: 2/20/2020 03:	05 PM PST - Kassi	e Obelleiro
Project Title:	SDPS Class Sam	ple - Do not delete	Prima	ary Admin Conta	act: <u>Amie Admin</u>		
General							
Note			Last Updated By	Date	Note Area	Category	Access
Dear Professo	<u>r Apple, Your suba</u>	ward request has been assigned to Ka	Kassie Obelleiro	02/20/2020	Subcontract	General	Admin Office All Parties

# Identifying the Assigned Sponsored Programs Analyst

The Sponsored Programs analyst assignment is entered as a Note. Follow the instructions for Viewing Subaward Notes.

### Viewing Subaward Attachments

- 1. Find the Subaward.
- 2. From the Subaward Administration screen, select the paperclip icon.
- 3. Select the document name hyperlink to view the document.

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

#### Finding the Associated Project

The first seven (7) digits of the Subcontract No. is the Project No.

- 1. Find the Subaward.
- 2. From the Subaward Administration screen, select "View Project".

>> Subcontract Administration				
Subcontract No: A21-0730-S00	2 ( <u>View Project</u> )			
Subcontract Type: Original			Amount:	\$40,000.00
Status: (Awaiting) Awa	rd Mgr/Analyst		Last Updated:	2/20/2020 03:05 PM PST - Kassie Obelleiro
Project Title: SDPS Class S	ample - Do not delete		Primary Admin Contact:	Amie Admin
General 📄 🕼				
Admin Unit:	Med: Intl Med- Allergy clear			
Account No:		🔍 <u>clear</u>	Budget Dates:	Dates have not been set.
* Amount:	40000		Sent Date:	mm/dd/yyyy 📸 <u>Clear</u>
Status:	(Awaiting) Award Mgr/Analyst ∨		Execution Date	e: mm/dd/yyyy 🚔 <u>Clear</u>
Organization:	Louisiana Department of Wildlife and Fisheries	🔍 <u>clear</u>	Begin Date:	mm/dd/yyyy 🚔 <u>Clear</u>
Subcontract Contact Email:			End Date:	mm/dd/yyyy
FFATA Report Required:			ARRA Funding	I:

### Finding Associated Awards

- 1. Find the associated Project.
- 2. Find the <u>Awards associated with the Project</u> and view for relevance to the Subaward.

# Appendix

# Role Definitions

Roles	Description
IPF Approver	An individual designated with signing authority to review and approve proposals on behalf of his or her department. Although all IPF Approvers for a given department receive an email notifying them when a proposal requires review, only one IPF Approver is required to approve the proposal to fulfill the departmental approval requirement.
Role Manager	An individual designated by the Dean or Department Head to add and remove roles for departmental personnel within Research Contacts.
Pre-Award Spending Approver	An individual designated with signing authority to review and approve Pre-Award Spending Requests. Pre- Award Spending Requests for a proposal can be prepared and submitted electronically in Cayuse SP. Once submitted, all departmental Pre- Award Spending Approvers receive an email notifying them there is a Pre-Award Spending Request requiring review, which they can access through their Pre- Award Spending Inbox. Only one approver needs to approve the request in order to fulfill the departmental approval requirement. Pre-Award Spending Approvers should also be provided Proposal Data Access in order to view the Proposal Attachments tab.
Award Data Access	View departmental award data contained in Cayuse SP through the Awards in My Department dashboard.
Proposal Data Access	View proposals in a given Admin Award Department, as well as access those proposals where that department is named, through the Proposals in My Department dashboard. The user can perform the following tasks: view the proposal, its IPF, and associated attachments; copy the proposal; and prepare a Pre-Award Spending Request for the proposal.
Table 1: Cayuse SP Role	e Definitions

Status	Definition	Investigator Certification	IPF Approval	
Unsubmitted	Not submitted for routing.	No	No	
Dept Approval in Process	Pending IPF approvals.	Yes, if not already obtained	Yes	
Admin Office in Process	Received by SPO but not assigned.	Yes, if not already obtained	Yes, if not already obtained	
PS Review	Under review by Proposal Analyst.	Yes, if not already obtained	Yes, if not already obtained	
CS Review	Under review by Award Analyst.	Yes, if not already obtained	Yes, if not already obtained	
Proposal Approved	Do NOT use. Select Submitted to Sponsor instead.	Yes, if not already obtained	No	
Reopened	Proposal reopened for department to edit	Yes	No	
Submitted to Sponsor	Proposal or administration action that required an IPF was submitted to the sponsor.	Yes, if not already obtained	No	
Rejected – Late Submission	Proposal was not submitted to the sponsor due to late submission by the PI/department and/or necessary document not provided.	Yes, if not already obtained	No	
Withdrawn	Proposal withdrawn by the PI	Yes, if not already obtained	No	
Not Funded	Proposal not funded by the sponsor, this IPF was for a letter of intent or pre-proposal that was invited to submit a full proposal or the award mechanism was identified as one for which SPO does not have delegation of authority (e.g. Vendor/Service Contract or Gift).	Yes, if not already obtained	No	
JIT Request Received	SPO or PI received a JIT request from the sponsor.	Yes, if not already obtained	No	
JIT Request Approved	SPO has approved the JIT information provided by the PI/department.	Yes, if not already obtained	No	
JIT Request Unsubmitted	The PI decided not to submit JIT information.	Yes, if not already obtained	No	
Funded	Notice of Award received by the sponsor. (This does not mean the award has been executed.)	Yes, if not already obtained	No	
Table 2: IPF Status Definitions				

# Proposal/Internal Processing Form (IPF) Statuses

# Project Statuses

Status	Definition
Active	There is ongoing activity. This may be a proposal, award, subaward or master agreement.
Closed (Work Complete)	Project and all associated awards, including the close-out process, are complete.
Inactive (Never Funded)	Associated proposal was withdrawn, determined not be within SPO's delegation of authority, not funded or negotiations were unsuccessful <b>and</b> there are currently no others in process or funded proposals under this project.
Inactive (Work Not Complete)	Suspended and transferred awards, proposals and/or subawards.
Created in Error	Project was created in error.
Terminated	Project was terminated.
Table 3: Project Status Definitions	

Award	l Types
-------	---------

Award Type	Potential Sponsor Names	When to Choose	Significance
New	Grant Award Contract Agreement	<ol> <li>First time proposal is funded.</li> <li>First time root award number is used.</li> <li>There should only be one "New" award in a Project.</li> </ol>	CGA sets up a new fund.
Supplement	Modification Amendment Supplemental Funding	<ol> <li>Same root award number from previous award</li> <li>Extra money is given for a project—not previously promised</li> <li>When there is additional scope of work along with additional money</li> <li>EXAMPLE: California state agency gives extra money in May</li> </ol>	CGA creates a new account to existing fund.
Amendment **Sponsor sends formal document approving changes.**	Incremental Award Modification Revised Contract	<ol> <li>Same root award number from a previous award</li> <li>Award comes in for already promised money</li> <li>No cost extension</li> <li>PI/personnel change</li> <li>Rebudget</li> <li>Carryforward request</li> <li>Deobligation</li> <li>Change in scope of work with no additional money</li> <li>EXAMPLE: Year 2 of NIH award</li> </ol>	CGA makes changes to existing fund.
Administrative Action	Stop Work Orders	Post-award actions, such as Stop Work Orders, miscellaneous letters and Progress Reports that need to be reported to CGA.	Notification is sent to CGA.
Termination		Award is terminated if reporting designation is Active/Obligated.	Notification is sent to CGA.
Prior Approval **Sponsor does not send a formal document approving changes**	No formal sponsor document	When sponsor approves something without formal document.	CGA makes changes to the fund.
Table 4: Award Types			

# Award Statuses

Status	Definition
Active	Award is fully-executed.
Pending	Notice of Award was received award is worked on; not fully-executed.
Unsuccessful Negotiation	Anticipated award not received due to failed negotiation, Prior Approval denied by the sponsor or the award mechanism was determined to be one in which SPO does not have delegation of authority.
Closeout in progress	Closeout procedure is underway.
Suspended	Anticipated award not received due to a reason other than failed negotiation.
Closed (Work Complete)	Award is complete or terminated if reporting designation is Active/Obligated.Award was suspended by the Award Analyst if reporting designation is Pending/Anticipated.
Created in Error	Award was created by mistake.
Table 5: Award Statuses	

# Subaward Statuses

Status	Definition
(Awaiting) Admin Dept	Action is required by the PI/department
(Awaiting) Award Mgr/Analyst	Action is required by the SPO Award Analyst
(Awaiting) Subcontractor	Action is required by the Subrecipient
Full Executed	The Subaward is fully executed and has been sent
	to CGA
Table 6: Subaward Statuses	

# Advance Account Request Statuses

Status	Definition
Submitted	Awaiting department and dean approval, if applicable
Authorized	If a non-SVM proposal: Department approve received and either awaiting SPO assignment or has been assigned to a SPO analyst. If a SVM-proposal: Awaiting dean approval
Funded	SPO approved
Deleted	Not approved by SPO or withdrawn because no longer needed
Rejected	Rejected by the department and/or dean's office
Table 7: Advance Account Request Sta	tuses