

# Cayuse SP – UC Davis

## Handbook for Accessing Subawards

### Access Subaward Documents

1. Access the Award list:
  - a. Select **My Awards** if you are on the **Investigators/Research Team** tab in any role.
- OR
- b. Select **Awards in My Unit** if you have **Award Data Access** for the administering unit.

**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](mailto:orcayusehelp@ucdavis.edu)

2. Select the **Award** associated with the **Subaward**.

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	
<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x	<input type="text" value="Search"/> x
<a href="#">A21-0730-004</a>	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		
<a href="#">A21-0730-003</a>	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. 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

General People Budget Distributions Proposals Flags

Sponsor Award No: 123456 Type: Administrative Action

Document No: A21-0730-004 stop work order

\* Admin Unit: Med: Intl Med- Allergy

\* Award Status: Pending

\* Reporting Designation: Obligated

\* Award Begin Date: 01/16/2020 Clear

Official Report Date: mm/dd/yyyy Clear

\* Award End Date: 01/23/2020 Clear

\* Award Notice Received: 01/20/2020 Clear

ARRA (Stimulus) Funding: ☐

Prime Account Begin Date:

Award Remarks:

Prime Account End Date:

Legacy Award No:

### 4. Go to the **Subcontracts** tab.

**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**

\* Project Title: SDPS Class Sample - Do not delete

\* Project Status: Active

\* Admin Unit: Med: Intl Med- Allergy

Confidential: No

\* PI: Charlie Apple

Primary Administrative Contact: Amie Admin

\* Project Begin Date: 01/01/2021 Clear

\* Project End Date: 02/28/2022 Clear

\* Sponsor: NIH National Institute of Allergy and Infectious

Prime Sponsor:

### 5. The **Status** displays on the main screen.

### 6. Select the **Subcontract No** to view the assigned SPO analyst and other details.

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.
<a href="#">A21-0730-S002</a>		Med: Intl Med- Allergy	(Awaiting) Award Mgr/Analyst		Louisiana Department of Wildlife and Fisheries			\$40,000.00
<a href="#">A21-0730-S001-A01</a>		Med: Intl Med- Infectious Disease	Fully Executed		Kasetsart University		02/21/2020	\$55,000.00

View 1 - 2 of 2 Page 1 of 1

7. Details of the selected Subaward will display.

>> Subcontract Administration

Subcontract No: A21-0730-S002 (View Project)

FDP Templates:

Subcontract Type: Original

Amount: \$40,000.00

Status: (Awaiting) Award Mgr/Analyst

Last Updated: 2/20/2020 03:05 PM PST - Kassie Obelleiro

Project Title: SDPS Class Sample - Do not delete

Primary Admin Contact: [Amie Admin](#)

General

Admin Unit: Med: Intl Med- Allergy [clear](#)

Account No:  [clear](#)

\* Amount: 40000

Status: (Awaiting) Award Mgr/Analyst ▼

Organization: Louisiana Department of Wildlife and Fisheries [clear](#)

Subcontract Contact Email:

FFATA Report Required: ☐

Budget Dates: Dates have not been set.

Sent Date:  [Clear](#)

Execution Date:  [Clear](#)

Begin Date:  [Clear](#)

End Date:  [Clear](#)

ARRA Funding: ☐

8. Select the **Notes** tab (indicated with a page icon) to view the assigned analyst and other details.

9. Select the Note hyperlink if the full text does not display.

General

Note	Last Updated By	Date	Note Area	Category	Access
<a href="#">Dear Professor Apple. Your subaward request has been assigned to Ka...</a>	Kassie Obelleiro	02/20/2020	Subcontract	General	Admin Office All Parties

10. Select the **Attachments** tab (indicated with a paperclip icon) to view uploaded documents.

General

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