

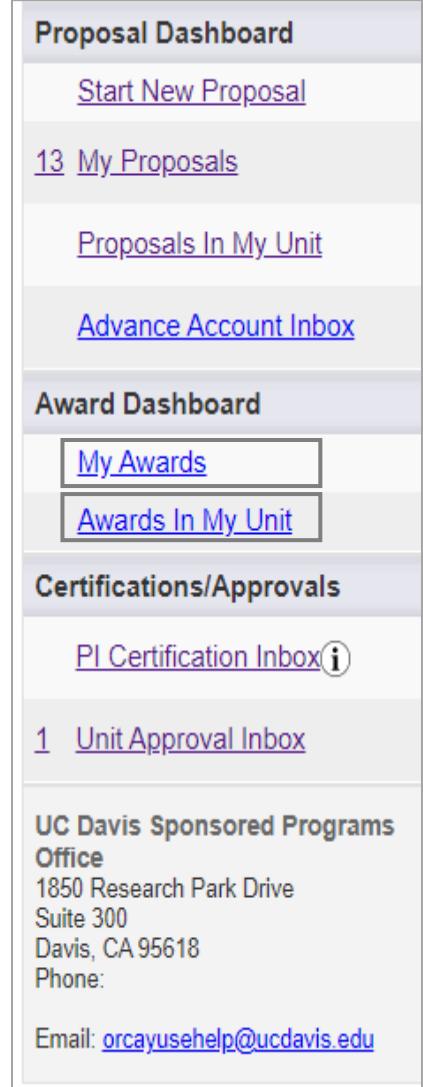
# Cayuse SP – UC Davis

## 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.
  - b. Select **Awards in My Unit** if you have **Award Data Access** for the administering unit.

OR



The screenshot shows the Cayuse SP Proposal Dashboard. It includes sections for 'Proposal Dashboard' (with 'Start New Proposal' and '13 My Proposals'), 'Proposals In My Unit', 'Advance Account Inbox', 'Award Dashboard' (with 'My Awards' and 'Awards In My Unit' buttons highlighted in red), 'Certifications/Approvals' (with 'PI Certification Inbox' and '1 Unit Approval Inbox'), and 'UC Davis Sponsored Programs Office' contact information (1850 Research Park Drive, Suite 300, Davis, CA 95618, Phone: [redacted], Email: [orcayusehelp@ucdavis.edu](mailto:orcayusehelp@ucdavis.edu)).

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



The screenshot shows the Cayuse SP Award list table. The table has columns for Award No., Project Title, Lead PI, Sponsor, Award Amount, Award Notice Received, Award Begin Date, Award End Date, Admin Unit, Account Numbers, Status, and Flags. There are search fields for each column. Two rows are visible: A21-0730-004 (highlighted) and A21-0730-003. The first award is for SDPS Class Sample - Do not delete, sponsored by NIH National Institute of Allergy and Infectious Diseases (NIAID) with an amount of \$0.00. The second award is for SDPS Class Sample - Do not delete, sponsored by NIH National Institute of Allergy and Infectious Diseases (NIAID) with an amount of \$-11,400.00.

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 <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> x	Search <input type="text"/> 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. 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: <b>A21-0730</b>	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	* Award Status: Pending
* Admin Unit: Med: Intl Med- Allergy	* Reporting Designation: Obligated
* Award Begin Date: 01/16/2020 	Official Report Date: <input type="text"/> 
* Award End Date: 01/23/2020 	* Award Notice Received: 01/20/2020 
ARRA (Stimulus) Funding: <input type="checkbox"/>	Prime Account Begin Date:
Award Remarks: <input type="text"/>	
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: <b>Charlie Apple</b>	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 	* Project End Date: 02/28/2022 
* Sponsor: NIH National Institute of Allergy and Infectious	Prime Sponsor: <input type="text"/>

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: <b>A21-0730-S002</b> <a href="#">(View Project)</a>	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: <a href="#">Amie Admin</a>

General

Admin Unit: <input type="text" value="Med: Intl Med- Allergy"/> <a href="#">clear</a>	Budget Dates: Dates have not been set.
Account No: <input type="text"/> <a href="#">clear</a>	Sent Date: <input type="text"/>
* Amount: <input type="text" value="40000"/>	Execution Date: <input type="text"/>
Status: (Awaiting) Award Mgr/Analyst	Begin Date: <input type="text"/>
Organization: <input type="text" value="Louisiana Department of Wildlife and Fisheries"/> <a href="#">clear</a>	End Date: <input type="text"/>
Subcontract Contact Email: <input type="text"/>	ARRA Funding: <input type="checkbox"/>
FFATA Report Required: <input type="checkbox"/>	

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-FF.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