

Cayuse SP – UC Davis

Handbook for Approvers

Contents

Accessing Cayuse SP.....	2
Approving Proposals in Your Unit.....	2
Endorsing Pre-Award Spending (Advance Accounts)	7
Resources	10

Accessing Cayuse SP

- Login to: <https://ucdavis.cayuse424.com> with your Kerberos ID and Password
 - Select **Cayuse SP**



Approving Proposals in Your Unit

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

SP cayuse
SP

My Dashboard More

Proposal Dashboard

- [Start New Proposal](#)
- 5 [My Proposals](#)
- [Proposals In My Unit](#)
- [Advance Account Inbox](#)

Award Dashboard

- [My Awards](#)
- [Awards In My Unit](#)

Certifications/Approvals

- [PI Certification Inbox \(1\)](#)
- 1 **Unit Approval Inbox** >>

UC Davis Sponsored Programs Office
1850 Research Park Drive
Suite 300
Davis, CA 95618
Phone:
Email: orcayusehelp@ucdavis.edu

Unit Approval Inbox

To Be Authorized Previously Reviewed

Below is a list of proposals that require your authorization as a unit proposal approver.
See [Research Contacts](#) for a complete listing of roles in your unit.

Prop No.	PI	Unit	Project Name	Sponsor	Deadline	PI Cert
20-2535	Apple	OVCR - Sponsored Programs	12/11/2018 Apple NSF	National Science Foundation (NSF)	12/11/2018	No

View 1 - 1 of 1 Page 1 of 1

2. Determine whether 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.
 - a. If certifications have not been completed, it might speed the process if you prompt the investigators to complete that step.
 - b. Certification do not need to be complete in order for you to authorize 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

Unit(s) that must authorize this proposal

Order	Unit	Authorizing Person(s)	Authorizing Decision
1	OVCR - Sponsored Programs	Terrence Duperron , OR Help , Charlie Apple , Amie Admin	Not Yet Reviewed
2	UC Davis Sponsored Programs Office	Admin Office	

Status History

Status	Person	Date
Changed to: Submitted for Routing	Changed by: Amie Admin	1/22/2020, 10:13 AM PST
Changed to: Unsubmitted	Changed by: Amie Admin	1/22/2020, 9:41 AM PST

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, HPCs 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?

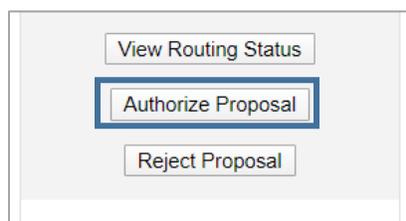
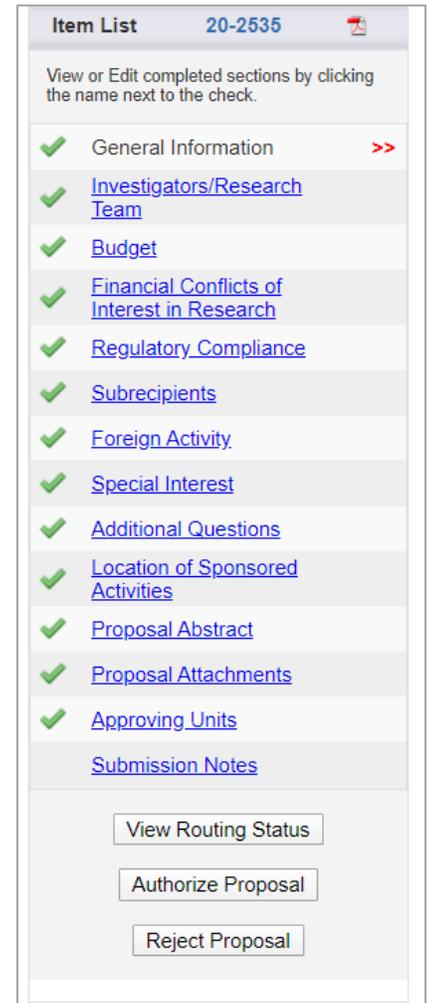
- j. **Proposal Abstract**

- i. Review attachments for financial resources, space, faculty/staff time and appropriateness.

- k. **Submission Notes**

- i. View for any important notes.

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.

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

- 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**.

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.

Endorsing Pre-Award Spending (Advance Accounts)

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).

The screenshot shows the 'Pre-Award Spending Approver Inbox' interface. On the left, the 'Advance Account Inbox' is highlighted in the sidebar. The main content area shows a table with columns: Date Submitted, Project Title, Account, Unit Authorized, and Dean/Chancellor Auth. A row is visible with the project title '12/11/2018 Apple NSF' highlighted.

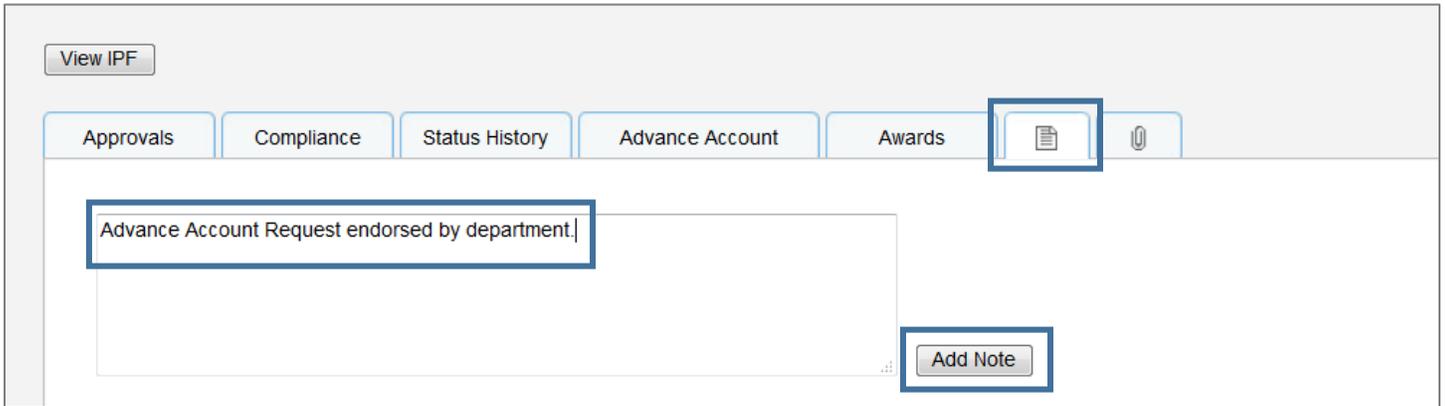
2. To view the relevant Proposal attachments, note the **Proposal Number** from the downloaded IPF and find the Proposal from the **Proposals in My Unit** box.

The screenshot shows the 'Proposals in My Unit' interface. On the left, the 'Proposals in My Unit' link is highlighted in the sidebar. The main content area shows a table with columns: Submitted Date, Prop No, Lead PI, Project Name, Sponsor, Unit, and Status. A row is visible with the proposal number '18-1117' highlighted.

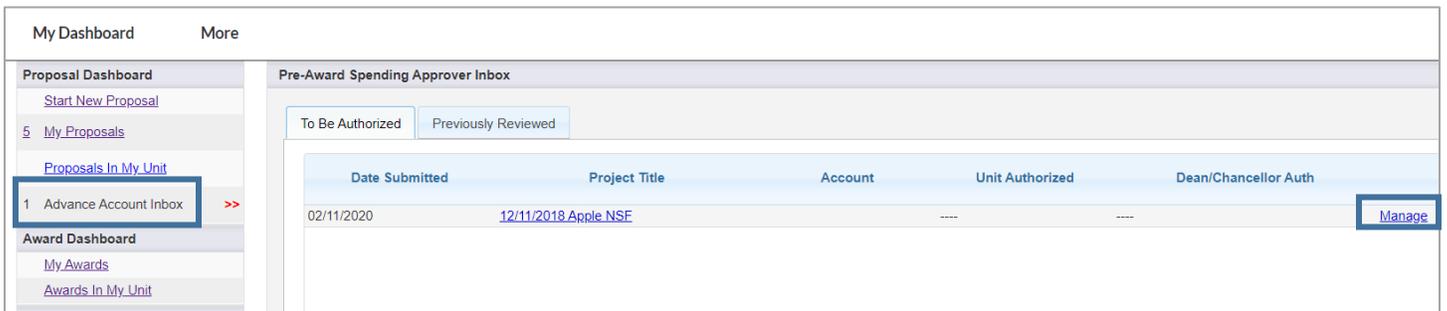
3. Go to the **Attachments** tab to review the documents related to the Advance Account Request. **Note: This is where evidence of firm commitment from the sponsor should be saved.**

The screenshot shows the 'Attachments' tab interface. At the top, the 'Attachments' tab is highlighted in the navigation bar. Below it, there is an 'Add Attachment' section with a 'Browse...' button and a 'Document Type' dropdown. Below that, there is a table with columns: Attachment, File Type, Upload Type, Attachment Type, and Access. A row is visible with the attachment name 'Advance Account Firm commitment.pdf' highlighted.

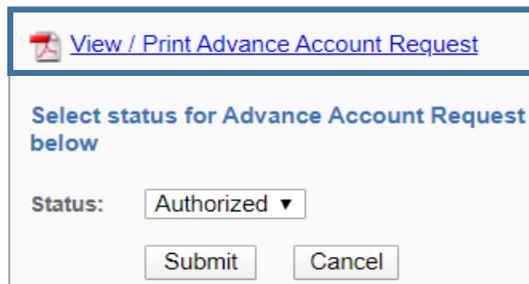
4. **For SOM & SVM only; all others proceed to [next step](#):** If you are a Pre-Award Spending Approver for a unit within the School of Medicine (SOM) or the School of Veterinary Medicine (SVM) but not for the SOM or SVM Dean’s Office, enter a Note that “Advance Account Request is endorsed by the unit”.
 - a. While the Pre-Award Spending Approver for the SOM or SVM Dean’s Office is responsible for the remaining steps, it will speed the review/approval process if you reach out to let them know the Pre-Award Spending request is ready for their review.



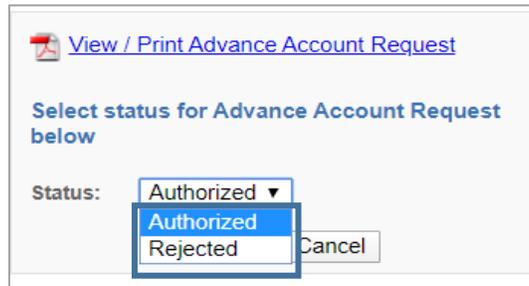
5. To endorse or reject the request, find the request from the **Advance Account Request Inbox** and select **Manage**.



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 funding from the sponsor is not received.**



The screenshot shows a web interface for managing an Advance Account Request. At the top, there is a link with a printer icon labeled "View / Print Advance Account Request". Below this, the instruction "Select status for Advance Account Request below" is displayed. A "Status:" label is followed by a dropdown menu currently showing "Authorized". The dropdown menu is open, showing two options: "Authorized" (highlighted in blue) and "Rejected". To the right of the dropdown menu is a "Cancel" button.

Resources

1. Sponsored Programs Office (SPO) [Learn: Cayuse SP](#) webpage
2. SPO's [Upcoming Training Opportunities](#)
3. UC Davis [Cayuse SP FAQs](#)
4. UC Davis Cayuse Help Desk: ORCayuseHelp@ucdavis.edu
5. [SPO Cayuse info](#) Listserv - **clicking on this link will subscribe you to this listserv**, used to send important updates and announcements for UC Davis Cayuse users.